

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, April 21, 2020  
3:00 P.M.

## AGENDA

This meeting will be conducted only by teleconference under the provisions of Executive Order N-29-20. Public comments may be submitted via email to [kinneloa@outlook.com](mailto:kinneloa@outlook.com) prior to the meeting and any information submitted will become part of the official record. The public may participate via computer or telephone using the following information:

<https://zoom.us/j/96953912891?pwd=UXJBdVpHVHZsdU5JMENGtkc1b1VDQT09>

+1 669 900 9128

Meeting ID: 969 5391 2891

Password: 206936

1. **CALL TO ORDER** – 3:00 P.M.
  - a. Declaration of a quorum
  - b. Review of agenda
2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District  
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
3. **REVIEW OF MINUTES** – March 17, 2020 and March 31, 2020  
*Recommended Action: Review and approve motion to file*
4. **REVIEW OF FINANCIAL REPORTS** – March 31, 2020  
*Recommended Action: Review and approve motion to file*
5. **COVID-19 DISCUSSION** – Item presented by General Manager regarding operations during COVID-19 pandemic.  
*Recommended Action: The General Manager to respond to questions*
6. **GENERAL MANAGER'S REPORT** – Information item presented by the General Manager  
*Recommended Action: General Manager to summarize the report and respond to questions*
7. **CUSTOMER OUTREACH DISCUSSION** – Presentation by the General Manager of the District's website, newsletter and other outreach tools  
*Recommended Action: The General Manager to respond to questions and receive input from the Board*
8. **GENERAL MANAGER'S GOALS FOR 2020** – Discussion of the Board's proposed goals for the General Manager  
*Recommended Action: The General Manager to respond to questions and receive input from the Board.*

**9. DIRECTOR REPORTS AND/OR COMMENTS** – In accordance with Government Code §54954.2

Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

**10. CALENDAR** – May 19, 2020                  June 16, 2020                  July 21, 2020

**11. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District's website <https://kinneloairrigationdistrict.info>.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, March 17, 2020, 3:00 pm**  
**Minutes**

**Meeting conducted by teleconference under the provisions of Executive Order N-25-20.**

**DIRECTORS PRESENT:** Office Boardroom: Frank Griffith and Dave Moritz  
Teleconference/Zoom videoconference: Tim Eldridge, Gordon Johnson,  
and Gerrie Kilburn

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Office Boardroom: General Manager Melvin Matthews, Office  
Manager/Board Secretary Bernadette Allen

**1. CALL TO ORDER:** Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. The Chair shared a couple of procedures for the meeting due to the teleconference/videoconference format. He requested that all votes be roll call votes. To determine if a quorum was present, he called the roll in alphabetical order. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

**2. PUBLIC COMMENT:** No public comments. District resident Stephen Brown arrived at 3:32 pm.

**3. REVIEW OF MINUTES:**

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

**“That the Board approves the February 18, 2020, minutes as presented for filing and posting on the website.”**

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

**4. REVIEW OF FINANCIAL REPORTS:** The Director/Treasurer Moritz reviewed the February 29, 2020, financial reports. On the Income Statement, he highlighted that water sales revenue was higher than the previous month, but wholesale water sales was lower, with an overall total revenue of \$138,000 as compared to January’s total of \$130,000.

Director Moritz stated that some expense accounts were higher than last month, such as electricity, but others were lower, such as maintenance, labor and water treatment. On balance, the net income was \$46,000 as compared to January’s \$26,000.

Director Kilburn asked for more information regarding [account 6081] Permits/Fees on the Income Statement. The General Manager stated that the current month expense was \$427, and the year to date variance is under budget primarily due to timing for generator permits and fees renewal.

Director Moritz asked for more information regarding the Balance Sheet Long -Term Liabilities [account 2400] Installment Purchase Agreement. The General Manager stated that the District borrowed 2.3 million dollars to complete two projects: The Vosburg Booster Station and the East-West Connector Pipeline. The District is about 5 years into the 15-year term agreement. There are two payments a year. Out of the original \$2.3 million, the District has paid it down to \$1.7 million. The Chair asked for more information regarding the Balance Sheet [account 1190] Allowance for Bad Debts. The General Manager stated that the \$771.48 was originally set as an arbitrary amount on the improvement district bad debts as suggested by the auditor. There have been no charges against it. The reality is the District rarely has a bad debt and he cannot remember the last time it

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occurred. It would represent an unpaid water bill that the District would be unable to collect. Because of California irrigation district regulations, the obligation for water fees and charges belongs to the property owner and rolls over to a new owner.

Director Griffith asked why Director Kilburn received two checks. The General Manager stated that the checks were compensation for the Personnel Committee meeting and the Board Meeting. Director Griffith asked if FirstNet phone service on the check register is new. The General Manager stated that there has been no change in the mobile phone service provider.

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

**“That the Board approves the financial reports as presented for filing.”**

**5. GENERAL MANAGER’S REPORT:** The General Manager and the Board reviewed the report.

**I.B. Aged Receivables and I.C. Website Usage and Online Payments:** The General Manager highlighted the format change to a running twelve months of data as requested by the Board.

**II.C. Truck Replacement:** Director Griffith asked if the March 20<sup>th</sup> date is delivery of a complete vehicle. The General Manager replied that the trucks will be complete as ordered from the factory. The District will need to add signs, toolboxes and ladder racks.

**II.G. Activities/Meetings...:** Director Griffith asked if the General Manager would include a list of acronyms at the bottom of the table with the organization’s name.

**III.B.1.a. Operator training:** Director Griffith asked if training was for any staff in particular. The General Manager stated that training is mutual and among all operators. Some training occurs during staff meetings, after meetings and in the field to fulfill the goal of cross training all operators to perform all activities.

**III.B.1.e. Facility cleanup:** Director Griffith asked if cleanup was for any facility in particular. The General Manager stated that facility cleanup is ongoing as needed and some facilities require more trimming of brush that is not part of the normal landscape agreement.

**III.B.2.a. Sage Tank washout:** Director Kilburn asked where the water goes when the tank is cleaned. The General Manager replied that in anticipation of a washout, the District serves water to the customers to as low a tank level as possible. The remaining one to three feet of water below the outtake is dumped, and the amount is recorded to help in the analysis of the overall leak percentage of the system. The water is not lost to the basin because it ends up in Eaton Canyon.

**III.B.2.b. Improve Holly Tanks site drainage:** Director Griffith asked what was done and if pictures were available. The General Manager stated he did not have pictures and can see if pictures were taken.

**V. Water Samples... Attachment A:** Director Griffith asked if the 80 tests were at different sites. The General Manager stated that some are distribution sites, and some are source sites. Director Griffith asked if the table could include the location where the samples were taken. The Office Manager stated that the sampling would include eight or more sites and would create a very complex table. The General Manager added that all samples are reported to the state and anybody can download sample information from the state website. Director Griffith asked if there is a link on the District website to that information. The staff did not think so. Director Moritz asked if the same sites were sampled each time. The General Manager replied that the same sites are sampled, but the timing of when they are sampled varies. A sampling plan is approved by the state and based upon the results, sampling frequency may be increased or reduced.

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The Chair asked if there has been any impact to operations due to the Coronavirus situation. The General Manager stated there have not, there has been no illness among the staff, and operations are currently normal. There has been a lot of coordination through the mutual aid agreement with the other foothill agencies as well as with the Public Water Agencies Group, such that if there is any problem with staffing, aid will be available.

Director Kilburn stated that she appreciated the operating status notification that was posted on the internet. The General Manager added that information was posted to the District's website and Facebook page to notify customers that the water is safe.

Director Johnson asked if there has been any impact to deliveries or third parties or regulators. The General Manager replied that there has not been any impact to the District.

**6. OFFICE DRIVEWAY PROJECT:** The General Manager shared a video presentation of the replacement and widening of the office driveway. The project occurred over two days. District resident Stephen Brown arrived in the boardroom and joined the meeting at 3:32 pm.

**7. PUBLIC HEARING – BOARD OF DIRECTORS COMPENSATION:** The Chair opened the hearing at 3:34 pm. The General Manager stated that the proof of publication of the notice of the meeting [Item 7 – Page 1] is in the agenda packet and the notice was posted on the District's website. There were no public comments, and no letters nor phone calls were received regarding the proposed ordinance. Director Kilburn commented that the ordinance was self-explanatory. There was no discussion. The Chair closed the hearing at 3:36 pm.

**8. BOARD OF DIRECTORS COMPENSATION:**

It was motioned/seconded/carried unanimously by roll call vote. (Eldridge/Kilburn – 5/0/0/0)  
**“That the Board approves the adoption of Ordinance 2020-03-17 increasing the compensation paid to members of the Board of Directors.”**

Director Kilburn stated that the details were covered in the ordinance and publication notices. (Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

**9. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e):** Title: General Manager. At 3:39 pm, the Chair adjourned the meeting to closed session for the General Manager's performance evaluation.

**10. OPEN SESSION – REPORT ON CLOSED SESSION:** The Chair reconvened to open session at 4:52 pm. The Chair stated that no action was taken. He stated that the Board would like to schedule a Special Board meeting on March 31, 2020 at 3:00 pm.

**11. DIRECTOR REPORTS AND/OR COMMENTS:**

Director Eldridge asked if there was a meter read problem for one of the Glen residents. The General Manager said that there was a problem with a manual read that has been corrected. Director Kilburn asked if there is any new information on the Doyne Road development. Neighbors have reported activity. The General Manager replied that there is no new information. The Chair asked if there is a status update on shelving at Vosburg. The General Manager did not have an update.

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**12. CALENDAR:** The next meeting will be a Special Meeting on March 31, 2020 at 3:00 pm.

**12. ADJOURNMENT:** It was motioned/seconded/carried unanimously-(Kilburn/Eldridge-5/0/0/0):

**“That the Board adjourns the meeting.”**

The meeting was adjourned at 4:55 pm.

Respectfully submitted by,



Bernadette C. Allen

Office Manager/Board Secretary

DRAFT

**KINNELOA IRRIGATION DISTRICT**  
**Special Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, March 31, 2020, 3:00 pm**  
**Minutes**

**Meeting conducted by teleconference under the provisions of Executive Order N-29-20.**

**DIRECTORS PRESENT:** Teleconference/Zoom videoconference: Gordon Johnson, Gerrie Kilburn, and Dave Moritz (present at call to order)  
Teleconference/Zoom videoconference: Tim Eldridge and Frank Griffith (joined meeting during Item 3: COVID-19 Presentation)

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Teleconference/Zoom videoconference: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen (present at call to order)

**1. CALL TO ORDER:** Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

**2. PUBLIC COMMENT:** No members of the public were present, and no public comments were submitted prior to the meeting.

**3. COVID-19 DISCUSSION:** The General Manager summarized the current statistics of confirmed cases and fatalities in the surrounding communities. Regarding District operations, he stated that he is working remotely from home, the office staff is taking shifts working at the office and remotely from home, and the field staff is working independently and keeping distance. There are no reports of illness and the District is fully staffed. He reported that PWAG [Public Water Agencies Group] has a conference call every Monday and there are no reported cases in any of the twenty agencies. Operationally, all are working from home whenever possible, splitting shifts, keeping distance and wiping down common surfaces. We, and other agencies, have shown it is possible to keep the essential service going. He added that District has a good inventory of repair parts, and our major suppliers, contractors and labs are fully operational. He assured the Board that the staff is doing everything they can to stay well and keep operations going.

The General Manager stated that many utilities are suspending shutoffs due to late payment. The staff requests direction from the Board on what they think the appropriate action is during the crisis. Typically, there are 20 to 30 customers that receive late fees and notices. The staff is currently following normal procedures. The staff recommends delaying any shutoffs on a case by case basis. Director Kilburn stated that in our District she did not think shutoffs will be an issue. The General Manager agreed that it is not likely.

Director Moritz agreed that the District needs to work with anyone who is experiencing financial problems at this point.

Director Johnson also agreed. He added that he did not think the District should change notification procedures and should follow the normal protocol. He stated that the staff may want to consider changing the notification letter to acknowledge that the District is responding to requests to postpone shutoffs during the current crisis.

Director Kilburn agreed.

The General Manager stated that the Board's position confirms the staff's viewpoint.

The Chair stated that Director Eldridge joined the meeting at 3:02 pm and Director Griffith attempted to call in earlier and has now joined the meeting.

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The Chair asked if there were any additional comments or questions about the COVID-19 discussion. Director Eldridge commented that the Los Angeles County Board of Supervisors recently voted to make Los Angeles County's Chief Executive Officer Sachi Hamai in charge of the Emergency Operations Center and remove Sheriff Villanueva from having control over emergency operations. He thought it was a good idea to have an executive in charge.

**4. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code**

**§54954.5(e)**: Title: General Manager. At 3:10 pm, the Chair adjourned the meeting to closed session for the General Manager's performance evaluation.

**5. OPEN SESSION – REPORT ON CLOSED SESSION**: The Chair reconvened to open session at 3:55 pm. The Chair stated that no action was taken in closed session.

It was motioned/seconded/carried unanimously by roll call vote. (Eldridge/Kilburn – 5/0/0/0)

**“On the basis of the Board's discussion in closed session, raise the General Manager's salary 5%.”**

There was no additional discussion.

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

The Chair stated that as a follow-up, the personnel committee will schedule a meeting with the General Manager within the next few weeks to deliver his evaluation and discuss the goals and objectives for 2020. The Board would like an agenda item added to the next Regular Board meeting to discuss the goals and objectives. The Board will also request agenda items periodically throughout the year on each of the goals and objectives. These status reports will be separate agenda items and not included in the General Manager's report. The Board would like to schedule a closed session in about six months for a mid-year performance review for the General Manager.

**6. DIRECTOR REPORTS AND/OR COMMENTS**: Director Kilburn stated that she has a video on how to manage groceries given the virus issues and asked if the Directors would be interested in receiving it. The Directors said that they would be interested. The Chair stated that he received an email message that the water is safe to drink and asked how the message was delivered. The General Manager stated that the email was transmitted to the four hundred plus customers who are on the email list. The Chair said that he thought it was a good message and reminder that they do not need to make panicked purchases of bottled water. The Chair stated that Director Griffith had suggested that the District creates a couple of posters to put along the streets: Sierra Madre Villa and Kinneloa Canyon. Director Eldridge stated that he would like one for the Glen's community message board. Director Kilburn said that her neighborhood has a message board as well. The General Manager said that he would prepare a poster and circulate it to the Board for any comments before it is posted.

**7. CALENDAR**: The next meeting will be the Regular Meeting on April 21, 2020.

**8. ADJOURNMENT**: It was motioned/seconded/carried-(Kilburn/Eldridge-5/0/0/0):

**“That the Board adjourns the meeting.”**

The meeting was adjourned at 4:03 pm.

Reviewed and submitted by,



Bernadette C. Allen

Board Secretary



**Kinneloa Irrigation District**  
**Income Statement for the Three Months Ending March 31, 2020**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
4000 Water Sales	103,076.73	112,000.00	(8,923.27)	322,312.01	336,000.00	(13,687.99)
4015 Wholesale Water Sales	0.00	0.00	0.00	35,406.96	0.00	35,406.96
4020 Service/Installation Charges	546.83	833.33	(286.50)	1,631.89	2,499.99	(868.10)
4035 Interest-Reserve Fund	2,679.35	2,500.00	179.35	8,370.07	7,500.00	870.07
4036 Unrealized Gain(Loss)-CalTRU	(512.21)	0.00	(512.21)	11,634.77	0.00	11,634.77
<b>Total Revenues</b>	<b>105,790.70</b>	<b>115,333.33</b>	<b>(9,542.63)</b>	<b>379,355.70</b>	<b>345,999.99</b>	<b>33,355.71</b>
<b>Expenses</b>						
5005 Electricity	7,157.06	10,000.00	(2,842.94)	26,323.92	28,000.00	(1,676.08)
5010 Maintenance/Repair Supplies	2,400.83	2,083.33	317.50	9,513.39	6,249.99	3,263.40
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	2,499.99	(2,499.99)
5012 Safety Equipment	196.87	133.33	63.54	196.87	399.99	(203.12)
5015 Operations Labor	15,897.16	17,200.00	(1,302.84)	47,323.04	51,600.00	(4,276.96)
5016 Operations OT	2,196.00	1,125.00	1,071.00	5,808.18	3,375.00	2,433.18
5020 Stand-by Compensation	930.00	915.00	15.00	2,880.00	2,745.00	135.00
5022 Training/Certification	0.00	133.33	(133.33)	0.00	399.99	(399.99)
5025 Water Treatment/Analysis	2,082.28	1,833.33	248.95	10,031.57	5,499.99	4,531.58
5030 Maintenance/Repair Contractors	10,307.76	10,833.33	(525.57)	33,501.59	32,499.99	1,001.60
5034 Equipment Maintenance	7,994.96	1,250.00	6,744.96	7,994.96	3,750.00	4,244.96
5035 Vehicle Maintenance	107.40	1,250.00	(1,142.60)	436.25	3,750.00	(3,313.75)
5036 Fuel	2,595.89	1,250.00	1,345.89	6,256.18	3,750.00	2,506.18
5045 Insurance-Workers Comp.	5,029.46	5,000.00	29.46	5,029.46	5,000.00	29.46
5046 Insurance-Liability	1,294.79	1,333.33	(38.54)	3,884.37	3,999.99	(115.62)
5048 Insurance-Property	171.83	208.33	(36.50)	515.49	624.99	(109.50)
5049 Insurance-Medical	7,349.40	7,375.00	(25.60)	22,048.20	22,125.00	(76.80)
6000 Engineering Services	740.00	3,958.33	(3,218.33)	9,716.25	11,874.99	(2,158.74)
6005 Watermaster Services	880.33	1,000.00	(119.67)	2,640.99	3,000.00	(359.01)
6015 Administrative Salary	11,776.25	12,833.33	(1,057.08)	34,754.29	38,499.99	(3,745.70)
6017 Administrative Travel	23.26	250.00	(226.74)	227.85	750.00	(522.15)
6020 Board Compensation	700.00	700.00	0.00	1,400.00	2,100.00	(700.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	107.00	249.99	(142.99)
6022 Board of Directors Election	0.00	0.00	0.00	211.03	0.00	211.03
6024 Customer/Public Info. Prog.	200.00	166.67	33.33	872.00	500.00	371.99
6025 PERS - KID	2,854.52	3,000.00	(145.48)	8,430.63	9,000.00	(569.37)
6030 Social Security - KID	2,460.11	2,416.67	43.44	7,201.52	7,250.01	(48.49)
6031 Medicare - KID	575.35	566.67	8.68	1,684.25	1,700.01	(15.76)
6035 Office/Computer Supplies	858.97	583.33	275.64	1,602.67	1,749.99	(147.32)
6036 Postage/Delivery	334.55	416.67	(82.12)	842.95	1,250.01	(407.06)
6040 Professional Dues	1,175.58	1,000.00	175.58	3,526.74	3,000.00	526.74
6045 Legal Services	1,950.00	1,250.00	700.00	3,752.82	3,750.00	2.82
6050 Telephone	375.91	375.00	0.91	1,101.29	1,125.00	(23.71)
6051 Mobile Telephone	20.84	125.00	(104.16)	62.52	375.00	(312.48)
6052 Pagers	34.61	41.67	(7.06)	103.83	125.01	(21.18)
6053 Internet Service	69.99	83.33	(13.34)	209.97	249.99	(40.02)

**Kinneloa Irrigation District**  
**Income Statement for the Three Months Ending March 31, 2020**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6059 Computer Software Maintenance	1,508.23	1,000.00	508.23	2,244.89	3,000.00	(755.11)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	249.99	(249.99)
6070 Office & Accounting Labor	9,108.75	9,125.00	(16.25)	26,775.25	27,375.00	(599.75)
6075 Professional/Contract Services	2,011.59	2,333.33	(321.74)	6,160.81	6,999.99	(839.18)
6080 Administrative Fees	953.73	750.00	203.73	2,703.29	2,250.00	453.29
6081 Permits/Fees	322.85	1,250.00	(927.15)	1,089.74	3,750.00	(2,660.26)
6086 Taxes - Sales	1,227.00	500.00	727.00	1,227.00	500.00	727.00
6120 Bank Service Charges	780.68	541.67	239.01	1,916.57	1,625.01	291.56
<b>Total Expenses</b>	<b>106,654.79</b>	<b>107,189.97</b>	<b>(535.18)</b>	<b>302,309.62</b>	<b>308,569.91</b>	<b>(6,260.29)</b>
<b>Net Income</b>	<b>(864.09)</b>	<b>8,143.36</b>	<b>(9,007.45)</b>	<b>77,046.08</b>	<b>37,430.08</b>	<b>39,616.00</b>
<b>Other Expenditures</b>						
1511 WaterTreatment Plant	79.20	0.00	79.20	4,409.15	5,000.00	(590.85)
1516 Water Company Facilities	33,800.00	30,000.00	3,800.00	33,800.00	30,000.00	3,800.00
1527 SCADA Equipment	5,927.20	6,000.00	(72.80)	5,927.20	6,000.00	(72.80)
<b>Total Other Expenditures</b>	<b>39,806.40</b>	<b>36,000.00</b>	<b>3,806.40</b>	<b>44,136.35</b>	<b>41,000.00</b>	<b>3,136.35</b>
<b>Total Increase or (Drawdown)</b>	<b>(40,670.49)</b>	<b>(27,856.64)</b>	<b>(12,813.85)</b>	<b>32,909.73</b>	<b>(3,569.92)</b>	<b>36,479.65</b>

**Kinneloa Irrigation District**  
**Balance Sheet as of March 31, 2020**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 483,842.20
1012	Reserve Fund-LAIF	126,345.07
1014	Reserve Fund-CalTRUST	1,739,285.96
1016	Accrued Interest-LAIF	708.96
1100	Accts. Receivable-Water Sales	20,264.44
1113	Employee Loans	752.78
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	104,818.48
1350	Prepaid Insurance	6,737.78
1360	Prepaid Expenses	17,243.36

Total Current Assets

2,519,227.55

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,584,517.77
1505	Water Tunnels	729,074.60
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	196,034.97
1512	Water Meters	112,592.71
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,922.12
1515	Vehicles & Portable Equipment	242,548.91
1516	Water Company Facilities	104,222.20
1517	KID Office	54,741.36
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	356,085.54
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(4,926,201.76)

Total Property and Equipment

5,711,687.17

**Other Assets**

1901	PERS-Deferred Outflows	99,141.00
------	------------------------	-----------

Total Assets

\$ 8,330,055.72

**Kinneloa Irrigation District**  
**Balance Sheet as of March 31, 2020**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 71,364.42	
2272	Job Deposits	3,600.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	19,935.60	
	Total Current Liabilities		95,155.04

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,733,076.13	
2801	PERS- Net Liability	251,608.21	
2901	PERS- Deferred Inflows	36,648.00	
	Total Long-Term Liabilities		2,021,332.34
	Total Liabilities		2,116,487.38

**Capital**

3040	Fund Balance	6,136,522.26	
	Net Income	77,046.08	
	Total Capital		6,213,568.34
	Total Liabilities & Capital		\$ 8,330,055.72

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Three Months Ended March 31, 2020**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ (864.09)	\$ 77,046.08
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	4,794.31	23,615.24
1101 Accts. Receiv.-Service Charges	0.00	494.19
1102 Accts. Receiv.-Wholesale Water	20,556.48	0.00
1113 Employee Loans	50.19	150.57
1340 Accrued Water Sales	24,214.89	23,460.82
1350 Prepaid Insurance	1,466.62	4,399.86
1360 Prepaid Expenses	4,183.34	12,550.02
2000 Accounts Payable	38,944.07	39,172.18
2272 Job Deposits	1,800.00	2,700.00
	96,009.90	106,542.88
<b>Net Cash Provided by Operations</b>	<b>95,145.81</b>	<b>183,588.96</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1511 Water Treatment Plant	(79.20)	(4,455.99)
1516 Water Company Facilities	(33,800.00)	(33,800.00)
1527 SCADA Equipment	(5,927.20)	(5,927.20)
	(39,806.40)	(44,183.19)
<b>Net Cash Used in Investing</b>	<b>(39,806.40)</b>	<b>(44,183.19)</b>
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2801 PERS- Net Liability	(1,436.25)	(4,308.75)
	(1,436.25)	(4,308.75)
<b>Net Cash Used in Financing</b>	<b>(1,436.25)</b>	<b>(4,308.75)</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 53,903.16</b>	<b>\$ 135,097.02</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 2,350,182.19	\$ 2,350,182.19
Cash Balance at Beg. of Period	(2,296,279.03)	(2,215,038.33)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 53,903.16</b>	<b>\$ 135,143.86</b>

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from March 1, 2020 to March 31, 2020**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
3/4/20	EFT4228	CA Public Employees Ret. Sys.	4,972.93	employer & employee retirement contributions
3/4/20	EFT4229	Century Business Solutions	258.80	credit card payment processing fee
3/4/20	EFT4230	Spectrum	357.68	phone and internet
3/4/20	EFT4231	VeriCheck, Inc.	66.23	echeck processing fee
3/4/20	9382	ACWA/JPIA	8,278.40	KID and employee health benefits contributions
3/4/20	9383	Bernadette Allen	13.37	mileage reimbursement
3/4/20	9384	BrightView Landscape Services	1,490.00	landscape services
3/4/20	9385	Joel Bundy	40.42	mileage reimbursement
3/4/20	9386	Underground Service Alert	46.30	digalert
3/4/20	9387	Eurofins Eaton Analytical, Inc.	118.80	water sample analysis
3/4/20	9388	FLO-LOC Products International	3,832.04	West Tank valve replacement and sensor
3/4/20	9389	FLO-LOC Products International	1,631.38	East Tank maintenance
3/4/20	9390	Lagerlof, LLP	323.07	SB998 policy/notice translation services
3/4/20	9391	Lagerlof, LLP	41.25	SB998 general matters
3/4/20	9392	Lagerlof, LLP	1,012.50	new Director orientation
3/4/20	9393	McMaster Carr	759.97	maintenance supplies
3/4/20	9394	Public Water Agencies Group	1,750.00	PWAG assessment for 1st and 2nd quarters
3/4/20	9395	Ultimate Cleaning Solutions, Inc.	75.00	janitorial services
3/11/20	EFT4232	Century Business Solutions	15.00	credit card payment processing fee
3/11/20	EFT4233	Southern California Edison Co.	9,216.85	electricity for 3 sites January, 13 sites February
3/11/20	EFT4234	Umpqua Bank	4,130.55	credit card - see attached detail
3/11/20	EFT4235	VOID		voided - EFT4234 descriptions overwrote check
3/11/20	9396	AmeriPride Services	83.40	shop rag service
3/11/20	9397	Eurofins Eaton Analytical, Inc.	184.80	water sample analysis
3/11/20	9398	Foothill Municipal Water District	953.73	administrative fee
3/11/20	9399	Melvin L. Matthews	77.40	mileage reimbursement
3/11/20	9400	Sage Designs, Inc.	990.00	annual renewal for SCADA software
3/11/20	9401	Utility Service Co., Inc.	5,001.90	tank maintenance agreement
3/15/20	EFT4236	Bernadette C. Allen	1,515.07	salary
3/15/20	EFT4237	Joel D. Bundy	1,401.00	salary
3/15/20	EFT4238	Christopher A. Burt	2,754.27	salary
3/15/20	EFT4239	Brian L. Fry	1,856.46	salary
3/15/20	EFT4240	Gerrie G. Kilburn	92.35	salary
3/15/20	EFT4241	Melvin L. Matthews	3,810.83	salary
3/15/20	EFT4242	Juan R. Tello	1,501.61	salary
3/15/20	EFT4243	Christopher A. Burt	150.00	salary
3/15/20	EFT4244	Automatic Data Processing, Inc.	5,411.24	payroll taxes and withholdings
3/17/20	EFT4245	Arco Gaspro Plus	1,296.48	fuel for trucks
3/17/20	EFT4246	Pasadena Municipal Services	1,826.08	electricity for Wilcox Well
3/17/20	9402	Byrd Industrial Electronics	672.36	SCADA software adjustments

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from March 1, 2020 to March 31, 2020**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
3/17/20	9403	Civiltec Engineering, Inc.	740.00	Brown/Glen Replacement Pipeline Project
3/17/20	9404	Eurofins Eaton Analytical, Inc.	52.80	water sample analysis
3/17/20	9405	Lagerlof, LLP	200.00	general matters
3/31/20	EFT4247	Automatic Data Processing, Inc.	94.66	payroll processing fee
3/31/20	EFT4248	Automatic Data Processing, Inc.	89.94	payroll processing fee
3/31/20	EFT4249	American Messaging Services	34.61	pager service
3/31/20	EFT4250	AT&T Mobility	125.04	mobile phone service
3/31/20	EFT4251	Athens Services	215.69	trash pickup
3/31/20	EFT4252	CA Dept of Tax & Fee Admin	1,227.00	use tax 2019
3/31/20	9406	Byrd Industrial Electronics	612.36	SCADA software adjustments
3/31/20	9407	Consolidated Electrical Distributo	17.26	West Tank maintenance supplies
3/31/20	9408	Clinical Lab of San Bernardino	24.00	water sample analysis
3/31/20	9409	Eurofins Eaton Analytical, Inc.	105.60	water sample analysis
3/31/20	9410	Generator Services Co.	7,994.96	generator maintenance
3/31/20	9411	Hill Brothers Chemical Co.	511.37	sodium hypochlorite
3/31/20	9412	McMaster Carr	312.97	maintenance supplies
3/31/20	9413	McMaster Carr	199.46	maintenance supplies
3/31/20	9414	McMaster Carr	667.42	maintenance supplies
3/31/20	EFT4253	Bernadette C. Allen	1,766.09	salary
3/31/20	EFT4254	Joel D. Bundy	1,624.23	salary
3/31/20	EFT4255	Christopher A. Burt	3,356.43	salary
3/31/20	EFT4256	Brian L. Fry	2,092.30	salary
3/31/20	EFT4257	Francis J. Griffith	184.70	salary
3/31/20	EFT4258	Gerrie G. Kilburn	184.70	salary
3/31/20	EFT4259	Melvin L. Matthews	4,025.92	salary
3/31/20	EFT4260	Juan R. Tello	1,570.91	salary
3/31/20	EFT4261	Timothy J. Eldridge	184.70	salary
3/31/20	EFT4262	Christopher A. Burt	150.00	salary
3/31/20	EFT4263	Automatic Data Processing, Inc.	6,437.93	payroll taxes and withholdings
<b>Total</b>			<b><u>102,812.57</u></b>	

**Credit Card Detail Umpqua Bank**  
**February 2020**  
(Expenses incurred/billed in February and due/paid in March)

Acct. No.	Account Description	Additional Description	MLM	CAB	BLF	JDB	BCA	JRT	TOTAL
1511	Water Treatment Plant	Eucalyptus C12 building and upgrade project		\$825.05	\$814.55				\$1,639.60
1514	Computer/Office Equip.								\$0.00
5010	Maintenance Supplies	maintenance gloves; Euc irrigation parts, sprinkler heads; landscape maintenance supplies		\$51.43	\$31.66			\$68.31	\$151.40
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	salt crystals			\$959.48				\$959.48
5035	Vehicle Maintenance	tire rebate; antifreeze, gloves				-\$70.00		\$63.89	-\$6.11
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.	2020 San Gabriel Valley Water Forum	\$107.00						\$107.00
6024	Customer/Public Info	public hearing notice legal ad; Streamline monthly website fee	\$272.00				\$200.00		\$472.00
6035	Office/Computer Supplies	report covers, copy paper, checks, double window envelopes; enclosed bulletin board, push pins, copy paper, pens	\$242.45			\$157.93			\$400.38
6036	Postage/Delivery	postage					\$331.80		\$331.80
6040	Professional Dues								\$0.00
6050	Telephone	answering service	\$75.00						\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.								\$0.00
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
<b>TOTAL</b>			\$696.45	\$876.48	\$1,805.69	\$87.93	\$531.80	\$132.20	\$4,130.55



# General Manager's Report for the Board of Directors Meeting on April 21, 2020

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

- 20 accounts received past-due notice
- 20 accounts received late charges in the total amount of \$332.32
- 10 accounts received door hanger shut off notice
- 0 account was shut off for non-payment
- 0 account remain shut off for non-payment

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
April 2019	\$35,258.88	\$1,661.07	\$247.83	\$124.04	\$37,291.82
May 2019	\$29,629.02	\$1,897.19	\$98.82	\$216.54	\$31,841.57
June 2019	\$30,403.95	\$3,358.89	\$0.00	\$0.00	\$33,762.84
July 2019	\$36,644.36	\$2,775.65	\$0.00	\$0.00	\$39,420.01
August 2019	\$42,059.76	\$1,383.85	\$0.00	\$0.00	\$43,443.61
September 2019	\$46,553.77	\$2,574.86	\$0.00	\$0.00	\$49,128.63
October 2019	\$60,921.43	\$4,985.08	\$264.23	\$0.00	\$66,170.74
November 2019	\$54,389.42	\$5,897.73	\$492.72	\$0.00	\$60,779.87
December 2019	\$39,429.62	\$4,242.43	\$207.63	\$0.00	\$43,879.68
January 2020	\$57,804.78	\$2,029.61	\$0.00	\$0.00	\$59,834.39
February 2020	\$43,425.93	\$2,189.30	\$0.00	\$0.00	\$45,615.23
March 2020	\$17,853.64	\$2,148.94	\$261.86	\$0.00	\$20,264.44

### C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
April 2019	196	483	61	\$9,696.11
May 2019	223	517	66	\$14,734.69
June 2019	231	465	64	\$12,255.22
July 2019	183	397	71	\$17,881.28
August 2019	224	621	82	\$22,512.60
September 2019	249	661	69	\$17,427.71
October 2019	202	548	78	\$21,966.42
November 2019	*	*	82	\$23,583.46
December 2019	*	*	77	\$18,103.56
January 2020	222	633	86	\$16,487.54
February 2020	302	792	79	\$15,576.49
March 2020	261	676	71	\$13,884.21

\* No data due to transition to new website

## II. General Manager's Projects and Activities

- A. 2019 Audit** – On site work completed by auditor. Waiting for draft of audit for review.
- B. Water Main Improvement Projects** – 60% submittal on Sierra Madre Villa and Villa Heights Pipeline Improvement Project has been reviewed and revisions have been submitted to the engineer. Draft of Brown/Glen plan has been received for review.
- C. Truck Replacement** – VIN numbers have been generated but production did not occur because of factory shutdown due to COVID-19. Earliest estimated delivery is now May 31, 2020 if factory resumes production by April 30, 2020.
- D. Advanced Meter Analytics** – Project is on hold pending response from vendor regarding the test results which indicated significant data transmission problems from 6 out of 12 of the test sites
- E. Office Driveway** – Removal and replacement project has been completed
- F. Activities/Meetings/Webinars/Conferences**

Subject or Organization*	Location	Start	End	Purpose/Notes/Action/Benefit
<b>Staff Meetings</b>	Via Telephone, Email and Text	Daily		<ul style="list-style-type: none"> <li>• Tasks for the week</li> <li>• Projects -- current and future</li> <li>• Operations update</li> <li>• Customer service update</li> <li>• GM update</li> </ul>
<b>FMWD</b>	La Canada	Tue 3/3/2020 9:00 AM	Wed 3/3/2020 12:00 PM	<ul style="list-style-type: none"> <li>• Disaster tabletop exercise</li> </ul>
<b>RBMB</b>	Azusa	Tue 3/3/2020 12:00 PM	Tue 3/3/2020 1:30 PM	<ul style="list-style-type: none"> <li>• Committee meetings</li> <li>• Pasadena in-lieu proposal</li> </ul>
<b>Vendor Meeting</b>	Office	Tue 3/3/2020 2:00 PM	Tue 3/3/2020 3:00 PM	<ul style="list-style-type: none"> <li>• Nicor gave presentation on its meter box covers</li> </ul>
<b>Personnel Committee</b>	Office	Wed 3/11/2020 2:30 PM	Wed 3/11/2020 3:30 PM	<ul style="list-style-type: none"> <li>• General Manager's Performance Evaluation</li> </ul>
<b>ACWA JPIA</b>	Office and District Facilities	Thu 3/12/2020 9:30 AM	Thu 3/12/2020 12:00 PM	<ul style="list-style-type: none"> <li>• Annual Inspection</li> <li>• Claims Review</li> <li>• Target Solutions Course Review</li> </ul>
<b>Facility Tour</b>	Office	Thu 3/12/2020 1:00 PM	Thu 3/12/2020 3:00 PM	<ul style="list-style-type: none"> <li>• Overview of the system for prospective Board member</li> </ul>
<b>PWAG</b>	Conference Call	Mon 3/16/2020 10:00 AM	Mon 3/16/2020 11:30 AM	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>
<b>FMWD</b>	Conference Call	Mon 3/16/2020 2:30 PM	Mon 3/16/2020 2:30 PM	<ul style="list-style-type: none"> <li>• Finance Committee</li> <li>• Board meeting</li> </ul>
<b>KID</b>	Video Conference	Tue 3/17/2020 3:00 PM	Tue 3/17 2020 5:00 PM	<ul style="list-style-type: none"> <li>• Board meeting</li> </ul>
<b>CSDA</b>	Webinar	Thu 3/19/2020 10:00 AM	Thu 3/19/2020 11:00 AM	<ul style="list-style-type: none"> <li>• Best practices related to meeting and communicating during a crisis</li> </ul>
<b>PWAG</b>	Conference Call	Mon 3/23/2020 10:00 AM	Mon 3/23/2020 11:30 AM	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>
<b>CalTRUST</b>	Webinar	Wed 3/25/2020 10:30 AM	Wed 3/25/2020 12:00 PM	<ul style="list-style-type: none"> <li>• Economic Update &amp; Fund Positioning</li> </ul>

<b>CalTRUST</b>	Webinar	Thu 3/26/2020 10:30 AM	Thu 3/26/2020 12:00 PM	• Investment Instruments & Risk Management
<b>PWAG</b>	Conference Call	Mon 3/30/2020 10:00 AM	Mon 3/30/2020 11:30 AM	• COVID-19
<b>KID</b>	Video Conference	Tue 3/31/2020 3:00 PM	Tue 3/31 2020 4:00 PM	• Special board meeting

\* Organization Acronyms:

ACWA – Association of California Water Agencies

ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority

CalTRUST – Investment Trust of California Joint Powers Authority

CSDA – California Special Districts Association

FMWD – Foothill Municipal Water District

KID – Kinneloa Irrigation District

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

### III. Incident Reports and Facility Activities for March

#### A. Incident Reports –

Customer Leak	System Leak	Water Waste	Water Quality	Customer Service*	Comments
3	0	0	0	6	One customer had high water bill due to wrong manual meter reading. One customer inquired about missing payment. No account number was on payment and had been posted to another similar address. The correction was made.

\* Customer service includes requests for water shutoff to facilitate customer plumbing repairs and inquiries about water bills

#### B. Current and Completed Capital Improvement, Facilities Improvement, Maintenance and Repair Projects and Activities –

1. Routine daily and monthly activities
  - a. Operator training
  - b. Meter and transmitter maintenance and replacement
  - c. Water samples
  - d. Vehicle and equipment maintenance and testing
  - e. Facility cleanup
  - f. Production meter readings
  - g. Chlorine generator maintenance
  - h. Meter reading
  - i. Customer service calls
  - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
  
2. Facility and Equipment Repair and Maintenance for March
  - a. West Tank washout
  - b. Holly Tanks inspection
  - c. Annual generator maintenance and location swap
  - d. SCADA programming changes due to communications failure
  - e. Annual pump testing and maintenance at all sites
  - f. Glen booster main breaker reset
  - g. Acid wash Eucalyptus Tunnel Cl<sub>2</sub> system

3. Capital Improvement and Maintenance Projects for 2020 (Completed or in progress)
  - a. Two replacement pickup trucks (production delayed due to COVID-19)
  - b. Replace chlorination equipment at Eucalyptus Reservoir for Eucalyptus Tunnel water
  - c. Solar power supplies for West Tank and Transfer Valve
  - d. Office driveway remove and replace

**C. Future Capital Improvement Projects, Facilities Improvement, Maintenance and Repair Projects –**

1. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Design phase in progress)
2. Brown/Glen Pipeline Improvement Project (Design phase in progress)
3. House Tunnel Pipeline repair

**IV. Water Supply Summary as of February for the Watermaster Year July 2019 through June 2020**

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
<b>Water Rights</b>	516	<b>Eucalyptus</b>	4
<b>Prior Year Carryover</b>	52	<b>Far Mesa</b>	3
<b>Less Temporary 30% Reduction in Water Rights</b>	-155	<b>Delores</b>	1
<b>Leases/Exchanges</b>	207	<b>House</b>	0
<b>Prior Year Spreading</b>	88	<b>Holly High/Low</b>	4
<b>Short Term Storage</b>	128		
<b>Current Year Spreading</b>	0		
<b>Total Allowable Extractions</b>	<b>836</b>		
<b>Less Water Extracted YTD This Watermaster Year</b>	-500	<b>Current Tunnel Monthly Production</b>	12
<b>Remaining Allowable Groundwater Extractions through June 2020</b>	<b>336</b>	<b>Remaining Estimated Tunnel Production through June 2020</b>	<b>48</b>
<b>Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2020)</b>			<b>384 Acre Feet</b>
<b>Less Remaining Forecasted Retail Water Sales through June 2020</b>			-167 Acre Feet
<b>Surplus Water through June 2020*</b>		<b>217 Acre Feet</b>	

\* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2018-2019 year, 134 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2019-2020 and 128 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 782 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply, we do not plan to use or sell this water now.

**V. Water Samples and Test Results – See Attachment A**

# Attachment A

## Water Samples and Test Results

Sample Date	Source or Distribution	Lab	Description	# of tests	Results**	Maximum Contaminant Level* (MCL)
01/07/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
01/08/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
01/08/20	Distribution	Clinical	fluoride	6	1.2 - 1.7 ppm	3 ppm
01/21/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
02/04/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
02/04/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
02/12/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
02/13/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
02/19/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
03/03/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
03/04/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
03/04/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/11/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/12/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/17/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample

**Total samples: 580**

\* Color, odor, and turbidity are regulated by a secondary standard to maintain aesthetic qualities.

\*\* ppm = parts-per-million, ppb = parts-per-billion, pCi/L = picocuries per liter, <MCL = less than Maximum Contaminant Level, ND = not detected, A = Absence

The State of California Water Resources Control Board, Division of Drinking Water, provides access to water quality monitoring notification documents, including monitoring schedules and test results. The link for Kinneloa Irrigation District Water System Details is

[https://sdwis.waterboards.ca.gov/PDWW/JSP/WaterSystemDetail.jsp?tinwsys\\_is\\_number=2514&tinwsys\\_st\\_code=CA](https://sdwis.waterboards.ca.gov/PDWW/JSP/WaterSystemDetail.jsp?tinwsys_is_number=2514&tinwsys_st_code=CA)

**Kinneloa Irrigation District  
GM Goals and Objectives for 2020**

1. Prepare a detailed Emergency Response Plan (ERP) for the KID and conduct a disaster response exercise.
  - *Priority: High*
  - *Completion dates:*
    - *Draft ERP – 10/1/20*
    - *ER exercise – 10/1/20*
    - *Final ERP – 4/1/21*
  
2. Retain an operator on a temporary basis to assist with day-to-day operations.
  - *Priority: High*
  - *Target completion date: 6/1/20*
  
3. Hire an additional full-time experienced and certified operator.
  - *Priority: High*
  - *Target completion date: 7/1/20*
  
4. Complete the documentation of operating, maintenance, and reporting procedures.
  - *Priority: Medium*
  - *Completion date: 4/1/21*
  
5. *Complete the preparation of a new master plan that addresses needed upgrades and rehabilitation, reduces potential risks, and reflects current and upcoming regulations.*
  - *Priority: Medium*
  - *Completion date: 4/1/21*