

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 19, 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 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 – April 21, 2020 and May 5, 2020**

Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS – April 30, 2020**

Recommended Action: Review and approve motion to file

5. **CLOSED SESSION – THREAT TO PUBLIC SERVICES OR FACILITIES – Government Code §54954.5(e) – Consultation with: Public Water Agencies Group, Mike Holmes, Emergency Preparedness Coordinator**

6. **OPEN SESSION – REPORT ON CLOSED SESSION**

7. **GENERAL MANAGER’S REPORT – Information item presented by the General Manager**

Recommended Action: General Manager to summarize the report and respond to questions

8. **GENERAL MANAGER’S GOALS FOR 2020 – Discussion on the hiring of a Facilities Operator to fill a vacant position in the General Manager’s recommended field staffing plan**

Recommended Action: The General Manager to respond to questions and receive input from the Board

9. GLEN RESERVOIR LANDSCAPE LICENSE AGREEMENT – Discussion on homeowner’s request to encroach on Glen Reservoir landscaped area

Recommended Action: Review draft letter to homeowner and authorize the General Manager to send letter with any recommended changes

10. 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.

11. CALENDAR – June 16, 2020 July 21, 2020 August 18, 2020

12. 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>.

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Minutes

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

DIRECTORS PRESENT: Zoom teleconference/videoconference: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom teleconference/videoconference: 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. Chair Johnson 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: District resident Stephen Brown present via teleconference. No public comments.

3. REVIEW OF MINUTES:

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

“That the Board approves the March 17, 2020, minutes as presented for filing and posting on the website.”

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

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

“That the Board approves the March 31, 2020, minutes as presented for filing and posting on the website.”

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Moritz reviewed the March 31, 2020, financial reports. He commented that the cooler weather and rain may have resulted in lower water sales. On the Income Statement, he highlighted water sales revenue was lower than the previous month by about \$10,000, and wholesale water sales was zero.

Director Moritz stated that expenses for the month were less than budgeted. He highlighted some expense accounts that were higher, such as equipment maintenance. Overall, the year to date revenue was \$33,000 higher than budgeted.

Director Moritz asked what SCADA Equipment [account 1527] is. The General Manager stated that it is an acronym for Supervisory Control and Data Acquisition, the control computer for the system that turns pumps on and off. The General Manager also explained some of the expense variances, such as power costs, which reflect increase or decrease in pumping and the timing of billing for the pumping sites. The General Manager added that Equipment Maintenance [account 5034] is budgeted evenly over the year, but the District tends to perform annual maintenance in the first part of the year. The General Manager stated that the District does not usually sell water to the

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City of Pasadena in the first part of the year and the budget shows that zero dollars was budgeted for wholesale water sales to date. The District will likely sell water to City of Pasadena in the Fall. Director Kilburn asked for an explanation of Operations Overtime [account 5016]. The General Manager stated that overtime is budgeted strictly for scheduled overtime as opposed to emergency overtime. In March, overtime was over budget by \$1,000, but the standard labor [Operations Labor account 5015] was under budget by \$1,300. One way of looking at this expense is to add the two accounts together, which indicates that labor is under control. It is not possible to predict emergency overtime.

Director Moritz asked for an explanation of the Balance Sheet Property and Equipment K-3 Well [account 1506]. The General Manager stated that the amount shown is the book value of the well, not a replacement value.

Director Moritz asked what Shaw Ranch [account 1518] represents. The General Manager replied that Shaw Ranch involved the book value of installation costs for the development of Shaw Ranch, Hastings Heights and the infrastructure installed to serve those developments in 1984.

Director Moritz asked if the check register item description “new Director orientation” was for his orientation. The General Manager said that it was and although it is not required, it is a good overview. Director Moritz said that the attorney did a very good job.

Chair Johnson asked about Taxes-Sales [account 6086], if \$1,227 was the entire amount for 2019 sales and use taxes. The General Manager stated that it represents purchases for which the District was not charged sales tax. The Office Manager added that it represents use tax not paid on purchases which were predominately paid by credit card in 2019. Chair Johnson asked if these were purchases made online. The Office Manager replied that these were mostly online purchases.

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

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

5. COVID-19 DISCUSSION: The General Manager stated that none of the staff is ill, and none of the staff of the twenty Public Water Agencies Group is ill. The District is fully operational. The office staff alternate even and odd days, working at the office or remotely from home, with just a single person at the office. When there is more than one person in the office, masks are worn and there is social distancing. All the staff use disinfectant wipes to clean common surfaces throughout the day. The office remains closed to the public. Some deliveries require signatures and the door is opened if the carrier is wearing proper protective gear. In the field, the staff is working alone most of the time. Anytime they must work together, they wear masks and make every effort to keep distance. Operations have not been affected. A concern in the industry is the potential fall off in revenue if people do not pay their bills. The General Manager does not expect that to be a problem in the District. The District will not shut off for nonpayment. Any customer past due to the point of shut off is instructed to call the office to arrange for an extended payment plan. If customers do not pay their bills, the amount accumulates and will be collectable. At this point in time, by law, the District cannot offer any forgiveness to water customers because customer revenues cannot be used to provide any type of forgiveness. Some Districts have income from other sources, such as hosting cell phone towers, and income from sources other than water revenue can be designated for forgiveness programs. Currently, there is no significant increase in the District’s receivables.

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

IV. Water Supply Summary: The General Manager stated that the Alhambra City Council approved the lease of additional pumping rights which is shown in the table as Leases/Exchanges 207 Acre Feet.

II. General Manager’s Projects and Activities: Director Griffith asked for an update on the easement for the property on Pasadena Glen Road [which was not mentioned in the report]. The General Manager replied that with the COVID-19 situation, the draft agreement had not been completed. If the owner agrees to comply with the conditions in a revocable license agreement, it will be on the agenda for the next Regular Board Meeting. Director Griffith asked if the property line would be surveyed. The General Manager stated that there has been no survey of the property and he did not recommend a survey because the proposal with the customer is reasonable as far as location and does not impact operations in any way. If the customer agrees to the revocable license, then the District can recover the encroachment if it is needed for any purpose. Director Griffith asked if the District’s attorney would review the document. The General Manager stated that the agreement would not be reviewed by the District’s attorney and he did not recommend a review because the agreement will be nearly identical to half a dozen agreements that have already been reviewed by the attorney.

II.F Activities/Meetings...: Chair Johnson asked about the Facility Tour and if there is a new prospective Board member. The General Manager stated that Stephen Brown expressed an interest in serving on the Board in the future if there is a vacancy in his Division. The General Manager added that he gives tours to anybody for any reason and invited Mr. Brown, who was on the line, to speak for himself. Stephen Brown confirmed that he is very interested in general and he appreciated the General Manager taking the time to walk him through the architecture of the system.

7. CUSTOMER OUTREACH DISCUSSION: Chair Johnson stated that the reason this item was on the agenda was so the General Manager could summarize the outreach activities that he has performed over the years. The Board has discussed community outreach and often feel there are not enough hard newsletters. The General Manager mentioned to Director Kilburn and him [the Personnel Committee] that there is quite a bit of information that goes out to the customers. The General Manager stated that the centerpiece of the District’s outreach is the webpage. He shared the home screen of the website [www.kinneloairrigationdistrict.info] He highlighted the following features on the website:

A Banner Notification can be added to the top of the webpages. Currently, the notice shows a COVID-19 message, with quick links to more information.

On the About Us Menu, the General Manager highlighted the Company Profile and the District Transparency Page, which has District maps, the budget, the financial audit, a link to the District’s Compensation on the State Controller’s webpage, Newsletters, Consumer Confidence Reports and Management Reports.

On the My Account page a customer can register for the online payment portal.

On the Customer Information page there is information addressing common questions: beginning and ending water service, payment options, water rates and charges, delinquent bills, disputed bills, leaks and 24-hour emergency service.

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On the Water Quality page, in addition to information about the water sources, the General Manager highlighted the state's drinking water watch site and he demonstrated how to use the site to find information about the District's water sampling tests and test results.

On the News page, there are alerts, notices and announcements, and newsletters. The General Manager stated that he has continuously produced newsletters since 2008. There is an archive gap on the website between 2010 and 2014 because those files are missing. He stated that the second prong of customer outreach is the newsletters. Originally, they were printed and inserted with the billing. In 2008, the District shifted to an electronic version of the newsletter. The District has a large percentage of customer email addresses and it is a quick method of getting out a newsletter on a topic of interest.

The General Manager stated that he welcomes suggestions and ideas if there is any topic the Directors would like covered.

He summarized that newsletters are a primary means of sending out information very quickly, but it is not intended for emergencies.

For emergency notification, the District uses the One Call Now system to reach customers by phone and email. The One Call Now system is also used for shut down and repair notification.

On the Resources page, there are conservation tips, rebates, conservation alert status, a video series on California's water, and resource links.

On the Contact Us page, in addition to the contact information, the customer can contact the office directly from the webpage.

The General Manager concluded by saying that with the update the website is very functional and easy to move around in. The staff welcomes suggestions from the Board and wants to have essential information available. Primary outreach to customers is the website, newsletters, and billing messages. In some months, there is an insert with the billing. For the March 3rd billing there was a COVID-19 information insert.

Chair Johnson mentioned that Director Kilburn and he reiterated that hard copy newsletters are still important, and the District should continue to have bill stuffers because there is a significant portion of the District's customer base that does not communicate electronically.

The General Manager stated that the most cost-effective way to send information is with the billing. It does take additional staff time and the insert for March was done because of the Board's suggestion and because of the importance of the topic.

8. GENERAL MANAGER'S GOALS FOR 2020: Chair Johnson stated that the Board discussed the goals and wanted to make sure that the goals were a public document. The goals are for the General Manager and the agency as a whole and the General Manager is charged with making them happen. The General Manager does not necessarily do everything personally, but he orchestrates staff and/or consultants to get it done. Chair Johnson encouraged the General Manager to review the goals with staff at one of the Monday morning meetings because it will take their help and some adjustment on their part. A number of the tasks relate to information or things the staff needs to do and it may impact the priority of some of the other things they are doing or their schedules, and it is important they understand that it is the Board asking for these things.

The General Manager stated that he appreciated the overview. His main concern is completion of the documents. The District has all three of the documents listed on the goals [Emergency

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Response Plan (ERP); Operating, Maintenance, and Reporting Procedures; and Master Plan]. They may not be in the form the Board would like. Typically, all three of the documents listed are prepared by consultants, not by the General Manager and not by staff. Some larger organizations have staff to work with these documents. His concern is whether the Board would support the cost of hiring consultants to review the current reports and create new documents that are more expanded than what is already in place. There is currently no money budgeted for the hiring of consultants and the funds would have to come out of the reserves. The General Manager stated that the main feedback he wants from the Board is whether the Board is in favor of spending the money for a consultant to prepare the documents.

Chair Johnson replied that the list given is what the Board feels is important to the District and they want the General Manager to come back and tell them what it will take and what are the options. Chair Johnson said that he knows that some of the information items are already put together, and it is a matter of the form. For example, an Emergency Response Plan can be as little as checklists for operators or it can be a full-fledged plan. There are multiple purposes and multiple targets and multiple organizations that would use the plan, such as FEMA (Federal Emergency Management Agency) if the District applies for a grant. The Board would like each of these goals brought back as an agenda item for discussion by the Board.

The General Manager stated that would be fine. He added that past comments of the Board have suggested that the District does not have a plan and is not prepared. In 2015, when emergency preparedness was a Board objective, he responded. He said that he has been instrumental in forming a mutual aid agreement with the Foothill agencies and that document exists among eight agencies. He has also been instrumental in the formation of the Emergency Preparedness Program for the Public Water Agencies Group (PWAG). Twenty PWAG agencies share in the cost of a full-time emergency response coordinator who is available to provide training and resources. He can bring the documents to the Board for their review. Before he can seek a proposal for preparation of a document, he needs to know what the Board is looking for. He suggested the next step is to bring the current plan to the Board and include the sample plan that was given to him. However, the sample plan was of a much larger agency. The District has always met the requirements of regulatory agencies and [the ERP] has been submitted and approved. An emergency response plan is not required for a system less than 3,300 in population.

Chair Johnson asked the Directors if they would like to consider the Emergency Response Plan or staffing first.

Director Eldridge stated that he would like to see staffing take place first. He commented that with the current [COVID-19] situation, lots of plans were in place but fell apart. A big part of making a plan is testing the plan. It does not matter what the plan is if the plan works. The only way you know a plan works is if you start testing it. How does the District test it to make sure that it works in a lot of different situations? His advice is staffing first and then the Emergency Response Plan. The General Manager agreed with Director Eldridge. He stated that District staff have participated in a lot of tabletop exercises but have not specifically done one based on the District's plan. The General Manager had scheduled, before this was a goal or objective, Mike Holmes, the PWAG Emergency Preparedness Coordinator to come to one of the Monday morning staff meeting and conduct a session and make suggestions. Regarding staffing, the short time frame may be unrealistic, not due just to the pandemic, but due to the fact that very few experienced operators may be interested for two main reasons. One, the District's benefits are not as generous as other

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Districts. Two, there is very little chance for advancement. Additionally, staffing will have a significant effect on expenses and would eventually affect rates. Before proceeding with staffing, the Board would need to be willing to accept and increase budget for staffing, and support a rate increase more than the 3% that has been done for the last few years. He can bring the staffing to the Board at the next agenda.

Director Kilburn said that she would like to see that [staffing on the next agenda] occur.

Director Griffith said that by virtue of the fact that the Board has asked the General Manager to do these things, they are approving an increase in the budget. He thinks some of the goals should run concurrently. He thought the Emergency Response Plan, if it is the same one he scanned through, would not take much to customize using a search and replace for agency and contact information. Chair Johnson stated that the Board is not suggesting that each of these items be tackled sequentially. It is more a matter of bringing them to the Board one at a time in a certain sequence to have a thorough discussion. He stated that what he was hearing was a preference for staffing first.

Director Griffith stated that the deadlines will not be met if only one is done at a time.

Director Kilburn stated that Director Griffith is probably right, but the issue is to get started. If deadlines cannot be met, the General Manager will guide along the way.

Director Griffith suggested that the Board have Special Meetings instead of waiting for a month.

Chair Johnson stated that it was a good suggestion and asked if there were any additional comments.

Director Eldridge stated that if the General Manager thinks that he needs any help, the Board completely understands, and he should tell the Board what help he needs.

The General Manager stated that he can manage revisions of existing documents, but to turn the current Emergency Response Plan into something very comprehensive that may not even meet the District needs would take some outside help. It is difficult to respond not knowing the scope of the work that the Board is expecting. He has continuously revised the documents over the years to bring them up to date. All the Emergency Preparedness Documents, Fire Preparedness Plan, documents for restoring power and pumping. There are a lot of documents that can be revised, but to start with a blank sheet, that is a job for a consultant.

Director Kilburn stated that she did not think that is what the Board is asking for. She suggested that the Emergency Response Plan be shared with each board member so they can look through it and make comments. If there is something that they want or feel is needed, then they can discuss those needs or questions.

The General Manager stated that he is happy to share existing documents and if that will aid in coming to an action plan, he thinks that is the way to go. The existing Emergency Response Plan was updated as recently as July of 2019. If the Board is satisfied with the basic form of the existing documents, then he can make additions for items they think should be included.

The General Manager stated that he thinks the District is well prepared for an emergency. No matter what the plan is, if we have major system problems or personnel unavailable, help will come through our agreements that we have negotiated. Determining whether he needs outside help will be based upon whether the Board wants the existing documents revised or starting from scratch.

Director Kilburn asked if it is still possible to have a consultant come and share with the Board and with the staff about preparedness or is that something to do after the Board looks at the plan.

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The General Manager replied that Mike Holmes is available to help and come to Board meetings and staff meetings, to help with our plans, review them and see if they work and it will not cost the District anything. He can share the current documents with him. On the PWAG website and emergency preparedness program there are several documents that have been provided by other agencies as well. There is a wealth of information that is basically at no cost, but it does take time to review it and personalize it for the District. The District is unusual because it is very small. He will take the first step and get the documents to the Board. He recounted that emergency preparedness documents were provided to the Board in 2015 which led to him pursuing the mutual aid agreements and he pushed for participation of PWAG. The advantage of PWAG over Foothill agencies is that it covers a big geographical area, so if there is a wildfire in the area and Foothill agencies are not able to help, other agencies may be available.

Director Griffith stated that it sounds like the General Manager has a lot of this put together, so maybe it is not as difficult as the Board thought it would be. You could just take what you already have and plug it in to a new format.

Director Kilburn requested that the Board look at what the District already has and compare it with some of the things that each Director has access to and discuss it at the next Board Meeting.

Director Griffith asked if there would be a Special Meeting.

Director Kilburn suggested they try the Regular Meeting first.

Director Griffith stated that would be putting everything off for thirty days.

Director Kilburn stated that if Director Griffith wants a meeting before then, the Board has nothing but time these days.

Chair Johnson asked what else is on the agenda for May.

The General Manager stated that the May agenda will include the revocable license agreement for the Glen Reservoir, and it is a routine meeting. He suggested that the Board will need time to look at the documents and perform their own search for other examples. His recommendation was that a special meeting would not be productive at this point because the Board would need time to review the documents and do their own research beforehand.

Chair Johnson suggested the Board schedule a Special Meeting to discuss staffing issues in two weeks. Meanwhile, he requested that the General Manager send out the District's existing emergency related documents and have that item on the agenda for the regular meeting in May.

Director Kilburn agreed.

Director Eldridge agreed and asked how water companies test their emergency systems.

The General Manager replied that he is not aware of anybody creating a real system emergency in order to test it. They do tabletop exercises, which are helpful. The entire staff has participated in many tabletop exercises. He has participated in exercises involving the emergency operations center for the California Utilities Emergency Association (CUEA). The District is a member of CUEA which is a statewide association of all the utilities formed for the purpose of providing mutual aid. They activate an emergency operation center during any emergency, including one for the COVID-19 situation. There is no good way of testing in the real world. You can go over checklists. For example, what to do first to preserve water in the tank.

Director Eldridge stated that he participated in a statewide emergency medical drill where all the hospital staff communicate with one another and with the alert center, a simulation of the communication links. He asked what the District does so you know you can talk to someone and where are the backup channels. He stated that the Board is ultimately responsible to all the rate

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payers and the Board wants to be shown what is going on. He added that the General Manager seems very confident that everything is fine. The Board does not have that same level of confidence because they are not involved, so there needs to be a way to transfer the General Manager's confidence to the Board. He recommended that the General Manager keeps this in mind.

Director Kilburn said that is a good point.

The General Manager stated that the best way for the Board to be confident is to participate in some of the tabletop exercises. In the past, Board members have been invited to participate and no one has participated. The next one that is scheduled with PWAG, he will be sure to invite the Board. Communications is a frequent topic. For example, PWAG sponsored an in-person seminar that was put on by USEPA (United States Environmental Protection Agency), FEMA and several other agencies that addressed communications. There may be a recording of that session. Also, that is why the District participates in the FirstNet service to have better access to communications.

Chair Johnson asked if all District staff participated in a tabletop disaster talk recently. The General Manager replied that all but one had participated very recently, in the later part of 2019.

Director Kilburn recommended, if agreeable with everyone, that the Board go ahead with the Chair's suggestion to have a Special Meeting in two weeks on May 5th at 3:00 pm to discuss staffing, and at the Regular Meeting on the 19th review the Emergency Preparedness Plan. All Directors agreed.

Director Moritz asked if the meeting would be in the same format.

The General Manager replied that it would be in the same format.

9. DIRECTOR REPORTS AND/OR COMMENTS:

Director Kilburn thanked the General Manager for supplying the posters regarding the drinking water and posting them in the District. Director Moritz stated that the posters have been well received and he has heard comments from neighbors who have seen them.

10. CALENDAR: The next meeting will be a Special Meeting on May 5th, 2020, at 3:00 pm. At the Regular Meeting on May 19th, the Emergency Response Plan will be on the agenda and the General Manager will provide the documents to the Directors in advance of the meeting.

11. ADJOURNMENT: It was motioned/seconded/carried unanimously-(Griffith/Eldridge-5/0/0/0):
"That the Board adjourns the meeting."

The meeting was adjourned at 4:30 pm.

Respectfully submitted by,



Bernadette C. Allen

Office Manager/Board Secretary

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Special Meeting – Board of Directors
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Minutes

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

DIRECTORS PRESENT: Zoom teleconference/videoconference: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom teleconference/videoconference: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:01 pm. To determine if a quorum was present, he called the roll in alphabetical order. Directors Eldridge, Johnson and Moritz were present at roll call. A quorum of Board Members was present. Chair Johnson lost connection with the Zoom meeting. After he rejoined, Directors Griffith and Kilburn joined the meeting.

2. PUBLIC COMMENT: District resident Stephen Brown present via teleconference. No public comments.

3. OPERATIONS STAFFING: Chair Johnson stated that the special meeting was set up at the request of the Board to discuss a couple of items on the General Manager's goals and objectives for 2020 relating to staffing: hiring a regular full-time position in the field for operations and the hiring for a temporary field position.

The General Manager opened the discussion. He stated that the staff management plan organizational chart has one position that is currently open [Facilities Operator]. His goals and objectives include the possibility of hiring a well-qualified full-time operator and the possibility of hiring a temporary operator.

The General Manager stated that he would summarize the Personnel Committee [Director Johnson and Director Kilburn] discussion and his thoughts, which are as follows. He stated that his focus has been on hiring a full-time fully certified operator because that has the most benefit to the District. He added that training takes 6 months to a year to have a fully trained operator on staff. The previous time he recruited for field staff, it took nearly a year to narrow down to three candidates. Of those, two candidates took jobs elsewhere and one candidate was hired, but not hired for the highly trained operator position that was originally intended. He stated that it is not easy to hire an operator at this particular level due to the District's salary and benefits schedule and the candidate's own desire to work for a small agency, much like a family business, with very little opportunity for advancement. The General Manager agreed with the Board's recommendation to start the recruitment as soon as possible.

Regarding the part-time position, the General Manager understands that this goal was driven, in part, by the Board's concern that if there were an emergency that there would not be staff available to help. Hiring a temporary person would be to prove that on short notice the District could get operator help. The General Manager expressed that a temporary hire is not a good idea for the following reasons. It is difficult to hire a temporary person other than through an outside

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agency. Even if the District does hire through an outside agency, there is a training period involved and that would involve staff time and would take away from current operations. He added that if the concern was staffing in an emergency, that there is a total of four mutual aid agreements that can supply the District with personnel and equipment on very short notice. Those groups are the Public Water Agencies Group (PWAG) with 19 other agencies, the Foothill Mutual Aid Agreement with 7 other agencies, CalWarn a statewide emergency response organization, and California Utilities Emergency Association (CUEA). Since there are a lot of resources available for a true emergency, it would be counterproductive to recruit for a temporary position or bring in an operator from an outside agency. The General Manager turned the discussion over to the Board. Director Kilburn stated that she is in full agreement that the District does not need to try a temporary operator and the focus should be on hiring a permanent qualified individual. Director Eldridge stated that he would like to see a proof of concept, to bring someone in, get outside eyes on the system, see where the District's weak points are and find out what it would take for someone to come in and do the work.

Director Kilburn agreed that is a good point. She asked if Director Eldridge was thinking of a consultant to evaluate the District.

Director Eldridge replied, "No." He stated that his thought is: What does it take to actually call someone, get them to the District, within a day or two days? To run through the process and find out the weak points and good points and bring some comfort to the idea that it can be done. How long would it take for someone to get oriented to the District and operate in this environment to keep the water running?

Chair Johnson stated that he did not hear all Director Eldridge's comments because his computer lost the Zoom connection. He added that after a discussion that he and Director Kilburn had with the General Manager, he felt that in terms of priority, in terms of staff effort, that moving forward as quickly as possible to hire a permanent position was the highest priority. He agreed with Director Eldridge's request for a proof of concept. That going through the exercise of bringing someone on board through a company or some other means would be beneficial. He stated the Personnel Committee did not want to slow down movement on hiring the permanent position. Director Kilburn agreed with the Chair's comments.

The General Manager commented that he would like to invite Mike Holmes, the PWAG Emergency Preparedness Coordinator to come and give a presentation on the capabilities of bringing someone in to help for emergencies. He added that on specific projects it may be possible to bring someone in part-time. A lot of agencies that specialize in temporary certified operators are used for a specific project. He stated that for emergency situations, whether it is a virus or a natural disaster, is a far different scenario, and he would like the opportunity for the Board to better understand the PWAG emergency preparedness group and get some assurance that the District is well positioned to bring people in. All 19 agencies are currently participating in Monday meetings, and each week the questions are asked, "Do any of you need staff? Do any of you need equipment? Are there problems due to COVID-19?" It is a real live test of what it is to have an emergency. The General Manager suggested that if emergency situations are the concern, that Mike Holmes comes to a future meeting and explains the program. As far as a temporary worker for specific projects, the District could identify a specific project and get a temporary worker in to work on that project. If that is the Board's desire, the General Manager would go to a temporary

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agency. Other associations do not specialize in providing temporary workers. Other associations are useful for posting job listings, or for communicating needs, but they do not provide workers. Director Eldridge asked about documentation on the system and what would it take to get the documentation done.

The General Manager replied that the District is well documented, and it is an ongoing project. At the present time, clerical assistance is needed to put the documentation in order. He stated that he does not feel that it is necessary for a part time worker to come in to free up existing personnel to write procedures. A person could shadow an operator and write down what they are doing and document it. The General Manager stated that he feels that clerical and editing effort is needed because a lot of the procedures are still handwritten.

Director Eldridge asked what it would take to get that help.

The General Manager replied that there are temporary agencies that supply people who are proficient in software and are good writers and editors and could put it in a finished form. This would be a specialized project.

Director Eldridge asked if hiring a temporary worker would expedite the process.

The General Manager stated that it would. Basically, all staff are working to capacity. Any additional manpower in the office or in the field would be helpful. All critical work is being done and projects are moving forward. Even with the COVID-19 situation, the District is not getting behind. Additional personnel will move work forward more quickly or more projects can be undertaken. The District is definitely manpower constrained. The District has a very small staff as compared to other agencies, and although there may be fewer customers, the activities are just as varied and complex as many other agencies with many more customers.

Director Eldridge stated that he would like to see it [documentation on the system] expedited and for the General Manager to get the help needed and to keep all projects on track. He wants the General Manager to have the tools needed to accomplish it, office staff or technical writers, and asked the rest of the Board for their thoughts.

Chair Johnson agreed with Director Eldridge and stated that this should be expedited. Completion of the procedures and manuals should not be considered fill in work. It should be priority work and if it takes bringing in someone from the outside to help get it done, then he is fine with that. Chair Johnson said that technical writers are available from various sources. There are also companies that provide operators and engineers to help with operational systems that write manuals. The District may be able to find someone who has some experience writing water manuals. He directed the General Manager to let the Board know what he needs.

The General Manager replied that those are good suggestions. He stated he would look at it on a project by project basis and get the help needed to complete it. He had wanted clarification on temporary help, versus moving projects forward, versus emergencies and has a better understanding of the Board's thoughts.

The General Manager stated that at the next meeting, he will present the Emergency Response Plan, and he will invite Mike Holmes to be at that meeting or a future meeting to give the Board a better overview of PWAG. At the same time, he will talk specifically with agencies to seek technical writers to move the operations procedures forward. Separately from that, he will start the recruitment for the full-time vacant operator position.

Chair Johnson added, as Director Eldridge alluded to, it is important to look at the work assignments of all the existing staff, and if changes need to be made to the day to day work in

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order to complete the procedures or in order to train a new employee, all of that should be on the table.

The General Manager agreed, and as he had discussed with the Personnel Committee, the staff will be resuming weekly staff meetings, which helps in assigning tasks and reassigning tasks and communicating the status of projects and tasks. Staff meetings will resume via Zoom.

Director Kilburn said that is a good plan.

Director Eldridge asked what the General Manager considers to be the biggest bottleneck.

The General Manager stated that there is not a single thing that is a bottleneck. The staff is working to capacity. Maintenance projects may get deferred due to lack of time or priority, but there is not any one item. Every week at staff meeting the staff discuss tasks and projects assigned for the week, and certain tasks get postponed due to lack of hours in the day. Board members are invited to join the staff at the Monday meetings.

Director Eldridge stated that he would like to join the meeting and he reiterated that the Board has given the General Manager some hard dates and they want to get him the resources to get things done.

The General Manager said that many of the dates are realistic and some may not be, for example, the hiring of a full-time operator could take longer than indicated on the goals and objectives. The General Manager will keep the Board informed. If additional staff, temporary or permanent will help, he will share that with the Board. He stated, that as the Chair pointed out, the goals and objectives for the General Manager involve the entire staff and cooperation of the entire staff, because they cannot be achieved by himself and he appreciates the willingness of the Board to provide resources.

The General Manager stated he neglected to mention that currently there is not a vehicle for another full-time operator. Once that person is hired, another vehicle will need to be purchased. During a training period, and when restrictions are lifted, an operator can ride along with existing staff. Eventually, that operator would need a vehicle of their own to be productive. This is a budgetary consideration.

Chair Johnson asked if there were additional comments.

Director Griffith asked if the Personnel Committee has an outline of what the District is looking for in an operator for the Board to review.

The General Manager replied that the District has a job description for that position, and that job description would be the basis for the job posting.

Director Griffith asked if the document could be emailed to the Directors.

The General Manager replied that he could and he asked the Chair to share the discussion that the Personnel Committee had with regard to the experience level sought.

Chair Johnson said that there was a discussion, but there was not a conclusion or recommendation. He stated that it is challenging to hire experienced operators in California and all agencies are trying to find people. It is a limited pool, so you are left with the choice of hiring an existing person that has the certifications or someone who is a candidate, an up and coming person. The Personnel Committee discussed where the District should be, and he thinks the full Board should have that discussion. The latter approach was the one taken when the last person was hired, someone who could move up and gain certification.

Director Griffith stated that he thinks the Board needs to know some numbers before the decision is made.

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Chair Johnson said that it would be important to know what the salary ranges are of various levels in the Southern California area.

Director Eldridge asked what the education path is for an operator. Is it all on the job learning? The General Manager replied that there is continuing education requirements for all operators, regardless of level. The way there is progression in certification levels is to take educational courses. There are various sources online and in person. Citrus College has a water technology program that leads to initial certification. There is some on the job experience and education required to progress to certification levels. The District is rated at Distribution Operator 3 (D3) level and Treatment 2 (T2) level. Someone can be hired with lower or no certification, with the promise that they will get certified. There is an established salary range for the full-time operator position, and it has taken into account salary ranges in the area. At this point it is not necessary to do a survey of other agencies. This information is available online at the State Controller's website. The General Manager stated that he has already done that comparison and he thinks the District's salary range is realistic for the position. It is a wide range to allow for various levels of experience and certifications. An operator who is already certified will be in the upper half of the salary range. Director Eldridge asked about Citrus College's program.

The General Manager stated that their program specializes in entry levels, to enable students to take the D1 and T1 test and pass. Citrus has other continuing education classes. Sacramento State also has online courses, which he used and completed in nine months. If an operator is certified, they are required, every three years to have a certain number of continuing education units to renew their certification. Everyone on the operating staff, including the General Manager, continue to take continuing education classes to renew their current certification level.

Director Eldridge asked what is lacking with the most recent hire. Was that person supposed to get certifications that have not materialized?

The General Manager replied that the latest hire is certified, but not at the D3/T2 level and has not pursued the certification in a timely manner. Beyond certification, it is also a matter of demonstrating skills and ability to take on additional tasks of the system. Certification level is not the sole indicator of the value of the person to the District, but it is necessary to move up to the senior level of operators and be able take on a greater level of maintenance and troubleshooting tasks. Some operators are not capable of gaining that additional knowledge and experience and the ability to do higher level tasks.

Director Eldridge asked, if there is such a high demand for operators in California, why has there been no talk of having systems for training? Why is there no training program?

The General Manager stated that it is a mystery. Some community colleges have taken it seriously, such as Citrus, Saddleback and Rio Hondo. They all have water technology programs. The focus is on entry level people. He has no idea why Pasadena City College does not have a program. He has talked with his contacts there and it is not a priority, even though there is a statewide demand.

Most likely, the potential operator that the District hires, will be taken away from another agency. The State of California will provide to the District the mailing addresses of all certified operators in California, and that list can be filtered by certification level to mail out the job posting information.

Director Eldridge stated that he would look into the colleges and their programs.

The General Manager suggested he check out Citrus. He is on the advisory committee and he attends meetings twice a year, with their staff and with other General Managers.

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Director Kilburn asked the General Manager, in addition to sending out the job description, she requested that he send the salary range.

Chair Johnson asked the General Manager to schedule an item on one of the upcoming Board Meetings, June or July, preferably June, to discuss and confirm the level of the position that the District wants to hire.

The General Manager stated that the job description only lists a salary range, and he would like to discuss the level sooner, as well as the financial implications.

Chair Johnson stated that if there is time in the May meeting, the Board can discuss the following: what would be the level of the person, the potential duties, and impact on assignments of existing staff. What would be the cost and budgeting strategy for the new position?

The General Manager stated that at the next meeting the item can include the job description and the salary range. No decisions need to be made and additional discussion can occur in June or July regarding the ideal candidate and the salary level and tasks involved.

Chair Johnson stated that the sooner the better. May is good.

Director Eldridge asked if Mike Holmes could make a presentation as soon as possible.

The General Manager replied that he will invite Mike Holmes to join the Board at the next meeting, presumably via Zoom. In discussion of the Emergency Response Plan, since it contains sensitive security information, the item will be scheduled as a closed session. Mike Holmes can join the Board for that closed session as well, and the Board can ask him whether the response plan is adequate, reasonable or needs improvement. If Mr. Holmes is unable to join the Board at the next meeting, he can make a general presentation on the emergency response group in open session at a future meeting. In open session on May 19th, the General Manager will add an item to review the job description for the facility operator and review the salary range for that position.

Director Griffith stated that his notes from the last meeting show that the General Manager was going to send the Board a copy of the current Emergency Response Plan to each Board member. He had not received it.

The General Manager replied, since it is a closed session item, he will be consulting with the attorney when to share that document. He had concerns about distributing it via email.

Director Griffith suggested he hand deliver it.

The General Manager said it would be hand delivered prior to the meeting.

Director Kilburn said if it is hand delivered, there is no approval necessary to deliver it by email.

The General Manager agreed.

Director Kilburn said that it is a good time to recruit, because it is the end of the school year, people may be looking to change jobs, and there is a high number of jobless.

Director Moritz asked if the District has any profile, status or standing at the colleges, where there is an awareness of our operation as opposed to other operations.

The General Manager replied, "Absolutely." He is in touch with the full-time staff at Citrus, who is well aware of the District and may be personally able to recommend candidates.

Director Moritz stated that sometimes instructors know their students and may be able to direct someone in the program to the District.

The General Manager agreed.

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4. DIRECTOR REPORTS AND/OR COMMENTS:

Director Kilburn shared that there is a proposed closing of the sheriff station in Altadena. She contacted the LA County Supervisor Kathryn Barger, who is opposed to the closing. Residents can share letters or emails. She will be doing a One Call Now message for her homeowner's association and she hopes that others will notify their neighbors as well. The General Manager stated that the District wants the community safe and secure, and the District will benefit if there is a good response from law enforcement. The District cannot take a position. As individuals they can take a position. The General Manager hopes it will not be closed. Director Kilburn shared with the Board the phone number and the name of the person she spoke with at Kathryn Barger's office. Director Moritz stated that his neighborhood is organizing emails and a response because they feel it will be a disaster if the station is closed.

5. CALENDAR: The next meeting will be a Regular Meeting on May 19th, 2020, at 3:00 pm. The General Manager stated that the next meeting will be via Zoom. He expressed that the meeting is more effective if it is in person, and as soon as collectively, the Board is comfortable, he suggested resuming the regular meetings in the Boardroom. He added that he has received the draft audit and he may have it available for the June meeting, but most likely it will be for the July meeting. He will start the draft budget in July and present it to the Board at the August meeting.

6. ADJOURNMENT: It was motioned/seconded/carried unanimously-(Kilburn/Eldridge-5/0/0/0):
"That the Board adjourns the meeting."
The meeting was adjourned at 4:15 pm.

Respectfully submitted by,



Bernadette C. Allen

Office Manager/Board Secretary

Kinneloa Irrigation District
Income Statement for the Four Months Ending April 30, 2020

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	92,813.69	115,000.00	(22,186.31)	415,125.70	451,000.00	(35,874.30)
4015 Wholesale Water Sales	0.00	0.00	0.00	35,406.96	0.00	35,406.96
4020 Service/Installation Charges	546.31	833.33	(287.02)	2,178.20	3,333.32	(1,155.12)
4035 Interest-Reserve Fund	2,202.36	2,500.00	(297.64)	10,572.43	10,000.00	572.43
4036 Unrealized Gain(Loss)-CalTRU	7,786.95	0.00	7,786.95	19,421.72	0.00	19,421.72
Total Revenues	103,349.31	118,333.33	(14,984.02)	482,705.01	464,333.32	18,371.69
Expenses						
5005 Electricity	7,170.67	10,000.00	(2,829.33)	33,494.59	38,000.00	(4,505.41)
5010 Maintenance/Repair Supplies	2,430.54	2,083.33	347.21	11,943.93	8,333.32	3,610.61
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	3,333.32	(3,333.32)
5012 Safety Equipment	261.63	133.33	128.30	458.50	533.32	(74.82)
5015 Operations Labor	15,838.12	17,200.00	(1,361.88)	63,161.16	68,800.00	(5,638.84)
5016 Operations OT	1,240.14	1,125.00	115.14	7,048.32	4,500.00	2,548.32
5020 Stand-by Compensation	900.00	915.00	(15.00)	3,780.00	3,660.00	120.00
5022 Training/Certification	0.00	133.33	(133.33)	0.00	533.32	(533.32)
5025 Water Treatment/Analysis	2,806.55	1,833.33	973.22	12,838.12	7,333.32	5,504.80
5030 Maintenance/Repair Contractors	6,981.90	10,833.33	(3,851.43)	40,483.49	43,333.32	(2,849.83)
5034 Equipment Maintenance	5,470.73	1,250.00	4,220.73	13,465.69	5,000.00	8,465.69
5035 Vehicle Maintenance	1,169.15	1,250.00	(80.85)	1,605.40	5,000.00	(3,394.60)
5036 Fuel	0.00	1,250.00	(1,250.00)	6,256.18	5,000.00	1,256.18
5045 Insurance-Workers Comp.	(4,755.40)	0.00	(4,755.40)	274.06	5,000.00	(4,725.94)
5046 Insurance-Liability	1,294.79	1,333.33	(38.54)	5,179.16	5,333.32	(154.16)
5048 Insurance-Property	171.83	208.33	(36.50)	687.32	833.32	(146.00)
5049 Insurance-Medical	7,349.40	7,375.00	(25.60)	29,397.60	29,500.00	(102.40)
6000 Engineering Services	9,150.00	3,958.33	5,191.67	18,866.25	15,833.32	3,032.93
6005 Watermaster Services	880.33	1,000.00	(119.67)	3,521.32	4,000.00	(478.68)
6015 Administrative Salary	12,063.48	12,833.33	(769.85)	46,817.77	51,333.32	(4,515.55)
6017 Administrative Travel	0.00	250.00	(250.00)	227.85	1,000.00	(772.15)
6020 Board Compensation	400.00	700.00	(300.00)	1,800.00	2,800.00	(1,000.00)
6021 Administrative & Board Exp.	(75.00)	83.33	(158.33)	32.00	333.32	(301.32)
6022 Board of Directors Election	0.00	0.00	0.00	211.03	0.00	211.03
6024 Customer/Public Info. Prog.	308.51	166.67	141.84	1,180.51	666.68	513.83
6025 PERS - KID	2,877.73	3,000.00	(122.27)	11,308.36	12,000.00	(691.64)
6030 Social Security - KID	2,400.09	2,416.67	(16.58)	9,601.61	9,666.68	(65.07)
6031 Medicare - KID	561.30	566.67	(5.37)	2,245.55	2,266.68	(21.13)
6035 Office/Computer Supplies	594.34	583.33	11.01	2,197.01	2,333.32	(136.31)
6036 Postage/Delivery	331.80	416.67	(84.87)	1,174.75	1,666.68	(491.93)
6040 Professional Dues	1,175.58	1,000.00	175.58	4,702.32	4,000.00	702.32
6045 Legal Services	0.00	1,250.00	(1,250.00)	3,752.82	5,000.00	(1,247.18)
6050 Telephone	381.98	375.00	6.98	1,483.27	1,500.00	(16.73)
6051 Mobile Telephone	20.79	125.00	(104.21)	83.31	500.00	(416.69)
6052 Pagers	34.54	41.67	(7.13)	138.37	166.68	(28.31)
6053 Internet Service	69.99	83.33	(13.34)	279.96	333.32	(53.36)

Kinneloa Irrigation District
Income Statement for the Four Months Ending April 30, 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	595.69	1,000.00	(404.31)	2,840.58	4,000.00	(1,159.42)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	333.32	(333.32)
6070 Office & Accounting Labor	9,198.50	9,125.00	73.50	35,973.75	36,500.00	(526.25)
6075 Professional/Contract Services	2,004.28	2,333.33	(329.05)	8,165.09	9,333.32	(1,168.23)
6080 Administrative Fees	953.73	750.00	203.73	3,657.02	3,000.00	657.02
6081 Permits/Fees	289.95	1,250.00	(960.05)	1,379.69	5,000.00	(3,620.31)
6086 Taxes - Use	0.00	0.00	0.00	1,227.00	500.00	727.00
6120 Bank Service Charges	707.19	541.67	165.52	2,623.76	2,166.68	457.08
Total Expenses	93,254.85	101,689.97	(8,435.12)	395,564.47	410,259.88	(14,695.41)
Net Income	10,094.46	16,643.36	(6,548.90)	87,140.54	54,073.44	33,067.10
Other Expenditures						
1504 Water Mains	31,308.43	31,350.00	(41.57)	31,308.43	31,350.00	(41.57)
1511 Water Treatment Plant	565.91	580.00	(14.09)	4,975.06	5,580.00	(604.94)
1516 Water Company Facilities	0.00	0.00	0.00	33,800.00	30,000.00	3,800.00
1527 SCADA Equipment	0.00	0.00	0.00	5,927.20	6,000.00	(72.80)
Total Other Expenditures	31,874.34	31,930.00	(55.66)	76,010.69	72,930.00	3,080.69
Total Increase or (Drawdown)	(21,779.88)	(15,286.64)	(6,493.24)	11,129.85	(18,856.56)	29,986.41

Kinneloa Irrigation District Balance Sheet as of April 30, 2020

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 400,915.68
1012	Reserve Fund-LAIF	126,980.94
1014	Reserve Fund-CalTRUST	1,749,149.12
1016	Accrued Interest-LAIF	199.24
1100	Accts. Receivable-Water Sales	23,662.80
1113	Employee Loans	702.59
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	94,011.96
1350	Prepaid Insurance	5,271.16
1360	Prepaid Expenses	23,501.02

Total Current Assets

2,443,623.03

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,615,826.20
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	196,600.88
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	(5,253,645.76)

Total Property and Equipment

5,416,117.51

Other Assets

1901	PERS-Deferred Outflows	76,176.00
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Total Assets

\$ 7,935,916.54

Kinneloa Irrigation District
Balance Sheet as of April 30, 2020

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 18,126.03	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	3,600.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	21,462.60	
	Total Current Liabilities		44,293.65

Long-Term Liabilities

2400	Installment Purchase Agreement	1,733,076.13	
2801	PERS- Net Liability	299,258.96	
2901	PERS- Deferred Inflows	38,397.00	
	Total Long-Term Liabilities		2,070,732.09
	Total Liabilities		2,115,025.74

Capital

3040	Fund Balance	5,733,750.26	
	Net Income	87,140.54	
	Total Capital		5,820,890.80
	Total Liabilities & Capital		\$ 7,935,916.54

Kinneloa Irrigation District
Statement of Cash Flow
For the Four Months Ended April 30, 2020

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 10,094.46	\$ 87,140.54
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(3,398.36)	20,216.88
1101 Accts. Receiv.-Service Charges	0.00	494.19
1113 Employee Loans	50.19	200.76
1340 Accrued Water Sales	10,806.52	34,267.34
1350 Prepaid Insurance	1,466.62	5,866.48
1360 Prepaid Expenses	(6,257.66)	6,292.36
2000 Accounts Payable	(53,238.39)	(14,066.21)
2271 Deposits-Construction Meters	850.00	850.00
2272 Job Deposits	0.00	2,700.00
	(49,721.08)	56,821.80
Net Cash Provided by Operations	(39,626.62)	143,962.34
 Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	(31,308.43)	(31,308.43)
1511 WaterTreatment Plant	(576.83)	(5,032.82)
1516 Water Company Facilities	0.00	(33,800.00)
1527 SCADA Equipment	0.00	(5,927.20)
	(31,885.26)	(76,068.45)
Net Cash Used in Investing	(31,885.26)	(76,068.45)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2801 PERS- Net Liability	(1,436.25)	(5,745.00)
	(1,436.25)	(5,745.00)
Net Cash Used in Financing	(1,436.25)	(5,745.00)
Net Increase (Decrease) in Cash	\$ (72,948.13)	\$ 62,148.89
 Summary		
Cash Balance at End of Period	\$ 2,277,244.98	\$ 2,277,244.98
Cash Balance at Beg. of Period	(2,350,182.19)	(2,215,038.33)
Net Increase (Decrease) in Cash	\$ (72,937.21)	\$ 62,206.65

Kinneloa Irrigation District
Check Register
For the Period from April 1, 2020 to April 30, 2020

Date	Check #	Payee	Amount	Description
4/3/20	EFT4264	CA Public Employees Ret. Sys.	5,344.01	employer & employee retirement contributions
4/3/20	EFT4265	Spectrum	370.90	phone and internet
4/3/20	EFT4266	VeriCheck, Inc.	125.83	echeck processing fee
4/3/20	9415	ACWA/JPIA	8,278.40	KID and employee health benefits
4/3/20	9416	BrightView Landscape Services	1,490.00	landscape services
4/3/20	9417	Byrd Industrial Electronics	5,927.20	solar panel installation - West Tank
4/3/20	9418	Underground Service Alert	41.35	digalert
4/3/20	9419	General Pump Company	4,021.14	booster maintenance service - Vosburg
4/3/20	9420	McMaster Carr	598.13	Eucalyptus Cl2 upgrade parts
4/3/20	9421	Mission Paving and Sealing, Inc	33,800.00	driveway replacement project
4/3/20	9422	Ultimate Cleaning Solutions, Inc.	75.00	janitorial services
4/15/20	EFT4267	Bernadette C. Allen	1,627.18	salary
4/15/20	EFT4268	Joel D. Bundy	1,561.49	salary
4/15/20	EFT4269	Christopher A. Burt	2,944.72	salary
4/15/20	EFT4270	Brian L. Fry	1,731.50	salary
4/15/20	EFT4271	Melvin L. Matthews	3,963.54	salary
4/15/20	EFT4272	Juan R. Tello	1,579.36	salary
4/15/20	EFT4273	Christopher A. Burt	150.00	salary
4/15/20	EFT4274	Automatic Data Processing, Inc.	5,748.15	payroll taxes and withholdings
4/23/20	EFT4275	Automatic Data Processing, Inc.	94.66	payroll processing fees
4/23/20	EFT4276	American Messaging Services	34.54	pager service
4/23/20	EFT4277	Arco Gaspro Plus	1,299.41	fuel for trucks
4/23/20	EFT4278	Athens Services	215.69	trash pickup
4/23/20	EFT4279	Century Business Solutions	206.10	credit card payment processing fee
4/23/20	EFT4280	Century Business Solutions	15.00	credit card payment processing fee
4/23/20	EFT4281	Southern California Edison Co.	7,157.06	electricity for 13 sites March
4/23/20	EFT4282	Utility Service Co., Inc.	5,001.90	tank maintenance agreement
4/23/20	EFT4282V	Utility Service Co., Inc.	-5,001.90	voided - incorrect check paper
4/23/20	EFT4283	Umpqua Bank	3,636.58	credit card - see attached detail
4/23/20	EFT4284	VOID		voided - EFT4283 descriptions overwrote check
4/23/20	9423	ACWA/JPIA	5,029.46	workers compensation 1/1/20 - 3/31/20
4/23/20	9424	Bernadette Allen	23.26	mileage reimbursement
4/23/20	9425	AmeriPride Services	83.40	shop rag service
4/23/20	9426	Civiltec Engineering, Inc.	9,150.00	Brown/Glen Replacement Pipeline Project
4/23/20	9427	Clinical Lab of San Bernardino	24.00	water sample analysis
4/23/20	9428	Denram Products	437.77	water service statement envelopes
4/23/20	9429	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis
4/23/20	9430	Foothill Municipal Water District	953.73	administrative fee
4/23/20	9431	Generator Services Co.	5,470.73	repair and service parts for 2 generators
4/23/20	9432	McMaster Carr	322.12	maintenance supplies and tools

Kinneloa Irrigation District
Check Register
For the Period from April 1, 2020 to April 30, 2020

Date	Check #	Payee	Amount	Description
4/23/20	9433	McMaster Carr	1,605.99	Vosburg Cl2 day tank, storage, maint. supplies
4/23/20	9434	McMaster Carr	480.83	transfer valve, generator maintenance supplies
4/23/20	9435	Perry Thomas Construction Co.	1,980.00	Old Grove Rd service line leak repair
4/23/20	9436	Raymond Basin Mgmt. Board	10,441.00	watermaster services 2020-2021
4/23/20	9437	Raymond Basin Mgmt. Board	1,116.56	water sample analysis, Title 22 monitoring
4/23/20	9438	SA Associates	31,308.43	SMV & Villa Heights Water Main Project
4/23/20	9439	Utility Service Co., Inc.	5,001.90	tank maintenance agreement
4/30/20	EFT4285	Automatic Data Processing, Inc.	87.58	payroll processing fees
4/30/20	EFT4286	American Messaging Services	34.54	pager service
4/30/20	EFT4287	AT&T Mobility	124.74	mobile phone service
4/30/20	EFT4288	Bernadette C. Allen	1,651.53	salary
4/30/20	EFT4289	Joel D. Bundy	1,533.79	salary
4/30/20	EFT4290	Christopher A. Burt	2,460.24	salary
4/30/20	EFT4291	Timothy J. Eldridge	92.35	salary
4/30/20	EFT4292	Brian L. Fry	2,027.93	salary
4/30/20	EFT4293	Francis J. Griffith	92.35	salary
4/30/20	EFT4294	Gerrie G. Kilburn	184.70	salary
4/30/20	EFT4295	Melvin L. Matthews	4,025.92	salary
4/30/20	EFT4296	Juan R. Tello	1,686.68	salary
4/30/20	EFT4297	Christopher A. Burt	150.00	salary
4/30/20	EFT4298	Automatic Data Processing, Inc.	5,797.46	payroll taxes and withholdings
Total			<u>185,547.93</u>	

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

Acct. No.	Account Description	Additional Description	MLM	CAB	BLF	JDB	BCA	JRT	TOTAL
1511	Water Treatment Plant	Eucalyptus CI2 building and upgrade project supplies		\$79.20					\$79.20
1514	Computer/Office Equip.								\$0.00
5010	Maintenance Supplies	foam sealant, maintenance supplies, plywood; compressed Nitrogen, hand truck tires, hand cleaner, utility knives, gloves, tape, muriatic acid, hose, bolts; redwood, leather work belt, disposable spray suit, rain jacket, 2 32 gal trashcans/lids, 44 gal trashcan/lid		\$208.81	\$232.56			\$233.84	\$675.21
5012	Safety Equipment	safety decals/signs			\$196.87				\$196.87
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	salt crystals			\$959.48				\$959.48
5035	Vehicle Maintenance	motor oil, engine treatment; 96 Chevy lube, oil, and filter; cleaning supplies		\$60.43	\$36.53			\$10.44	\$107.40
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6024	Customer/Public Info	Streamline monthly website fee					\$200.00		\$200.00
6035	Office/Computer Supplies	toner, hdmi cable; ink roller, paper towel dispenser, paper towels, legal pads, pens, mailer bags, door mats; snacks	\$560.98			\$281.53	\$16.46		\$858.97
6036	Postage/Delivery	certified mail, postage					\$334.55		\$334.55
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.	Zoom annual subscription	\$149.90						\$149.90
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$785.88	\$348.44	\$1,425.44	\$281.53	\$551.01	\$244.28	\$3,636.58

General Manager's Report for the Board of Directors Meeting on May 19, 2020

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

24 accounts received past-due notice
 24 accounts received late charges in the total amount of \$395.89
 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
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
April 2020	\$20,241.55	\$3,075.96	\$320.44	\$24.85	\$23,662.80

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
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
April 2020	268	729	87	\$16,741.06

* No data due to transition to new website

II. General Manager's Projects and Activities

- A. **2019 Audit** – On site work completed by auditor. Draft audit being reviewed.
- B. **Emergency Response Plan** – Draft revision was prepared for Board of Directors review at this meeting.
- C. **Pipeline Projects** – Reviewed plans for the two major pipeline projects that are in the design phase.
- D. **Activities/Meetings/Webinars/Conferences**

Subject or Organization*	Location	Start	End	Purpose/Notes/Action/Benefit
Upgrading from WIN-911 Pro (old) to WIN-911 Interactive (new)	Webinar	Wed 4/1/2020 8:30 AM	Wed 4/1/2020 10:30 AM	• Upgrading SCADA alarm software to new version
Sage Software	Webinar	Thu 4/2/2020 10:00 AM	Thu 4/2/2020 11:00 AM	• How Sage 50 Cloud can help you run your business remotely
AWWA	Webinar	Fri 4/3/2020 10:00 AM	Fri 4/3/2020 11:00 AM	• How to Handle Communication Challenges During COVID-19
PWAG	Conference Call	Mon 4/6/2020 10:00 AM	Mon 4/6/2020 11:00 AM	• COVID-19 Member Update/Discussion
RCAC	Webinar	Wed 4/8/2020 6:00 PM	Wed 4/8/2020 8:00 PM	• Board Roles and Responsibilities
KID	Zoom	Thu 4/9/2020 1:00 PM	Thu 4/9/2020 2:00 PM	• Personnel Committee
ACWA	Webinar	Thu 4/9/2020 2:00 PM	Thu 4/9/2020 3:30 PM	• COVID-19 Response: Rising to Meet New Challenge
PWAG	Conference Call	Mon 4/13/2020 10:00 AM	Mon 4/13/2020 11:00 AM	• COVID-19 Member Update/Discussion
Win-911	Conference Call	Mon 4/13/2020 1:00 PM	Mon 4/13/2020 1:30 PM	• Follow up on new mobile software installation
ACWA	Webinar	Wed 4/15/2020 10:00 AM	Wed 4/15/2020 11:30 AM	• COVID-19 Response: Understanding the Financial Aspects
RBMB	Zoom	Wed 4/15/2020 2:30 PM	Mon 3/16/2020 4:30 PM	• Board meeting
CalTRUST	Webinar	Thu 4/16/2020 1:30 PM	Thu 4/16/2020 2:00 PM	• Market update
FMWD	Zoom	Thu 4/16/2020 3:00 PM	Thu 4/16/2020 4:00 PM	• Finance Committee meeting to review draft 2020-2021 budget
FMWD	Zoom	Mon 4/20/2020 3:00 PM	Mon 4/20/2020 4:00 PM	• Board Meeting
KID	Zoom	Tue 4/21/2020 3:00 PM	Tue 4/21/2020 5:00 PM	• Board Meeting
FMWD	Zoom	Thu 4/23/2020 10:00 AM	Thu 4/23/2020 11:00 AM	• Managers meeting to discuss COVID-19 status
Zoom	Webinar	Thu 4/23/2020 11:00 AM	Thu 4/23/2020 12:00 PM	• Using Zoom for agency meetings
Triden Group	Webinar	Thu 4/23/2020 3:00 PM	Thu 4/23/2020 4:00 PM	• Computer network security
KID	Zoom	Wed 4/29/2020 2:00 PM	Wed 4/29/2020 3:00 PM	• Personnel Committee

* Organization Acronyms:

ACWA – Association of California Water Agencies
 ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
 AWWA – American Water Works Association
 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
 RCAC – Rural Community Assistance Corporation

III. Incident Reports and Facility Activities for March

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
5	3	0	2	7	Two system leaks were on service lines. One system leak was on old 4-inch steel line between Clarmeya Lane and Doyne Road.

* 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 April
 - a. K-3 intrusion switch
 - b. Vosburg Reservoir gate
 - c. Eucalyptus Tunnel Cl₂ system tubing
 - d. Vosburg generator
 - e. Long Tunnel meter replacement
 - f. K-3 Cl₂ system solution level sensor
 - g. Holly East Tank dirt removal

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
4. High/Low Tunnel Pipeline inspection
5. Valve Maintenance
6. Vosburg security light modification
7. Glen area light repair
8. Radio mast at Holly
9. Wilcox Reservoir Warrick head and probe

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

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	4
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges	207	House	0
Prior Year Spreading	88	Holly High/Low	3
Short Term Storage	128		
Current Year Spreading	0		
Total Allowable Extractions	836		
Less Water Extracted YTD This Watermaster Year	-522	Current Tunnel Monthly Production	11
Remaining Allowable Groundwater Extractions through June 2020	314	Remaining Estimated Tunnel Production through June 2020	33
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2020)		347 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2020		-126 Acre Feet	

Surplus Water through June 2020* 221 Acre Feet

* 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
04/01/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
04/01/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
04/01/20	Distribution	Clinical	fluoride	6	1.2 - 1.7 ppm	3 ppm
04/14/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample

Total samples: 748

* 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_co de=CA

Facilities Operator

General Job Description

Under supervision of the **General Manager** and the **Senior Facilities Operator**, the **Facilities Operator** monitors and adjusts water supply sources, water treatment and distribution equipment as needed to deliver safe and reliable water to our customers.

Qualifications

Minimum qualifications are graduation from high school plus several years of water system field maintenance and/or similar experience. Position requires that the holder possess a valid California driver's license. Position requires that the holder possess or actively pursues a Water Treatment Operators License and a Distribution Operators License issued by the Drinking Water Division of the State Water Resources Control Board. The desired level of certification is T2, D3 or higher.

Continuing Education

Position requires participation in onsite, online and outside training to maintain certifications and improve knowledge and skills.

Field Responsibilities

- Perform standard chemical tests, collect samples for laboratory analysis, maintain operating records, and perform routine equipment and vehicle maintenance.
- Install, maintain and repair pumps, valves, mains, services, and related water distribution facilities and appurtenances.
- Customer service work includes reading meters, reporting leaks, repairing damage to meters or boxes and making other routine repairs.
- Participate in standby duties and emergency repairs and/or arrange for contractors as needed to accomplish the work.
- Purchase maintenance supplies and equipment under the supervision of the **General Manager** and **Senior Facilities Operator**.

Examples of Duties

- The duties listed below are intended only as illustrations of the various types of work that may be performed.
- Perform facilities inspection to collect data and confirm proper operation and perform maintenance work as required.
- Take water samples for sources and distribution system.
- Locate water mains and service lines for alerting other utilities with projects.
- Perform work orders for customer service, general maintenance and water leaks.
- Read meters for water billing.
- Replace meters and meter boxes when required.
- Maintain inventory of repair parts and supplies and order replacements as needed.
- Assist contractors with repairs, maintenance and testing.
- Participate in standby duty.
- Prepare operating procedures and checklists.

Salary Ranges for 2020 and Current Rates as of May 1, 2020

POSITION	ANNUAL RATE	MONTHLY RATE	HOURLY RATE	CURRENT RATE
General Manager	107,535-171,217	8,961-14,268	N/A	144,762
Office Manager	47,380-77,126	3,948-6,427	22.78-37.08	26.00
Administrative Assistant	42,848-74,984	3,570-6,249	20.60-36.05	24.00
Senior Facilities Operator	64,272-96,408	5,200-7,800	30.90-46.35	39.76
Facilities Operator	42,848-74,984	3,570-6,249	20.60-36.05	30.00
Facilities Maintenance Worker	42,848-74,984	3,570-6,249	20.60-36.05	20.00
Facilities Operator (vacant)	42,848-74,984	3,570-6,249	20.60-36.05	



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017
TELEPHONE (626) 797-6295 • FAX (626) 794-5552
WEBSITE: kinneloairrigationdistrict.info

May 12, 2020

Mr. Chris Lofthouse
1856 Pasadena Glen Rd
Pasadena, CA 91107

Re: Landscape Easement

Dear Mr. Lofthouse:

We have received your request to landscape a portion of the fenced area of the Glen Reservoir and construct a new fence and agree that your project is mutually beneficial. However, we have determined that the requested area of encroachment is not on land owned by the District but is on land for which the District has an easement. Therefore, it will be necessary for you to obtain an easement from the owner of Assessor's Parcel No. 5760-024-011 before the District can approve your request.

If you are able to obtain an easement, your approval of the attached draft agreement which contains the terms and conditions will also be required before any work is started.

Sincerely,

Melvin L. Matthews
General Manager

GRANT OF PERMISSION

This Grant of Permission (this “**Agreement**”) is made, entered into and effective as of the 19th day of May 2020, between KINNELOA IRRIGATION DISTRICT, (“**District**” and “**Grantor**”) and Chris Lofthouse (“**Grantee**”).

1. Recitals.

- 1.1. District is the Owner of real property known as a portion of the Vosburg tract, Assessor’s Parcel No. 5760-014-900, in the unincorporated territory of the County of Los Angeles, State of California, as per map recorded in Book 5760, Page 14 of maps and records in the office of the county recorder of said county (“**District Property**”).
- 1.2. The Grantee is the Owner of real property known as a portion of the Vosburg tract, Assessor’s Parcel Nos. 5760-014-008 and 5760-014-035, commonly known as 1856 Pasadena Glen Road, Pasadena, California 91107, which is adjacent to the District Property. (“**Owner Property**”)
- 1.3. The District has a general easement over the property known as Assessor’s Parcel No. 5760-024-011 located adjacent to the District Property and Owner Property (“**District Easement**”).
- 1.4. Grantee desires to install landscaping, fencing and an irrigation system on part of the District Easement that might interfere with access and possible future use of the District Property.
- 1.5. District is willing to grant permission for the requested usage subject to the terms, conditions and provisions set forth herein.

2. Grant of Permission. District hereby grants to Grantee permission to use a portion of the District Easement as shown on the map attached hereto as Exhibit A subject to the Grantee also obtaining an easement from the owner of Assessor’s Parcel No. 5760-024-011. This Agreement and the rights and privileges granted hereunder to Grantee for use of the District Easement are subject to all covenants, conditions, restrictions and exceptions of record or apparent.

3. District Access. The Grant of Permission set forth in Paragraph 2, above, shall not limit or restrict the District’s access to the District Property, and for so long as this agreement is in effect, Grantee shall allow District and/or its subcontractors unlimited access to the District Property. Fences and other improvements shall not be installed without explicit written approval of District.

4. Grantee’s Obligation to Maintain. Grantee shall, at Grantee’s sole cost and expense, install and maintain all improvements and shall maintain the landscaping at a professional level. A drainage system shall be provided as needed to prevent soil erosion of the District Property and District Easement or flooding of adjacent properties.

5. Ownership of Improvements. All improvements now existing or hereafter constructed and installed on the easement must be free and clear of all liens, claims, or liability for labor or materials and shall become the property of District upon termination of the agreement.
6. Temporary or Permanent Revocation of Agreement. The District retains the right to revoke this Agreement if Grantee's improvements interfere with any future maintenance or use of the District Property or District Easement. The Grantee shall be given at least seven (7) days' notice for routine maintenance of the property and 90 days' notice for a permanent revocation of the Agreement. No notice shall be required if the District needs emergency access to the District Property or District Easement. The Grantee shall be given the opportunity to move or protect the landscaping whenever possible to facilitate the District's activities.
7. Indemnification, Hold Harmless, Waiver and Insurance.
 - 7.1. Grantee and Grantee's successors shall defend, protect, indemnify and hold harmless the District, its officers, agents and employees, from and against any and all claims, demands, loss or liability of any kind or nature which the District, its officers, agents and employees, may sustain or incur or which may be imposed on them or any of them for injury to or death of persons, or damage to property as a result of or arising out of any claims related to Grantee's occupancy and use of the District Easement or by Grantee's agents, employees, or visitors, or the agents, employees or visitors of any subsequent Grantee. If any such action is brought against the District or its agents, employees or attorney, Grantee and Grantee's successors shall, upon notice from the District, defend the claims at Grantee's sole expense with counsel reasonable satisfactory to the District.
 - 7.2. Grantee hereby waive all claims against the District for damages to Grantee's person, or property or other facilities in, upon, or about the District Easement and, for injuries to Grantee's agents, employees or visitors, or third persons in or about the Premises for any cause arising at any time, except claims for damages or injuries arising out of the gross negligence or willful misconduct of the District.
 - 7.3. Grantee shall maintain insurance on the Premises in full force and effect throughout the term of this Agreement in an amount reasonably satisfactory to District covering any and all claims arising out or connected in any way with Grantee's use of the District Easement under this Agreement. Grantee shall name the District as an additional insured thereunder and shall provide written proof of such insurance upon District's request.
8. Notice. Any and all notices or demands by or from the District to Grantee, or the Grantee to the District shall be in writing. They shall be served either personally or by certified mail. If personally served, service shall be conclusively deemed made at the time of service. If served by certified mail, service shall be conclusively deemed made seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed to the party to who such notice or demand is to be given, as hereinafter provided. Any notice or demand to District may be given in care of the General Manager of District, 1999 Kinclair Drive, Pasadena, CA 91107. Any notice or demand to the Grantee may be given to Grantee at 1856

Pasadena Glen Road, Pasadena, California 91107. The addresses set forth herein may be changed by written notice given in the manner provided herein.

This Agreement may be executed in two or more counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

DISTRICT and GRANTOR

KINNELOA IRRIGATION DISTRICT

By _____
Melvin L Matthews, General Manager

GRANTEE

Chris Lofthouse

DRAFT

EXHIBIT A

