

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 20, 2021
3:00 P.M.

AGENDA

This meeting will be conducted by teleconference under the provisions of Executive Order N-29-20 and at the District office. Public comment may be made in person or 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 at the office or via computer or telephone using the following information: <https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

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 – June 15, 2021**

Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS – June 30, 2021**

Recommended Action: Review and approve motion to file

5. **GENERAL MANAGER'S REPORT – Information item presented by the General Manager**

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

6. **SIERRA MADRE VILLA AND VILLA HEIGHTS PIPELINE IMPROVEMENT PROJECT – Information item presented by the General Manager**

Recommended Action: General Manager to provide oral report and respond to questions

7. **CUSTOMER AND PUBLIC RELATIONS INITIATIVES – Presented by Director Brown**

Recommended Action: Board to discuss proposed external facing initiatives and provide direction to staff regarding future customer and public relations efforts

8. **CONFLICT OF INTEREST CODE FOR THE KINNELOA IRRIGATION DISTRICT – Revised code as approved by the County of Los Angeles Board of Supervisors on June 22, 2021**

Recommended Action: Board to adopt by motion the revised Conflict of Interest Code for the Kinneloa Irrigation District and authorize the General Manager to insert the revised code in the District's Rules and Regulations.

9. INFORMATION ITEMS – Information items presented by the General Manager

- a. Expiration of “Virtual” Brown Act Meetings on September 30, 2021
- b. Risk Control Manual
- c. Voluntary water use reduction
- d. CalPERS earnings update

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e): Title: General Manager

11. 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.

12. CALENDAR – August 17, 2021 September 21, 2021 October 19, 2021

13. 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, June 15, 2021, 3:00 P.M.

MINUTES

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

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor's Executive Orders in response to COVID-19 State of Emergency as well as in the District's Board Room. The public was invited to attend the meeting as stated in the agenda, or participating telephone or by videoconference.

DIRECTORS PRESENT: Zoom teleconference/videoconference (Zoom): Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom: General Manager, Melvin Matthews; Office Manager, Martin Aragon; Administrative Assistant, Krystle Barba; Field Staff, Chris Burt and Michele Ferrell.

PUBLIC PRESENT: None

1. CALL TO ORDER:

Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present. The agenda was reviewed.

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

May 18, 2021 – It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to accept the minutes as presented for filing. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

4. REVIEW OF FINANCIAL REPORTS:

Director Dave Moritz reviewed the Financial Reports. It was motioned by Tim Eldridge and seconded by Stephen Brown to approve Financial Reports for filing. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

5. GENERAL MANAGER'S REPORT:

General Manager's report was presented, and no action was recommended.

6. DIRECTOR REPORTS AND/OR COMMENTS:

Mel Matthews will be presenting an update on the Sierra Madre Villa/Villa Heights pipeline project at the next board meeting on July 20, 2021.

Stephen Brown recommended that additional information be included into the current Kinneloa Irrigation District website and newsletter.

7. ADJOURNMENT

The meeting was adjourned at 4:17 pm.

Prepared and submitted by,



Martin Aragon

Office Manager/Board Clerk

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Kinneloa Irrigation District
Income Statement for the Six Months Ending June 30, 2021

	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	198,733.61	145,000.00	53,733.61	841,576.76	711,000.00	130,576.76
4015 Wholesale Water Sales	0.00	0.00	0.00	58,033.60	0.00	58,033.60
4020 Service/Installation Charges	6,381.88	833.33	5,548.55	10,555.65	4,999.98	5,555.67
4035 Interest-Reserve Fund	450.35	1,250.00	(799.65)	3,969.23	7,500.00	(3,530.77)
4036 Unrealized Gain(Loss)-CalTRU	(1,216.89)	2,083.33	(3,300.22)	(4,862.50)	12,499.98	(17,362.48)
4070 Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
Total Revenues	204,348.95	149,166.66	55,182.29	917,227.82	735,999.96	181,227.86
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	12,320.47	10,000.00	2,320.47	69,733.07	60,000.00	9,733.07
5010 Maintenance/Repair Supplies	2,721.50	2,500.00	221.50	15,605.51	15,000.00	605.51
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	4,999.98	(4,999.98)
5012 Safety Equipment	0.00	133.33	(133.33)	1,406.27	799.98	606.29
5015 Operations Labor	22,727.52	25,708.33	(2,980.81)	125,823.16	136,249.98	(10,426.82)
5016 Operations OT	1,040.22	1,291.67	(251.45)	6,835.44	7,750.02	(914.58)
5020 Stand-by Compensation	900.00	915.00	(15.00)	5,430.00	5,490.00	(60.00)
5022 Training/Certification	0.00	133.33	(133.33)	105.00	799.98	(694.98)
5025 Water Treatment/Analysis	224.00	1,833.33	(1,609.33)	8,438.20	10,999.98	(2,561.78)
5030 Maintenance/Repair Contractors	18,515.67	11,666.67	6,849.00	78,613.98	70,000.02	8,613.96
5034 Equipment Maintenance	1,336.10	1,666.67	(330.57)	11,496.19	10,000.02	1,496.17
5035 Vehicle Maintenance	668.93	1,250.00	(581.07)	9,641.14	7,500.00	2,141.14
5036 Fuel	1,192.32	1,666.67	(474.35)	7,181.73	10,000.02	(2,818.29)
5045 Insurance-Workers Comp.	3,621.90	5,000.00	(1,378.10)	6,940.32	10,000.00	(3,059.68)
5046 Insurance-Liability	1,387.46	1,333.33	54.13	8,324.76	7,999.98	324.78
5048 Insurance-Property	196.04	208.33	(12.29)	1,176.24	1,249.98	(73.74)
5049 Insurance-Medical	7,556.21	8,604.17	(1,047.96)	43,874.72	51,625.02	(7,750.30)
6000 Engineering Services	4,590.00	3,958.33	631.67	6,190.00	23,749.98	(17,559.98)
6005 Watermaster Services	870.08	1,000.00	(129.92)	5,220.48	6,000.00	(779.52)
6015 Administrative Salary	12,063.48	13,216.67	(1,153.19)	72,380.88	79,300.02	(6,919.14)
6017 Administrative Travel	110.38	250.00	(139.62)	353.36	1,500.00	(1,146.64)
6020 Board Compensation	450.00	700.00	(250.00)	3,450.00	4,200.00	(750.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	24.36	499.98	(475.62)
6024 Customer/Public Info. Prog.	0.00	166.67	(166.67)	1,000.00	1,000.02	(0.02)
6025 PERS - KID	3,779.21	3,500.00	279.21	21,837.73	21,000.00	837.73
6030 Social Security - KID	2,947.79	2,833.33	114.46	17,052.09	16,999.98	52.11
6031 Medicare - KID	689.43	666.67	22.76	3,988.10	4,000.02	(11.92)
6035 Office/Computer Supplies	435.53	583.33	(147.80)	3,122.85	3,499.98	(377.13)
6036 Postage/Delivery	0.00	416.67	(416.67)	1,757.85	2,500.02	(742.17)
6040 Professional Dues	1,187.74	1,250.00	(62.26)	7,626.44	7,500.00	126.44
6045 Legal Services	749.08	1,250.00	(500.92)	4,404.48	7,500.00	(3,095.52)
6050 Telephone	239.94	375.00	(135.06)	1,882.59	2,250.00	(367.41)
6051 Mobile Telephone	21.23	41.67	(20.44)	147.27	250.02	(102.75)
6052 Pagers	35.05	41.67	(6.62)	210.12	250.02	(39.90)

Kinneloa Irrigation District
Income Statement for the Six Months Ending June 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6053 Internet Service	299.98	83.33	216.65	1,129.42	499.98	629.44
6059 Computer Software Maintenance	482.08	1,000.00	(517.92)	5,269.06	6,000.00	(730.94)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	499.98	(499.98)
6065 Accounting Services	6,400.00	7,000.00	(600.00)	6,400.00	7,000.00	(600.00)
6070 Office & Accounting Labor	11,038.46	10,479.17	559.29	65,162.89	62,875.02	2,287.87
6075 Professional/Contract Services	2,010.94	2,333.33	(322.39)	12,300.79	13,999.98	(1,699.19)
6080 Administrative Fees	1,036.66	1,036.67	(0.01)	6,137.03	6,220.02	(82.99)
6081 Permits/Fees	898.16	1,250.00	(351.84)	3,278.31	7,500.00	(4,221.69)
6086 Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	1,750.02	(1,750.02)
6088 Interest Expense	0.00	0.00	0.00	28,977.21	28,978.00	(0.79)
6120 Bank Service Charges	868.18	750.00	118.18	5,088.15	4,500.00	588.15
Total Expenses	125,611.74	129,385.00	(3,773.26)	748,152.19	795,423.00	(47,270.81)
Net Income	78,737.21	19,781.66	58,955.55	169,075.63	(59,423.04)	228,498.67
Other Expenditures						
1504 Water Mains	241,849.10	300,000.00	(58,150.90)	243,793.10	300,000.00	(56,206.90)
1505 Water Tunnels	4,200.00	10,000.00	(5,800.00)	4,200.00	10,000.00	(5,800.00)
1511 Water Treatment Plant	0.00	500.00	(500.00)	774.61	3,000.00	(2,225.39)
1512 Water Meters	0.00	0.00	0.00	37,149.87	20,000.00	17,149.87
1514 Computer/Office Equipment	0.00	416.67	(416.67)	602.20	2,500.02	(1,897.82)
2400 Installment Purchase Agreement	0.00	0.00	0.00	71,123.77	71,124.00	(0.23)
Total Other Expenditures	246,049.10	310,916.67	(64,867.57)	357,643.55	406,624.02	(48,980.47)
Total Increase or (Drawdown)	(167,311.89)	(291,135.01)	123,823.12	(188,567.92)	(466,047.06)	277,479.14

Kinneloa Irrigation District Balance Sheet as of June 30, 2021

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 511,576.82
1012	Reserve Fund-LAIF	128,056.58
1014	Reserve Fund-CalTRUST	1,763,007.51
1016	Accrued Interest-LAIF	127.02
1100	Accts. Receivable-Water Sales	19,808.68
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	200,300.63
1350	Prepaid Insurance	2,615.94
1360	Prepaid Expenses	4,874.28

Total Current Assets

2,649,595.98

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,828,311.20
1505	Water Tunnels	733,274.60
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	204,228.17
1512	Water Meters	155,885.40
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	74,980.40
1515	Vehicles & Portable Equipment	308,656.75
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
1523	Constr. in Progress-Vosburg	53,875.00
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	362,117.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,602,579.76)

Total Property and Equipment

5,459,861.97

Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 8,203,143.95

Kinneloa Irrigation District
Balance Sheet as of June 30, 2021

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 270,967.67	
2272	Job Deposits	900.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		290,977.29

Long-Term Liabilities

2400	Installment Purchase Agreement	1,523,485.86	
2801	PERS- Net Liability	330,825.46	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,890,152.32
	Total Liabilities		2,181,129.61

Capital

3040	Fund Balance	5,852,938.71	
	Net Income	169,075.63	
	Total Capital		6,022,014.34
	Total Liabilities & Capital		\$ 8,203,143.95

Kinneloa Irrigation District
Statement of Cash Flow
For the Six Months Ended June 30, 2021

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 78,737.21	\$ 169,075.63
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	10,377.31	11,673.30
1113 Employee Loans	50.12	301.07
1340 Accrued Water Sales	(65,612.51)	(9,426.09)
1350 Prepaid Insurance	1,583.50	9,501.00
1360 Prepaid Expenses	4,497.04	16,535.24
2000 Accounts Payable	216,227.22	235,008.73
2272 Job Deposits	(5,336.16)	(2,700.00)
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Total Adjustments	161,786.52	260,893.25
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Net Cash Provided by Operations	240,523.73	429,968.88
 Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	(241,849.10)	(243,793.10)
1505 Water Tunnels	(4,200.00)	(4,200.00)
1511 Water Treatment Plant	0.00	(774.61)
1512 Water Meters	0.00	(37,149.87)
1514 Computer/Office Equipment	0.00	(602.20)
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Net Cash Used in Investing	(246,049.10)	(286,519.78)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(71,123.77)
2801 PERS- Net Liability	(1,732.49)	(10,394.94)
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Net Cash Used in Financing	(1,732.49)	(81,518.71)
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Net Increase (Decrease) in Cash	\$ (7,257.86)	\$ 61,930.39
 Summary		
Cash Balance at End of Period	\$ 2,402,767.93	\$ 2,402,767.93
Cash Balance at Beg. of Period	(2,410,025.79)	(2,340,837.54)
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Net Increase (Decrease) in Cash	\$ (7,257.86)	\$ 61,930.39
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Kinneloa Irrigation District
Check Register
For the Period from June 1, 2021 to June 30, 2021

Date	Check #	Payee	Amount	Description
5/31/21	EFT4767	Bernadette C. Allen	1,179.52	Salary
5/31/21	EFT4768	Arthur M. Aragon	1,662.21	Salary
5/31/21	EFT4769	Krystle K. Barba	1,375.21	Salary
5/31/21	EFT4770	Stephen Brown	138.52	Salary
5/31/21	EFT4771	Christopher A. Burt	2,354.28	Salary
5/31/21	EFT4772	Timothy J. Eldridge	117.30	Salary
5/31/21	EFT4773	Michele M. Ferrell	2,437.73	Salary
5/31/21	EFT4774	Brian L. Fry	2,051.15	Salary
5/31/21	EFT4775	Gerrie G. Kilburn	138.53	Salary
5/31/21	EFT4776	Melvin L. Matthews	4,036.73	Salary
5/31/21	EFT4777	Juan R. Tello	1,710.34	Salary
5/31/21	EFT4778	Christopher A. Burt	150.00	Salary
5/31/21	EFT4779	Automatic Data Processing, Inc.	7,338.41	Payroll taxes and withholdings
6/2/21	9793	Aramark Uniform Services	82.37	Shop Rag Service
6/2/21	9794	Byrd Industrial Electronics	432.36	Scada
6/2/21	9795	Underground Service Alert	21.55	Digalert
6/2/21	9796	Melvin L. Matthews	221.76	Reinburstment
6/2/21	9797	McMaster Carr	211.86	Maintenance Supplies
6/2/21	9798	Red Supply	15.16	Maintainance Supply
6/2/21	9799	Subeca, Inc.	33,770.25	New Meter Register/ Install
6/2/21	9800	McMaster Carr	313.64	Maintenance Supplies
6/2/21	EFT4780	Automatic Data Processing, Inc.	99.40	Payroll Processing Fee
6/2/21	EFT4781	Spectrum	339.92	Internet services
6/7/21	EFT4780V	Automatic Data Processing, Inc.	-99.40	Payroll Processing Fee
6/15/21	EFT4782	Bernadette C. Allen	1,532.84	Salary
6/15/21	EFT4783	Arthur M. Aragon	1,624.31	Salary
6/15/21	EFT4784	Krystle K. Barba	1,352.42	Salary
6/15/21	EFT4785	Stephen Brown	138.53	Salary
6/15/21	EFT4786	Christopher A. Burt	2,530.22	Salary
6/15/21	EFT4787	Timothy J. Eldridge	117.29	Salary
6/15/21	EFT4788	Michele M. Ferrell	2,400.07	Salary
6/15/21	EFT4789	Brian L. Fry	1,912.18	Salary
6/15/21	EFT4790	Gerrie G. Kilburn	138.52	Salary
6/15/21	EFT4791	Melvin L. Matthews	3,973.04	Salary
6/15/21	EFT4792	Juan R. Tello	1,418.33	Salary
6/15/21	EFT4793	Christopher A. Burt	150.00	Salary
6/15/21	EFT4794	Automatic Data Processing, Inc.	7,329.62	Payroll taxes & withholdings
6/18/21	9810	ACWA-JPIA	8,231.05	KID health benefits- June
6/18/21	9811	BrightView Landscape Services	1,490.00	Landscaping
6/18/21	9812	Byrd Industrial Electronics	1,306.14	Scada

Kinneloa Irrigation District
Check Register
For the Period from June 1, 2021 to June 30, 2021

Date	Check #	Payee	Amount	Description
6/18/21	9813	Civiltec Engineering, Inc.	4,590.00	Brown/Glen replacement pipeline
6/18/21	9814	Clinical Lab of San Bernardino	24.00	General Physical Lab results
6/18/21	9815	Egan & Egan	6,400.00	Audit Services
6/18/21	9816	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
6/18/21	9817	Foothill Municipal Water District	1,036.66	Administrative Fee
6/18/21	9818	Geotab USA, Inc	98.75	Fleet Mgmt. Software
6/18/21	9819	Hill Brothers Chemical Co.	467.00	Chlorine
6/18/21	9820	Lagerlof, LLP	460.00	Services during audit review
6/18/21	9821	Perry Thomas Construction Co.	3,219.80	3338 Barhite repair
6/18/21	9822	Public Water Agencies Group	289.08	May - Emergency Preparedness Program
6/18/21	9823	J.A. Salazar Construction & Supply	4,200.00	House Tunnel Coupling Repair
6/18/21	9824	Ultimate Cleaning Solutions, Inc.	75.00	Office Cleaning Service
6/18/21	9825	Byrd Industrial Electronics	679.35	Scada
6/18/21	9826	Utility Service Co., Inc.	5,248.24	Reservoir Tank Service
6/18/21	9827	Western Water Works	391.71	Meter repair supplies
6/18/21	9828	General Pump Company	5,177.24	Pump & meter efficiency testing - Vos, K3, Wilcox
6/18/21	9829	Western Rooter	575.00	Plumber
6/18/21	EFT4795	Automatic Data Processing, Inc.	104.35	Payroll Processing fee
6/18/21	EFT4796	American Messaging Services	35.05	Pager Service
6/18/21	EFT4797	Arco Gaspro Plus	1,192.32	Fleet Fuel
6/18/21	EFT4798	Athens Services	215.69	Trash Pick-up
6/18/21	EFT4799	CA Public Employees Ret. Sys.	6,669.58	Payroll taxes & withholdings
6/18/21	EFT4800	Century Business Solutions	15.00	Credit Card processing Fee
6/18/21	EFT4801	Pasadena Municipal Services	1,786.67	Electricity for Wilcox
6/18/21	EFT4802	Southern California Edison Co.	8,295.75	Electricity
6/18/21	EFT4803	VeriCheck, Inc.	114.59	E-check processing fees
6/18/21	EFT4804	Streamline	200.00	Website
6/22/21	EFT4805	Century Business Solutions	372.91	Credit Card processing Fee
6/22/21	EFT4806	Spectrum	339.92	Internet services
6/28/21	EFT4807	AT&T Mobility	148.61	Mobile Phones
6/28/21	EFT4808	Umpqua Bank	2,910.42	credit cards - see attached detail
6/28/21	9830	ADVANTAGE FORD	668.93	Truck #1 (99) Coil Connector/Front Brake Pads
6/29/21	EFT4809	Automatic Data Processing, Inc.	104.35	Payroll Processing Fee
7/15/21	9829V	Western Rooter	-575.00	Plumber (Voided Duplicate Payment)
TOTAL			<u>151,474.33</u>	

* Gap in check sequence: checks #9801 - #9809 misprinted and were not assigned.

Credit Card Detail Umpqua Bank

June 2021

(Expenses incurred/billed in June and due/paid in July)

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1511	Water Treatment Plant									\$0.00
1514	Computer/Office Equip.									\$0.00
5010	Maintenance Supplies	BLF:Paint, Rust Inhibitor CAB:Truck Tools,Diesel Fuel,Underwater Flashlight, glow sticks			\$608.42	\$29.04				\$637.46
5012	Safety Equipment	MLM: Magnetic Kinneloa Vehicle sign (2) MF: Gas Detector		\$104.80				\$449.99		\$554.79
5022	Training/Certification									\$0.00
5025	Water Treatment/Analysis									\$0.00
5035	Vehicle Maintenance	BF: Truck Oil			\$41.60					\$41.60
5036	Fuel									\$0.00
6017	Adm. Travel									\$0.00
6021	Adm. & Bd. Exp.									\$0.00
6024	Customer/Public Info									\$0.00
6035	Office/Computer Supplies	MA: Chair, Labels, Pens, Cleaning supplies, ink cartridge	\$53.66	\$207.62		\$11.47	\$686.27			\$905.36
6036	Postage/Delivery									\$0.00
6040	Professional Dues									\$0.00
6050	Telephone	MM: Answering Service(Alert)		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service									\$0.00
6059	Computer/Software Maint.	MLM: Accounting Software (Sage)		\$1,074.00						\$1,074.00
6061	Office Equipment Maint.									\$0.00
6075	Outside Services	MF:Plumbing Service for House Tunnel						\$575.00		\$575.00
6081	Permits/Fees									\$0.00
TOTAL			\$53.66	\$1,461.42	\$650.02	\$40.51	\$686.27	\$1,024.99	\$0.00	\$3,916.87

General Manager's Report for the Board of Directors Meeting on July 20, 2021

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

18 accounts received past-due notice
 18 accounts received late charges in the total amount of \$312.42
 7 accounts received door hanger shut off notice
 0 accounts were shut off for non-payment
 0 accounts remain shut off for non-payment

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
July 2020	\$35,672.74	\$1,791.06	\$44.66	\$0.00	\$37,508.46
August 2020	\$27,970.57	\$2,624.99	\$0.00	\$0.00	\$30,595.56
September 2020	\$32,787.39	\$3,299.78	\$181.77	\$0.00	\$36,268.94
October 2020	\$35,165.98	\$3,020.50	\$1,102.31	\$97.99	\$39,386.78
November 2020	\$31,925.74	\$6,497.96	\$98.72	\$0.00	\$38,522.42
December 2020	\$28,288.75	\$3,101.55	\$91.68	\$0.00	\$31,481.98
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
April 2021	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
May 2021	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99
June 2021	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
July 2020	354	1,166	98	\$27,411.85
August 2020	276	708	100	\$30,398.55
September 2020	277	608	91	\$27,761.46
October 2020	278	654	109	\$35,098.93
November 2020	248	591	93	\$29,258.42
December 2020	253	560	110	\$33,318.03
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82
April 2021	274	1,538	106	\$27,464.40
May 2021	292	1,616	112	\$27,299.87
June 2021	262	1,409	109	\$26,067.48

II. General Manager's Projects and Activities

- A. **Advanced Meter Infrastructure (AMI) Project** – Installation was successfully completed at 53 locations and training is in progress on District and customer dashboards
- B. **Budget** – I have started the 2021 Budget process
- C. **Pipeline Project** – Contractor has completed the pipeline installation except for the tie-in points and leak testing is in progress
- D. **House Tunnel Pipeline Repair** – Repair was completed but lower than expected flow is being investigated for possible blockage in the line before testing and connection to the system at Holly Tanks
- E. **Annual Production and Sales Report** – I have started preparing the 2020-2021 report
- F. **Activities/Meetings/Webinars/Conferences***
 - 1. KID Staff Meetings
 - 2. PWAG Emergency Coordination Update & Discussion
 - 3. KID Board Meeting
 - 4. FMWD Board Meeting
 - 5. FMWD Managers Meeting
 - 6. FMWD Finance Committee Meeting
 - 7. LAFCO Board Meeting
 - 8. Subeca Installation and Training
 - 9. Grant application to California Fire Foundation
 - 10. Webinar - Chlorine Chemistry, Analysis, Operations, and Regulations in California
 - 11. Subeca Engage Platform Training for Staff

* Organization Acronyms:

ACWA – Association of California Water Agencies

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

AMI – Advanced Meter Infrastructure

AWWA – American Water Works Association

CalTRUST – Investment Trust of California Joint Powers Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

FMWD – Foothill Municipal Water District

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

NKRPOA – North Kinneloa Ranch Property Owners' Association

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

RCAC – Rural Community Assistance Corporation

SCADA – Supervisory Control and Data Acquisition System

SMVA – Sierra Madre Villa Avenue

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
1	1	0	0	4	System leak was on main on Old Grove Road

* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, inquiries about water bills, requests for leak checks and general questions.

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 and report to RBMB
 - 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 June
 - a. Continued work on House Tunnel line
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress)*
 - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (In progress) (CIP, EP, OPS)
 - b. Reservoir inspection and washout (MR)
 - c. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 50 locations (CIP, OPS, MR)
 - d. Annual service on six generators (MR)
 - e. Efficiency tests and preventative maintenance on all pumps and motors (MR)
 - f. Production meter tests for accuracy (MR)
 - g. House Tunnel Pipeline repair (MR)

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

1. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
2. High/Low Tunnel Pipeline inspection and repair if needed (MR)
3. Painting at Eucalyptus Reservoir (MR)
4. Truck replacement – Replace one pickup truck that is 22 years old (CIP)

*Project Categories

CIP – Capital improvement or replacement of equipment or facilities at end of useful life

EP – Emergency preparedness

OPS – Operational improvement

MR – Maintenance and repair

IV. Water Supply Summary as of May for the Watermaster Year July 2020 through June 2021

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	93	Holly High/Low	3
Short Term Storage	134		
Current Year Spreading	0		
Total Allowable Extractions	847		
Less Water Extracted YTD This Watermaster Year	-683	Current Tunnel Monthly Production	11
Remaining Allowable Groundwater Extractions through June 2021	224	Remaining Estimated Tunnel Production through June 2021	11
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2021)		235 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2021		-74 Acre Feet	

Surplus Water through June 2021*

161 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 2019-2020 year, 119 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2020-2021 and 134 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 774 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.

EXTERNAL FACING INITIATIVES

Capital Project Outreach Protocols (proposed)

It became evident in the wake of the Sierra Madre Villa project that a more robust and timely plan to make customers aware of project impacts on their streets and properties should be considered. In addition to just being good customer relations to repeatedly inform ahead of time of disruptions to normal routines, earlier outreach could alert the KID (and contractors) to dynamics unique to the neighborhood that non-residents might overlook or lack awareness of. Some of these recommendations already occur though on an *ad hoc* basis and it now may make sense to formalize a set of protocols when the KID embarks on future projects.

Some suggested protocols include:

- >A letter to impacted customers describing scope, need and duration of the project to go out once the contract is awarded.

- >The General Manager and respective Board member should endeavor to meet with all known neighborhood associations in the impacted area once the contract is awarded.

- >A second letter, briefer in content than the initial one, to go out to impacted customers 30 days prior to the estimated start date for the project.

- >A third and final letter, essentially reiterating the second, to go out approximately 5-7 days prior to the actual start date (once known).

Newsletter Sequencing and Topics (proposed)

Regularly paced newsletters allow the KID to highlight its accomplishments and ongoing work to our customers so that communication is not always just an invoice arriving monthly with no context. The KID staff performs an amazing amount of work but much of it out of public view until there is a problem needing resolution (*i.e.*, a leak of some sort). The creation of regularly paced newsletters need not be a burden solely on the General Manager as there are writing resources available to work on these from the staff or Directors.

- >Quarterly newsletters (January-March, April-June, July-September, October-December).

- >No more than a front and back (one page) layout with charts and pictures easy to understand about select topics.

>Topics that might be considered include:

- * installation of the Subeca system (benefits to the consumer),
- upcoming projects such as Brown/Glen (rationale for doing),
- contaminant testing to ensure purity of water (what do we test for, how and why),
- completed projects (*e.g.*, Sierra Madre and tunnel repairs),
- the consumer confidence report,
- fire flow and suppression properties throughout the system,
- conservation/drought management, and/or
- * brief profiles of KID staffers so that customers have better sense of connectivity to those folks driving the yellow trucks in their neighborhoods.

This list is not meant to be exhaustive and certainly there are more. Moreover, traffic to the KID's website, which is already a wonderful resource, can be driven from these newsletters.

KID Neighborhood Associations

Each of us, but especially the General Manager and long-time KID staffers, are no doubt aware of neighborhood associations or influential customers within our service area that are good points of contact to develop and maintain. Many of us already do some form of outreach, albeit on an informal basis. It would be useful to prepare a master list of these entities or entities for quick reference and to allow the General Manager plus Directors to make sure we making regular and appropriate contact as each of us are ambassadors of the KID to our neighbors.

Conclusion

It makes sense for the Board to consider these and other ideas that either the general public or KID staff may have in this area. The KID is a public-facing entity that should continue to be premised on strong customer ties but it requires some effort to "grow" that connection so that when "bad" news – rate increases, for example – occur, there is a lot more context around the "why."

Conflict of Interest Code
of the

KINNELOA IRRIGATION DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Members of the Board of Directors, Alternate Members of the Board of Directors and its General Manager and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

KINNELOA IRRIGATION DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the district.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies to the District, including but not limited to the areas of building materials; construction; motor vehicles; specialty vehicles; vehicle replacement parts; petroleum products; water quality testing; water transmission; water treatment; water distribution; geological tests and reports; maintenance; repair; safety; engineering; provision of water or power; brokering; accounting; auditing; banking; money management; law; insurance; printing; publication; office equipment or office supplies.

KINNELOA IRRIGATION DISTRICT

EXHIBIT "B"

Designated Positions

Disclosure Categories

General Manager

1, 2, 3

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

Public Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments, and must therefore make disclosure pursuant to Government Code Section 87200, et seq.

The Members of Board of Directors and Alternates

EFFECTIVE: 6/23/2021



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

Memo

Date: July 2, 2021
To: Board of Directors
From: Mel Matthews
Subject: Board Meeting Requirements

On June 11, 2021, Governor Newsom's office issued Executive Order N-08-21, which specifies that the continued flexibility of certain open meeting requirements under the Brown Act, including the conduct of local agency meetings through electronic or telephonic means, will terminate on September 30, 2021. Order N-08-21 modifies the Governor's announcement on June 2, 2021, that the modified Brown Act standards in response to the COVID-19 pandemic would remain in effect beyond the June 15th reopening plan.

We have continued to examine how the continued Brown Act flexibility after the June 15th reopening plan would help us to prepare for eventual in-person public meetings and Brown Act compliance. With the issuance of this Executive Order, effective October 1, 2021, standard Brown Act laws as well as other state and local public meeting requirements will be reinstated.

The following specific Brown Act requirements, which were previously suspended, will be reinstated on October 1, 2021:

- Local bodies must notice each teleconference location from which a member will be participating in a public meeting.
- Each teleconference location must be identified in the meeting notice and agenda.
- Each teleconference location must be accessible to the public.
- Members of the public may address the body at each teleconference conference location.

- Local bodies are required to post agendas at all teleconference locations.
- During teleconference meetings, at least a quorum of the members of the local body must participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

Two bills have been introduced in the Legislature to allow the continued electronic participation by the public in Brown Act meetings.

Assembly Bill (AB) 339 would require all open and public meetings of a city council or a county board of supervisors that governs a jurisdiction of at least 250,000 people to include an opportunity for members of the public to attend public meetings via a two-way telephonic option or an a two-way internet-based service option, and would require a city council or county board of supervisors that has, as of June 15, 2021, provided video streaming of its meetings to continue to provide that video streaming. The bill would require all meetings to provide the public with an opportunity to comment on proposed legislation in person and remotely via a telephonic or an internet-based service option. The bill was approved by the Assembly June 2, 2021 and has been referred to the Senate Governance and Finance Committee and the Senate Judiciary Committee. Although this bill does not apply to the Kinneloa Irrigation District because of our size, we could continue to stream our meeting via Zoom or other platforms as a way of encouraging greater public participation and also use it as a platform for teleconferencing for Board Members as long as the above Brown Act requirements are met.

AB 361 would permit local agencies to conduct public meetings virtually during a declared local or state emergency, without requiring a Governor-issued executive order to suspend these open meeting requirements. AB 361 was approved by the Assembly last month (May 2021) and has been referred to the Senate Governance and Finance Committee and the Senate Judiciary Committee.

Conclusion and Recommendation

Based on the current information, The Kinneloa Irrigation District will resume in-person meetings at the district office in compliance with the Brown Act starting with the meeting on October 19, 2021. It is recommended that if directors or staff request remote access, that the Zoom video meeting platform continue to be made available if three directors can participate within the boundaries of the Kinneloa Irrigation District and the above requirements are met. The Board of Directors can also decide if video streaming and telephonic options for public participation will be made available for future meetings even if the entire Board meets in person.



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Risk Control Manual

July 2, 2021



Kinneloa Irrigation District

General Statement of Safety Policy

To our employees:

It is the policy of the Kinneloa Irrigation District to achieve the greatest practical degree of freedom from accidents and to ensure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual worker, often significantly changing his/her future, and frequently destroying the security of his/her family. They are also costly to the District, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Every employee plays an important part in preventing accidents and is expected to cooperate fully with the measures taken for safety.

Each employee has a responsibility to himself/herself for his/her safety, but likewise has a responsibility to his/her family, to his/her fellow workers, to his/her community, and to his/her employer.

In the performance of his/her duties, therefore, he/she shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of his/her work. The ideal in safe and efficient district operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury/Illness Prevention Program, Emergency Procedures and other safety programs which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Everyone stands to benefit, everyone stands to gain. The cooperation of all employees in the District is expected. The results will be worth the effort.

Sincerely,

General Manager

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SECTION 1 Injury/Illness Prevention Program (IIPP)

Injury/Illness Prevention Program (*3/31/21)

SECTION 2 Cal/OSHA DOSH 8 CCR 3203

Cal/OSHA Compliance, Policies and Procedures Manual
(Enforcement of 8 CCR Section 3203: Injury/Illness Prevention
Program) (*6/1/13)

SECTION 3 Safe Practices and Operating Procedures

Safe Practices and Operating Procedures (*6/1/13)

SECTION 4 Safety Programs

Emergency Action Plans (*2-15-00)

Fire Prevention Plan (*6/1/13)

Accident Investigation (*5-2-11)

Hearing Conservation (*8/24/08)

Job Hazard Analysis (*9/23/08)

Lockout/Blockout/Tagout Procedure (*2-4-00)

Welding and Cutting Safety Procedure (*6-1-13)

Heat Illness Prevention Program (*6/28/16)

Confined Space Entry (*1-24-11)

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Respiratory Protection Program (6/1/13)

Drug and Alcohol Policy (*5/2/11)

SECTION 5 Fleet Safety Program

Automobile Self-Inspection Report (*6/1/13)
Cellular Phone Safety (*6/11/08)
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Driver Record Review (*6/1/13)
Driver Road Test Examination (*6-1-13)
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Driver's Report of Accident (*10/1/06)
Driver's Vehicle Inspection Report (*1/12/00)
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Contracts with Outside Entities (AKA: Risk Transfer) (*10/9/08)

SECTION 7 Special Plans, Policies, and Guidelines

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Guidelines Regarding Trespassers on District Property (*6-1-13)
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Responsibilities for Investigation (*6-1-13)

Governor Expands Drought Declaration, Calls for Californians to Voluntarily Conserve 15%

Gov. Newsom today issued both a [Proclamation](#) that expands the state's April 21 drought emergency to include nine additional counties and an [Executive Order](#) calling for Californians to voluntarily reduce water use by 15% compared to 2020 levels.

The drought emergency, which now covers 50 of the state's 58 counties, helps agencies access important resources and provides the State Water Resources Control Board with authority to adopt emergency regulations to curtail water rights in the counties.

Newsom's conservation request applies to residential, industrial, commercial, agricultural and institutional water users. He tasked the State Water Resources Control Board with tracking and reporting monthly on the state's progress toward achieving a 15% reduction in statewide [urban water use](#) as compared to 2020 use.

"ACWA applauds the Governor's leadership on the state's drought response. The voluntary approach to reducing water use emphasizes the need for Californians to do their part to use water wisely but also provides local water managers with appropriate discretion based on local water supply conditions," said ACWA Executive Editor Dave Eggerton.

On another front, Newsom and legislative leaders recently reached a tentative agreement to provide more than \$2 billion for drought infrastructure funding. ACWA staff has been advocating extensively for investments in water infrastructure through state and federal funds. This advocacy has included strong support for conveyance, SGMA implementation, groundwater remediation, recycled water projects, and other funding categories.

In addition to extensive advocacy, ACWA has developed and compiled a number of drought-related resources, including:

1. **Website:** ACWA's dedicated webpage, www.acwa.com/drought, has links to drought resources, including proclamations, water agency efforts in resiliency and communications tools.
2. **Agency summaries:** The webpage, www.acwa.com/drought-response, features a summary of various member agencies' drought responses, including mandatory or voluntary conservation orders and links to agencies' Water Shortage Contingency Plans. The site has served as an information clearinghouse for the media and policymakers.
3. **Communications tools:** Members are encouraged to educate their local communities about water resiliency investments and the importance of state and federal funding to improve aging water infrastructure and ensure a more reliable, resilient water supply. The following tools are available to assist member agencies as they engage with customers and stakeholders at the local level.
 - [Drought talking points](#)
 - [Agriculture-related talking points](#)
 - [A drought messaging webinar](#) on June 30 featured representatives from the California Water Efficiency Partnership and California Farm Water Coalition sharing lessons learned from the previous drought and how urban and agricultural agencies can best communicate to their customers and stakeholders about drought. A recording of this webinar is available [online](#).
 - ["Increasing Climate Resiliency" handout](#) for use with customers
 - The Department of Water Resources' Save Our Water campaign has a [partner toolkit](#) with videos, bill inserts, social media graphics and other materials (in English and Spanish) that water agencies can download and use to communicate with customers about water use efficiency.

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS climate change is intensifying the impacts of droughts on our communities, environment, and economy, and California is in a second consecutive year of dry conditions, resulting in drought in all parts of the State and extreme or exceptional drought in most of the state; and

WHEREAS in response to climate change and worsening drought conditions, I issued proclamations on April 12 and May 10, 2021, proclaiming drought emergencies in the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kern, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba, which have faced the most dire and severe drought conditions; and

WHEREAS since my May 10, 2021 Proclamation, California's water supplies continue to be severely depleted, and high temperatures are now increasing water loss from reservoirs and streams (especially north of the Tehachapi Mountains), and thus demands by communities and agriculture have increased, supplies of cold water needed for salmon and other anadromous fish that are relied upon by tribal, commercial, and recreational fisheries have been reduced, and risk has increased of drought impacts continuing in 2022 because of continued water loss from climate change-driven warming temperatures and less water available in reservoirs and streams from two years of below average precipitation; and

WHEREAS the counties of Inyo, Marin, Mono, Monterey, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, and Santa Cruz are now experiencing emergency drought conditions as well; and

WHEREAS it is necessary to expeditiously mitigate the effects of the drought conditions to ensure the protection of health, safety, and the environment; and

WHEREAS under Government Code Section 8558(b), I find that the conditions caused by the drought, by reason of their magnitude, are or are likely

to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under Government Code Section 8625(c), I find that local authority is inadequate to cope with the drought conditions; and

WHEREAS to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code Section 8571, I find that strict compliance with various statutes and regulations specified in this proclamation would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

NOW THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist due to drought in the additional nine counties of Inyo, Marin, Mono, Monterey, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, and Santa Cruz, such that a drought state of emergency is now in effect in 50 counties (collectively, "Proclaimed Drought Counties").

IT IS HEREBY ORDERED THAT:

- 1) All agencies of the state government are to utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Governor's Office of Emergency Services and the State Emergency Plan. Also, to protect their safety, all residents are to obey the direction of emergency officials with regard to this emergency in order to protect their safety.
- 2) The orders and provisions contained in my April 21, 2021 and May 10, 2021 Proclamations remain in full force and effect, except as modified herein. State agencies shall continue to implement all directions from those Proclamations and accelerate implementation where feasible.
- 3) Consistent with the policies stated in Water Code Section 1011.5(a), local agencies are encouraged to take actions to coordinate use of their available supplies and to substitute an alternate supply of groundwater from existing groundwater wells for the unused portion of surface water that the local agency is otherwise entitled to use. For actions taken pursuant to this paragraph in the Proclaimed Drought Counties, the provisions of Chapter 3 (commencing with Section 85225) of Part 3 of

Division 35 of the Water Code and regulations adopted pursuant thereto are suspended for any (a) actions taken by state agencies pursuant to this paragraph, (b) actions taken by a local agency where the state agency with primary responsibility for implementing the directive concurs that local action is required, and (c) permits or approvals necessary to carry out actions under (a) or (b). The entities implementing this paragraph shall maintain on their websites a list of all activities or approvals that rely on the suspension of the foregoing Water Code provisions.

- 4) To ensure adequate, minimal water supplies in the Proclaimed Drought Counties for purposes of health, safety, and the environment, the State Water Resources Control Board (Water Board) shall consider modifying requirements for reservoir releases or diversion limitations to conserve water upstream later in the year in order to protect cold water pools for salmon and steelhead, enhance instream conditions for fish and wildlife, improve water quality, protect carry over storage, or ensure minimum health and safety water supplies. The Water Board shall require monitoring and evaluation of any such changes to inform future actions. Nothing in this paragraph limits the effect of operative paragraph 4 of my May 10, 2021 Proclamation.
- 5) To support voluntary approaches where hydrology and other conditions allow, the Water Board shall expeditiously consider water transfers requests with respect to the Proclaimed Drought Counties. For purposes of carrying out this paragraph, the following requirements of the Water Code are suspended:
 - a. Section 1726(d) requirements for written notice and newspaper publication, provided that the Water Board shall post notice on its website and provide notice through electronic subscription services where interested persons can request information about temporary changes; and
 - b. Section 1726(f) requirement of a 30-day comment period, provided that the Water Board shall afford a 15-day comment period.
- 6) Operative paragraph 8 of my April 21, 2021 Proclamation and operative paragraph 2 of my May 10, 2021 Proclamation are withdrawn and superseded by the following which shall apply in the Proclaimed Drought Counties.

As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary

to quickly assist with the response to and recovery from the impacts of the drought. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of the drought. Approval of the Department of Finance is required prior to the execution of any contract entered into pursuant to this provision.

- 7) Operative paragraph 7 of my May 10, 2021 Proclamation is withdrawn and superseded by the following which shall apply in the Proclaimed Drought Counties:

To prioritize drought response and preparedness resources, the Department of Water Resources, the Water Board, the Department of Fish and Wildlife, and the Department of Food and Agriculture, in consultation with the Department of Finance, shall:

- a. Accelerate funding for water supply enhancement, water conservation, or species conservation projects.
 - b. Identify unspent funds that can be repurposed to enable projects to address drought impacts to people, ecosystems, and economic activities.
 - c. Recommend additional financial support for groundwater substitution pumping to support Pacific flyway habitat needs in the lower Sacramento River and Feather River portions of the Central Valley in the Fall of 2021.
- 8) To ensure protection of water in the Proclaimed Drought Counties needed for health, safety, and the environment, the Water Board shall consider emergency regulations to curtail water diversions when water is not available at water right holders' priority of right or to protect releases of stored water.
- 9) To ensure critical instream flows for species protection, the Water Board and Department of Fish and Wildlife shall evaluate the minimum instream flows and other actions needed to protect salmon, steelhead, and other native fishes in critical streams systems in the State and work with water users and other parties on voluntary measures to implement those actions. To the extent voluntary actions are not sufficient, the Water Board, in coordination with the Department of Fish and Wildlife, shall consider emergency regulations to establish minimum drought instream flows in the Proclaimed Drought Counties.

- 10) To proactively prevent situations where a community runs out of drinking water, the Water Board, the Department of Water Resources, the Office of Emergency Services, and the Office of Planning and Research shall assist local agencies in the Proclaimed Drought Counties with identifying acute drinking water shortages in domestic water supplies, and shall work with local agencies in implementing solutions to those water shortages.
- 11) The Department of Fish and Wildlife, in consultation with the Department of Water Resources and the Water Board, shall identify and coordinate actions to mitigate drought-related fisheries impacts in critical stream systems and identify possible mechanisms for accomplishing those actions.
- 12) For purposes of carrying out or approving any actions contemplated by the directives in operative paragraphs 4 through 9, in the Proclaimed Drought Counties, the environmental review by state agencies required by the California Environmental Quality Act in Public Resources Code, Division 13 (commencing with Section 21000) and regulations adopted pursuant to that Division are hereby suspended to the extent necessary to address the impacts of the drought.

For purposes of carrying out the directives in operative paragraph 3 and 10, in the Proclaimed Drought Counties, for any (a) actions taken by the listed state agencies pursuant to that directive, (b) actions taken by a local agency where the Office of Planning and Research concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b), Public Resources Code, Division 13 (commencing with Section 21000) and regulations adopted pursuant to that Division are hereby suspended to the extent necessary to address the impacts of the drought. The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

This Proclamation is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 8th day of July 2021.

GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY WEBER
Secretary of State

CalPERS Reports Preliminary 21.3% Investment Returns for Fiscal Year 2020-21; Strong Returns Trigger Reduction in Discount Rate to 6.8%

July 12, 2021

Communications & Stakeholder Relations

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Sacramento, Calif. – CalPERS today reported a preliminary 21.3% net return on investments for the 12-month period that ended June 30, 2021. CalPERS assets at the end of the fiscal year stood at more than \$469 billion. The preliminary 21.3% return lagged behind the fiscal year total fund benchmark of 21.7%.

Under the [Funding Risk Mitigation Policy \(PDF\)](#), approved by the CalPERS Board of Administration in 2015, the double-digit return will trigger a reduction in the discount rate used to calculate employer and Public Employees' Pension Reform Act (PEPRA) member contributions. The discount rate, or assumed rate of return, will drop to 6.8%, from its current level of 7%.

The Funding Risk Mitigation Policy lowers the discount rate in years of good investment returns. This is the first time it has been triggered.

The 21.3% 2020-21 fiscal year return for the Public Employees' Retirement Fund (PERF) were driven by Private Equity and Public Equity, with net returns of 43.8% and 36.3%, respectively.

Based on these preliminary fiscal year returns, the funded status of the overall PERF is an estimated 82%. This estimate is based on a 7% discount rate. Under the new 6.8% discount rate, however, the funded status of the overall PERF drops to 80%. This is because existing assets are assumed to grow at a slightly slower rate annually into the future. As intended under the Funding Risk Mitigation Policy, the lower discount rate increases the likelihood that CalPERS can reach its target over the longer term.

The CalPERS Board of Administration will continue to review the discount rate through its Asset Liability Management process during the rest of the calendar year.

"Our investment team has done an outstanding job of capturing strong returns in this very dynamic investment environment," said Theresa Taylor, chair of the CalPERS Investment Committee. "These results prove that we have the right investment strategy in place to take full advantage of what the markets have to offer."

"But as pleased as we are with these great returns, let me emphasize that we don't count on this kind of investing environment every year. We know markets go up and down. As a long-term investor, our job is to make sure we have a carefully considered plan to strengthen our fund no matter the economic climate so that we can pay the benefits our members have earned."

The 2020-21 fiscal year returns brings total fund performance to 10.3% for the five-year period, 8.5% for the 10-year period, and 6.9% for the 20-year period. Over the past 30 years, the PERF returned an annualized return of 8.4%.

Today's announcement includes 12-month asset class performance as follows:

Asset Class	Net Rate of Return
Total Fund	21.3%
Public Equity	36.3%
Private Equity	43.8%
Fixed Income	-0.1%
Real Assets	2.6%
Liquidity	0.1%

The official total fund performance numbers go through multiple layers of review and oversight. View the [Total Fund and Benchmark Performance Calculation – Wilshire Associates \(PDF\)](#) for more information.

Returns for real assets and private equity reflect market values through March 31, 2021. Private Equity has been CalPERS' highest returning asset class over longer periods, with 10-year annualized return of 12.0% and 20-year annualized return of 10.1%.

"I'm proud of our investment office and of our ability to execute on our strategy to achieve strong returns in these unprecedented times," said Dan Bienvenue, CalPERS interim chief investment officer. "But I'm also mindful that we're in the middle of determining our asset mix and discount rate for the future. As a long-term investor we're focused on ensuring that our analysis captures realistic projections about the investment outlook over many years and even decades."

CalPERS' 2020-21 final fiscal year investment performance will be calculated based on audited figures and will be reflected in contribution levels for the State of California and school districts in fiscal year 2022-23, and for contracting cities, counties, and special districts in fiscal year 2023-24.

The ending value of the PERF is based on several factors and not investment performance alone. Contributions made to CalPERS from employers and employees, monthly payments made to retirees, investment fees and the performance of its investments, among other factors, all influence the ending total value of the PERF.