

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 22, 2024
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to gm@kidwater.info prior to the meeting, 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/85061795151?pwd=QURaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

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** – September 24, 2024, Regular Meeting
Recommended Action: Review and approve motion to file.

4. **REVIEW OF FINANCIAL REPORTS** – August 2024
Recommended Action: Review and approve motion to file.

5. **REVIEW OF FINANCIAL REPORTS** – September 2024
Recommended Action: Review and approve motion to file.

6. **INFORMATION ITEMS (items with * indicate that supporting documents are included)**
 - a. September 2024 Water Audit*
 - b. Water Quality Testing Report – September 2024*
 - c. Fluoride Blending Permit Application Status
 - d. GIS Field Data Collection/Lead Service Line Inventory
 - e. Winter Customer Newsletter Topics
 - f. Rate Hearing Preparation

7. **REVISIONS TO DISTRICT RULES AND REGULATIONS** –
Recommended Action: Review General Manager recommended changes to the current Kinneloa Irrigation District Rules and Regulations, Revision 12 dated July 21, 2020, discuss and direct General Manager to prepare Revision 13 for adoption at future meeting.

8. EMPLOYEE JOB DESCRIPTIONS AND APPROVED COMPENSATION RANGES –

Recommended Action: After discussion, approve updated Job Descriptions and Compensation Ranges for all at-will employment positions.

9. AD HOC PERSONNEL COMMITTEE – Information item presented by the Committee Chair. Summarize Committee activities.

10. AD HOC FINANCE COMMITTEE REPORT – Information item presented by the Committee Chair. Summarize Committee activities.

11. GENERAL MANAGERS REPORT – Information item presented by the General Manager. General Manager to summarize the report and respond to questions.

12. UPCOMING MEETINGS – Schedule Meetings to Accommodate Holiday Schedule

Recommended Action: Schedule Special Meeting for Tuesday, November 19, 2024, at 3pm. Adjourn Regular Meeting scheduled for Tuesday, November 26, 2024. Schedule Special Meeting for Tuesday, December 17, 2024, at 3pm. Adjourn Regular Meeting scheduled for Tuesday, December 24, 2024.

13. 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.

14. CALENDAR – Upcoming Meetings: November 26, 2024; December 24, 2024; January 28, 2025.

15. 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://kinneloirrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 24, 2024, 3:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: In-Person: Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel, John Feliton

DIRECTORS ABSENT: none

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM), Chris Burt

PUBLIC PRESENT: none

1. CALL TO ORDER:

Chairman Brown called the meeting to order at 3:30 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT:

none

3. REVIEW OF MINUTES:

Director Opel motioned to approve the **August 27, 2024, Special Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

4. REVIEW OF MINUTES:

Subject to a noted revision in Item 12, Director Eldridge motioned to approve the **August 27, 2024, Regular Meeting** Minutes for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Eldridge / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

5. REVIEW OF FINANCIAL REPORTS:

The General Manager presented draft August 2024 financial reports. No action was taken.

6. INFORMATION ITEMS:

a. The General Manager shared a water audit for the period of 7/25/24-8/22/24 indicating that 17.4% of water produced in that period was non-revenue generating while the calendar year to date loss is 15.41%.

b. The General Manager provided a Water Quality Testing Report for August 2024

- c. The GM provided the final Production and Sales Report for Water Year Ending June 2024. Director Johnson noted a revision to the text heading in Figure 1. The General Manager will correct the heading text and file the report as final.
- d. The GM noted that correspondence with DDW continues regarding the Fluoride blending proposal.
- e. The GM noted that that GIS field collection effort is ongoing with District staff and that the Lead Service Line Inventory will be completed by the deadline of 10/16/24.
- f. The GM advised that the fall newsletter is complete and will be issued by the end of September. The GM will direct District staff to update the Newsletters archive on the District website.

7. AD HOC PERSONNEL COMMITTEE:

The Ad Hoc Personnel Committee has not met since the previous Board meeting. An updated organizational chart, approved compensation ranges and employee job descriptions will be presented to the Board at its October Regular meeting for review and adoption.

8. WATER SYSTEM EVALUATION AND CAPITAL IMPROVEMENT PLAN:

The General Manager presented the Final Version of the Water System Evaluation and Capital Improvement Plan (the “Plan”) dated September 24, 2024. After reviewing the Plan and making an edit to clarify that the Brown-Glen Pipeline project will begin in calendar year 2025, Director Opel motioned to adopt the Plan and direct the General Manager to publish the Plan to the District website and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Opel / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

9. AD HOC FINANCE COMMITTEE REPORT:

Director Opel reported that the ad hoc committee (Directors Opel and Eldridge) met with the General Manager to review the Draft Water Rate Study and directed the GM to have several edits made for clarity and conciseness.

10. PROPOSED WATER RATES FOR CALENDAR YEARS 2025-2029:

The Water Rate Study prepared by Water Resources and Economics was reviewed and discussed. The General Manager was directed to add further clarifying language to Section 4.7. Subject to the addition of the clarifying language, Director Eldridge motioned to authorize a public hearing for November 19, 2024, on the proposed rate adjustments and to direct the General Manager to prepare the required public notification, and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

11. GENERAL MANAGER’S REPORT:

The General Manager presented the monthly report on District activities, water supply and production. A year-to-date summary of the Watermaster Year ending August 2025 was reviewed.

12. CLOSED SESSION – ADVICE FROM LEGAL COUNSEL:

Chairman Brown announced that the closed session would begin at 4:45 pm. The closed session was concluded at 5:05pm. Chairman Brown reported that no action was taken.

13. CLOSED SESSION – CRITICAL INFRASTRUTURE SECURITY REVIEW:

Chairman Brown announced that the closed session would begin at 4:45 pm. The closed session was concluded at 5:05pm. Chairman Brown reported that no action was taken.

14. DIRECTOR REPORTS AND/OR COMMENTS:

Chairman Brown advised all Directors with outstanding training requirements to complete them before the next Board Meeting and advise the General Manager if they require assistance accessing the training system.

Director Johnson advise that he will be absent for the October 22, 2024, Meeting.

15. CALENDAR: Upcoming regular meetings: October 22, 2024; November 26, 2024; December 24, 2024.

16. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:10 P.M.

Prepared and submitted by,

Tom Majich, General Manager

Kinneloa Irrigation District
Income Statement Compared with Budget for the Eight Months Ending August 31, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4000 Water Sales	201,734.36	212,249.75	(10,515.39)	1,158,598.20	1,400,998.00	(242,399.80)	2,126,997.00
4020 Service Charges	319.87	0.00	319.87	4,566.37	0.00	4,566.37	0.00
4035 Interest-Reserve Fund	3,723.11	3,271.42	451.69	27,008.31	26,171.36	836.95	39,257.00
4036 Unrealized Gain(Loss)-CalTRU	0.00	0.00	0.00	(3,205.96)	0.00	(3,205.96)	0.00
4070 Misc. Income	0.00	0.00	0.00	6,239.78	0.00	6,239.78	0.00
Total Revenues	205,777.34	215,521.17	(9,743.83)	1,193,206.70	1,427,169.36	(233,962.66)	2,166,254.00
Expenses							
5005 Electricity	17,711.07	19,238.25	(1,527.18)	126,069.01	125,906.00	163.01	190,859.00
5010 Maintenance Supplies	2,724.50	2,083.33	641.17	17,482.33	16,666.64	815.69	25,000.00
5012 Safety Equipment	0.00	166.67	(166.67)	1,128.84	1,333.36	(204.52)	2,000.00
5015 Operations & Maintenance Labo	21,630.73	22,916.67	(1,285.94)	169,490.42	183,333.36	(13,842.94)	275,000.00
5016 Operations & Maintenance OT	1,587.84	1,750.00	(162.16)	17,335.87	14,000.00	3,335.87	21,000.00
5020 Standby Compensation	1,264.05	915.00	349.05	7,343.01	7,320.00	23.01	10,980.00
5022 Training/Certification	0.00	133.33	(133.33)	370.00	1,066.64	(696.64)	1,600.00
5025 Water Treatment/Analysis	1,863.48	1,000.00	863.48	8,720.40	8,000.00	720.40	12,000.00
5026 Water Treatment/Supplies	1,105.17	833.33	271.84	6,574.63	6,666.64	(92.01)	10,000.00
5030 Maintenance Contractors	6,072.45	10,666.67	(4,594.22)	90,516.56	85,333.36	5,183.20	128,000.00
5031 SCADA O&M	854.88	1,250.00	(395.12)	6,791.37	10,000.00	(3,208.63)	15,000.00
5033 Unplanned & Emergency Repair	0.00	0.00	0.00	47,883.37	0.00	47,883.37	0.00
5034 Equipment Maintenance	967.00	625.00	342.00	14,825.74	5,000.00	9,825.74	7,500.00
5035 Vehicle Maintenance	133.18	1,041.67	(908.49)	3,153.50	8,333.36	(5,179.86)	12,500.00
5036 Fuel - All Equipment	841.40	1,666.67	(825.27)	9,166.63	13,333.36	(4,166.73)	20,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Compensatio	0.00	0.00	0.00	8,294.55	8,000.00	294.55	16,000.00
5046 Insurance-Liability	3,341.66	2,672.08	669.58	27,597.10	21,376.64	6,220.46	32,065.00
5048 Insurance-Property	398.28	395.50	2.78	3,083.98	3,164.00	(80.02)	4,746.00
5049 Insurance-Medical	7,499.48	6,250.00	1,249.48	49,428.47	50,000.00	(571.53)	75,000.00
6000 Engineering Services	8,648.75	9,583.33	(934.58)	59,992.06	76,666.64	(16,674.58)	115,000.00
6005 Watermaster Services	1,520.33	3,899.58	(2,379.25)	10,903.12	31,196.64	(20,293.52)	46,795.00
6015 Administrative Salary	14,737.50	14,935.00	(197.50)	117,900.00	119,480.00	(1,580.00)	179,220.00
6017 Administrative Travel	0.00	150.00	(150.00)	274.12	1,200.00	(925.88)	1,800.00
6020 Board of Directors Comp.	1,200.00	750.00	450.00	9,150.00	6,000.00	3,150.00	9,000.00
6021 Administrative & Board Expens	0.00	166.67	(166.67)	0.00	1,333.36	(1,333.36)	2,000.00
6022 Board of Directors Election	566.57	0.00	566.57	33,935.20	0.00	33,935.20	0.00
6024 Customer/Public Information	249.00	1,416.67	(1,167.67)	5,562.94	11,333.36	(5,770.42)	17,000.00
6025 CalPERS - KID	4,384.87	3,916.67	468.20	33,896.04	31,333.36	2,562.68	47,000.00
6030 Social Security - KID	3,375.81	3,250.00	125.81	27,631.81	26,000.00	1,631.81	39,000.00
6031 Medicare - KID	789.49	791.67	(2.18)	6,462.36	6,333.36	129.00	9,500.00
6035 Office/Computer Supplies	451.14	583.33	(132.19)	4,448.90	4,666.64	(217.74)	7,000.00
6036 Postage/Delivery	466.34	416.67	49.67	3,294.38	3,333.36	(38.98)	5,000.00
6040 Professional Dues	380.41	1,659.17	(1,278.76)	17,950.24	13,273.36	4,676.88	19,910.00
6045 Legal Services	0.00	500.00	(500.00)	4,640.00	4,000.00	640.00	6,000.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the Eight Months Ending August 31, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6050 Phone/Internet/Wireless	683.26	666.67	16.59	4,933.94	5,333.36	(399.42)	8,000.00
6059 Computer/Software Maintenananc	367.93	1,166.17	(798.24)	6,889.85	9,329.36	(2,439.51)	13,994.00
6061 Office Equipment Maintenance	0.00	208.33	(208.33)	0.00	1,666.64	(1,666.64)	2,500.00
6065 Accounting Services	700.00	0.00	700.00	7,600.00	7,700.00	(100.00)	7,700.00
6070 Office & Accounting Labor	15,159.48	14,375.00	784.48	128,443.90	115,000.00	13,443.90	172,500.00
6071 Office & Accounting Bonus	0.00	0.00	0.00	199.36	0.00	199.36	0.00
6075 Professional Services	8,642.19	5,416.67	3,225.52	37,839.60	43,333.36	(5,493.76)	65,000.00
6076 Contract Services	2,100.00	1,855.00	245.00	19,615.00	14,840.00	4,775.00	22,260.00
6080 FMWD Administrative Fees	1,088.01	1,099.42	(11.41)	8,585.35	8,795.36	(210.01)	13,193.00
6081 Permits/Fees	2,616.38	1,250.00	1,366.38	9,041.78	10,000.00	(958.22)	15,000.00
6086 Sales/Use Tax	0.00	41.67	(41.67)	0.00	333.36	(333.36)	500.00
6088 Interest Expense	0.00	0.00	0.00	20,521.55	20,872.00	(350.45)	40,306.00
6120 Bank Service Charges	2,711.18	1,000.00	1,711.18	14,230.79	8,000.00	6,230.79	12,000.00
Total Expenses	138,833.81	142,701.86	(3,868.05)	1,209,198.07	1,150,186.88	59,011.19	1,736,928.00
Net Income	66,943.53	72,819.31	(5,875.78)	(15,991.37)	276,982.48	(292,973.85)	429,326.00
Other Expenditures							
1504 Water Mains/Valves	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
1505 Water Tunnels	1,078.13	1,100.00	(21.87)	1,078.13	1,100.00	(21.87)	10,000.00
1512 Water Meters	0.00	0.00	0.00	26,370.93	20,000.00	6,370.93	20,000.00
1513 Electrical System	0.00	0.00	0.00	8,950.00	9,000.00	(50.00)	25,000.00
1514 Computer/Office Equipment	665.02	700.00	(34.98)	1,779.79	1,900.00	(120.21)	2,500.00
1515 Vehicles/Portable Equipment	0.00	0.00	0.00	(439.67)	0.00	(439.67)	0.00
1516 Water Company Facilities	0.00	0.00	0.00	35,215.00	0.00	35,215.00	0.00
1517 KID Office	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
1527 SCADA Equipment	2,709.79	2,800.00	(90.21)	3,628.84	3,800.00	(171.16)	10,000.00
1530 Tools	0.00	0.00	0.00	227.29	300.00	(72.71)	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	79,579.43	79,229.00	350.43	159,896.00
Total Other Expenditures	4,452.94	4,600.00	(147.06)	156,389.74	115,329.00	41,060.74	375,396.00
Total Increase or (Drawdown)	62,490.59	68,219.31	(5,728.72)	(172,381.11)	161,653.48	(334,034.59)	53,930.00

Kinneloa Irrigation District

Balance Sheet as of August 31, 2024

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$	191,373.48
1012	Reserve Fund-LAIF		999,166.41
1016	Accrued Interest-LAIF		7,713.64
1100	Accts. Receivable-Water Sales		32,352.46
1190	Allowance for Bad Debts		(771.48)
1200	Inventory		20,000.00
1340	Accrued Water Sales		201,622.20
1350	Prepaid Insurance		7,324.63
1360	Prepaid Expenses		<u>48,193.75</u>
	Total Current Assets		1,506,975.09

Property and Equipment

Total Property and Equipment		<u>5,124,597.26</u>
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Other Assets

1901	PERS-Deferred Outflows		197,834.00
	Total Assets		<u>\$ 6,829,406.35</u>

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$	30,689.71
2005	Umpqua Visa Payable		4,541.92
2271	Deposits-Construction Meters		850.00
2272	Job Deposits		21,800.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		<u>12,075.40</u>
	Total Current Liabilities		70,212.05

Long-Term Liabilities

2400	Installment Purchase Agreement		1,068,799.30
2801	PERS- Net Liability		474,298.36
2901	PERS- Deferred Inflows		<u>42,327.00</u>
	Total Long-Term Liabilities		<u>1,585,424.66</u>
	Total Liabilities		1,655,636.71

Capital

3040	Fund Balance		5,189,761.01
	Net Income		<u>(15,991.37)</u>
	Total Capital		<u>5,173,769.64</u>
	Total Liabilities & Capital		<u>\$ 6,829,406.35</u>

Kinneloa Irrigation District
Check/EFT Register
August 1, 2024 to August 31, 2024

Date	Check #	Payee	Amount	Description
08/15/24	EFT6295	Bernadette C. Allen	1,343.25	payroll
08/15/24	EFT6296	Arthur M. Aragon	2,250.65	payroll
08/15/24	EFT6297	Ramon Jr. Ascencio	2,968.36	payroll
08/15/24	EFT6298	Christopher A. Burt	3,470.54	payroll
08/15/24	EFT6299	Felipe Gallegos	2,120.60	payroll
08/15/24	EFT6300	Thomas L. Majich	4,879.21	payroll
08/15/24	EFT6301	Leo Majich	191.39	payroll
08/15/24	EFT6302	Melanie E. Timoteo	2,161.08	payroll
08/15/24	EFT6303	Christopher A. Burt	300.00	payroll
08/15/24	EFT6304	Felipe Gallegos	50.00	payroll
08/15/24	EFT6305	Automatic Data Processing, Inc.	8,116.41	payroll taxes and withholdings
08/23/24	EFT6306	Automatic Data Processing, Inc.	124.12	payroll processing fee
08/23/24	EFT6307	Applied Technology Group, Inc.	120.00	PWAG radios
08/23/24	EFT6308	Arco Gaspro Plus	841.40	vehicle fuel
08/23/24	EFT6309	AT&T - SCADA	303.95	SCADA communication
08/23/24	EFT6310	CA Public Employees Ret. Sys.	8,195.23	KID & employee retirement contributions
08/23/24	EFT6311	Nexbillpay	1,935.42	credit card processing fees
08/23/24	EFT6312	Nexbillpay	360.90	eCheck processing fees
08/23/24	EFT6313	Pasadena Municipal Services	5,329.95	electricity - Wilcox Well
08/23/24	EFT6314	Southern California Edison Co.	24,311.98	electricity - 13 sites
08/23/24	11074	ACWA-JPIA	4,779.45	property insurance
08/23/24	11075	ACWA-JPIA	8,630.60	KID & employee health benefits contributions
08/23/24	11076	Alert Communications, Inc.	75.00	telephone
08/23/24	11077	Ampstun Corporation	937.98	bill printing & delivery service
08/23/24	11078	South Coast AQMD	541.04	annual renewal generator fees
08/23/24	11079	South Coast AQMD	165.96	annual emissions generator fees
08/23/24	11080	South Coast AQMD	541.04	annual renewal generator fees
08/23/24	11081	South Coast AQMD	165.96	annual emissions generator fees
08/23/24	11082	South Coast AQMD	165.96	annual emissions generator fees
08/23/24	11083	South Coast AQMD	541.04	annual renewal generator fees
08/23/24	11084	South Coast AQMD	165.96	annual emissions generator fees
08/23/24	11085	South Coast AQMD	541.04	annual renewal generator fees
08/23/24	11086	South Coast AQMD	165.96	annual emissions generator fees
08/23/24	11087	South Coast AQMD	541.04	annual renewal generator fees
08/23/24	11088	Bluegrass Integrated Communications	466.34	bill printing & delivery service
08/23/24	11089	BMC Landscape Management	2,550.00	landscape maintenance
08/23/24	11090	Building Solutions Group, Inc.	6,125.00	electrical survey and report
08/23/24	11091	Civiltec Engineering, Inc.	2,497.50	Eucalyptus-Glen-Vosburg Blending Project
08/23/24	11092	Clinical Lab of San Bernardino	320.00	water analysis
08/23/24	11093	Clinical Lab of San Bernardino	430.00	water analysis
08/23/24	11094	Cricket Consulting	1,288.00	AVEVA renewal
08/23/24	11095	Cricket Consulting	957.09	SCADA operation and maintenance
08/23/24	11096	Cricket Consulting	2,709.79	SCADA operation and maintenance
08/23/24	11097	Underground Service Alert	13.70	Digalert
08/23/24	11098	FLO-LOC Products International	1,000.00	service and maintenance inspection - 2 sites
08/23/24	11099	Foothill Municipal Water District	1,088.01	administrative fee (O & M charge)
08/23/24	11100	Generator Services Co.	967.00	generator maintenance - 1 site
08/23/24	11101	Geotab USA, Inc	79.00	vehicle maintenance
08/23/24	11102	McMaster Carr	845.44	maintenance supplies
08/23/24	11103	National Construction Rentals	196.03	portable restroom

Kinneloa Irrigation District
Check/EFT Register
August 1, 2024 to August 31, 2024

Date	Check #	Payee	Amount	Description
08/23/24	11104	Public Water Agencies Group	380.41	PWAG monthly assessment
08/23/24	11105	Raymond Basin Management Board	1,338.48	Title 22 monitoring: lab fees, sampling/admin.
08/23/24	11106	Technology Systems	810.00	meter box cleanouts
08/23/24	11107	Ultimate Cleaning Solutions, Inc.	90.00	janitorial service
08/23/24	11108	Utility Service Co., Inc.	6,072.45	tank maintenance
08/23/24	11109	Water Resources Economics	7,098.24	rate study
08/23/24	11110	Western Water Works	1,078.13	water tunnels supplies
08/31/24	EFT6315	Automatic Data Processing, Inc.	112.59	payroll processing fee
08/31/24	EFT6316	AT&T Mobility	62.36	FirstNet wireless service
08/31/24	EFT6317	Spectrum	279.94	internet & telephone services
08/31/24	EFT6318	Streamline	249.00	website service
08/31/24	EFT6319	Umpqua Bank	6,415.70	staff credit card purchases
08/31/24	EFT6320	Bernadette C. Allen	1,010.40	payroll
08/31/24	EFT6321	Arthur M. Aragon	2,048.21	payroll
08/31/24	EFT6322	Ramon Jr. Ascencio	3,084.53	payroll
08/31/24	EFT6323	Stephen Brown	277.05	payroll
08/31/24	EFT6324	Christopher A. Burt	3,175.78	payroll
08/31/24	EFT6325	Timothy J. Eldridge	277.05	payroll
08/31/24	EFT6326	John R. Feliton	277.05	payroll
08/31/24	EFT6327	Felipe Gallegos	1,943.95	payroll
08/31/24	EFT6328	Thomas L. Majich	4,879.22	payroll
08/31/24	EFT6329	Arthur W. Opel	277.05	payroll
08/31/24	EFT6330	Melanie E. Timoteo	1,788.29	payroll
08/31/24	EFT6331	Christopher A. Burt	300.00	payroll
08/31/24	EFT6332	Felipe Gallegos	50.00	payroll
08/31/24	EFT6333	Automatic Data Processing, Inc.	7,476.77	payroll taxes and withholdings
Total			<u>159,718.02</u>	

Kinneloa Irrigation District
Umpqua Bank Visa - Cash Disbursements Journal
For the Period from Aug. 1, 2024 to Aug. 31, 2024

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
8/1/24	20240801CB-1	Autozone Auto Parts	motor oil	54.18	5035	Vehicle Maintenance
8/1/24	20240801FG-1	Home Depot	compact lopper, nitrile gloves	27.54	5010	Maintenance Supplies
8/1/24	20240801MA-1	Google LLC	Google Workspace	129.60	6059	Computer/Software Maintenance
8/2/24	20240802CB-1	PulseTech Products Corporation	battery chargers and connectors	256.90	5010	Maintenance Supplies
8/5/24	20240805RA-1	Altadena Hardware	copper sulfate	68.95	5010	Maintenance Supplies
8/6/24	20240806CB-1	Sper Scientific Instruments LLC	mercury-free thermometer	93.75	5010	Maintenance Supplies
8/10/24	20240810BA-1	Ware Disposal	trash pickup services	466.12	6075	Professional Services
8/10/24	20240810TM-1	SimpliSafe	security system	665.02	1514	Computer/Office Equipment
8/12/24	20240812RA-1	Altadena Hardware	battery, trowel	15.86	5010	Maintenance Supplies
8/13/24	20240813TM-1	Amazon.com Inc	copper sulfate	604.78	5010	Maintenance Supplies
8/14/24	20240814MA-1	Amazon.com Inc	Sharpie markers	20.84	6035	Office/Computer Supplies
8/16/24	20240816MA-1	Amazon.com Inc	paper goods, envelopes, pens, trash bags	145.72	6035	Office/Computer Supplies
8/16/24	20240816RA-1	Ganahl Lumber Company	granite drill bit	4.73	5010	Maintenance Supplies
8/16/24	20240816RA-2	Home Depot	ratchet tool, hammer drill	252.47	5010	Maintenance Supplies
8/19/24	20240819TM-1	Upwork	engineering services	26.25	6000	Engineering Services
8/20/24	20240820MA-1	Staples, Inc.	cleaning supplies, paper	259.09	6035	Office/Computer Supplies
8/23/24	20240823MA-1	Staples, Inc.	paper, paper clips	25.49	6035	Office/Computer Supplies
8/26/24	20240826FG-1	Home Depot	folding knife, yellow vest	43.81	5010	Maintenance Supplies
8/26/24	20240826TM-1	Home Depot	salt crystals	1,105.17	5026	Water Treatment/Supplies
8/27/24	20240827RA-1	Ganahl Lumber Company	pick-mattock	44.97	5010	Maintenance Supplies
8/28/24	20240828FG-1	Grainger	pump/5 gallon carrying tank	230.68	5010	Maintenance Supplies
Total				<u>4,541.92</u>		

Kinneloa Irrigation District
Income Statement Compared with Budget for the Nine Months Ending September 30, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4000 Water Sales	248,791.12	212,249.75	36,541.37	1,407,389.32	1,613,247.75	(205,858.43)	2,126,997.00
4020 Service Charges	562.86	0.00	562.86	5,129.23	0.00	5,129.23	0.00
4035 Interest-Reserve Fund	3,723.11	3,271.42	451.69	30,731.42	29,442.78	1,288.64	39,257.00
4036 Unrealized Gain(Loss)-CalTRU	0.00	0.00	0.00	(3,205.96)	0.00	(3,205.96)	0.00
4070 Misc. Income	0.00	0.00	0.00	6,239.78	0.00	6,239.78	0.00
Total Revenues	253,077.09	215,521.17	37,555.92	1,446,283.79	1,642,690.53	(196,406.74)	2,166,254.00
Expenses							
5005 Electricity	17,763.55	19,238.25	(1,474.70)	143,832.56	145,144.25	(1,311.69)	190,859.00
5010 Maintenance Supplies	317.91	2,083.33	(1,765.42)	17,800.24	18,749.97	(949.73)	25,000.00
5012 Safety Equipment	252.17	166.67	85.50	1,381.01	1,500.03	(119.02)	2,000.00
5015 Operations & Maintenance Labo	25,842.68	22,916.67	2,926.01	195,333.10	206,250.03	(10,916.93)	275,000.00
5016 Operations & Maintenance OT	947.64	1,750.00	(802.36)	18,283.51	15,750.00	2,533.51	21,000.00
5020 Standby Compensation	1,264.05	915.00	349.05	8,607.06	8,235.00	372.06	10,980.00
5022 Training/Certification	0.00	133.33	(133.33)	370.00	1,199.97	(829.97)	1,600.00
5025 Water Treatment/Analysis	475.00	1,000.00	(525.00)	9,195.40	9,000.00	195.40	12,000.00
5026 Water Treatment/Supplies	2,828.54	833.33	1,995.21	9,403.17	7,499.97	1,903.20	10,000.00
5030 Maintenance Contractors	6,349.08	10,666.67	(4,317.59)	96,865.64	96,000.03	865.61	128,000.00
5031 SCADA O&M	476.81	1,250.00	(773.19)	7,268.18	11,250.00	(3,981.82)	15,000.00
5033 Unplanned & Emergency Repair	12,620.43	0.00	12,620.43	60,503.80	0.00	60,503.80	0.00
5034 Equipment Maintenance	0.00	625.00	(625.00)	14,825.74	5,625.00	9,200.74	7,500.00
5035 Vehicle Maintenance	79.00	1,041.67	(962.67)	3,232.50	9,375.03	(6,142.53)	12,500.00
5036 Fuel - All Equipment	2,727.34	1,666.67	1,060.67	11,893.97	15,000.03	(3,106.06)	20,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Compensatio	4,188.38	4,000.00	188.38	12,482.93	12,000.00	482.93	16,000.00
5046 Insurance-Liability	3,341.74	2,672.08	669.66	30,938.84	24,048.72	6,890.12	32,065.00
5048 Insurance-Property	398.28	395.50	2.78	3,482.26	3,559.50	(77.24)	4,746.00
5049 Insurance-Medical	6,419.22	6,250.00	169.22	55,847.69	56,250.00	(402.31)	75,000.00
6000 Engineering Services	5,600.00	9,583.33	(3,983.33)	65,592.06	86,249.97	(20,657.91)	115,000.00
6005 Watermaster Services	1,520.33	3,899.58	(2,379.25)	12,423.45	35,096.22	(22,672.77)	46,795.00
6015 Administrative Salary	14,700.00	14,935.00	(235.00)	132,600.00	134,415.00	(1,815.00)	179,220.00
6017 Administrative Travel	0.00	150.00	(150.00)	274.12	1,350.00	(1,075.88)	1,800.00
6020 Board of Directors Comp.	600.00	750.00	(150.00)	9,750.00	6,750.00	3,000.00	9,000.00
6021 Administrative & Board Expens	0.00	166.67	(166.67)	0.00	1,500.03	(1,500.03)	2,000.00
6022 Board of Directors Election	0.00	0.00	0.00	33,935.20	0.00	33,935.20	0.00
6024 Customer/Public Information	249.00	1,416.67	(1,167.67)	5,811.94	12,750.03	(6,938.09)	17,000.00
6025 CalPERS - KID	4,532.11	3,916.67	615.44	38,428.15	35,250.03	3,178.12	47,000.00
6030 Social Security - KID	3,530.67	3,250.00	280.67	31,162.48	29,250.00	1,912.48	39,000.00
6031 Medicare - KID	825.72	791.67	34.05	7,288.08	7,125.03	163.05	9,500.00
6035 Office/Computer Supplies	560.18	583.33	(23.15)	5,009.08	5,249.97	(240.89)	7,000.00
6036 Postage/Delivery	611.65	416.67	194.98	3,906.03	3,750.03	156.00	5,000.00
6040 Professional Dues	380.41	1,659.17	(1,278.76)	18,330.65	14,932.53	3,398.12	19,910.00
6045 Legal Services	75.00	500.00	(425.00)	4,715.00	4,500.00	215.00	6,000.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the Nine Months Ending September 30, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6050 Phone/Internet/Wireless	620.04	666.67	(46.63)	5,553.98	6,000.03	(446.05)	8,000.00
6059 Computer/Software Maintenan	367.93	1,166.17	(798.24)	7,257.78	10,495.53	(3,237.75)	13,994.00
6061 Office Equipment Maintenance	0.00	208.33	(208.33)	0.00	1,874.97	(1,874.97)	2,500.00
6065 Accounting Services	0.00	0.00	0.00	7,600.00	7,700.00	(100.00)	7,700.00
6070 Office & Accounting Labor	14,260.26	14,375.00	(114.74)	142,704.16	129,375.00	13,329.16	172,500.00
6071 Office & Accounting Bonus	0.00	0.00	0.00	199.36	0.00	199.36	0.00
6075 Professional Services	12,960.68	5,416.67	7,544.01	50,800.28	48,750.03	2,050.25	65,000.00
6076 Contract Services	2,100.00	1,855.00	245.00	21,715.00	16,695.00	5,020.00	22,260.00
6080 FMWD Administrative Fees	1,088.01	1,099.42	(11.41)	9,673.36	9,894.78	(221.42)	13,193.00
6081 Permits/Fees	3,006.38	1,250.00	1,756.38	12,048.16	11,250.00	798.16	15,000.00
6086 Sales/Use Tax	0.00	41.67	(41.67)	0.00	375.03	(375.03)	500.00
6088 Interest Expense	0.00	0.00	0.00	20,521.55	20,872.00	(350.45)	40,306.00
6090 Customer Requested Expense	800.00	0.00	800.00	800.00	0.00	800.00	0.00
6120 Bank Service Charges	2,506.17	1,000.00	1,506.17	16,736.96	9,000.00	7,736.96	12,000.00
Total Expenses	157,186.36	146,701.86	10,484.50	1,366,384.43	1,296,888.74	69,495.69	1,736,928.00
Net Income	95,890.73	68,819.31	27,071.42	79,899.36	345,801.79	(265,902.43)	429,326.00
Other Expenditures							
1504 Water Mains/Valves	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
1505 Water Tunnels	0.00	0.00	0.00	1,078.13	1,100.00	(21.87)	10,000.00
1512 Water Meters	0.00	0.00	0.00	26,370.93	20,000.00	6,370.93	20,000.00
1513 Electrical System	0.00	0.00	0.00	8,950.00	9,000.00	(50.00)	25,000.00
1514 Computer/Office Equipment	0.00	0.00	0.00	1,779.79	1,900.00	(120.21)	2,500.00
1515 Vehicles/Portable Equipment	0.00	0.00	0.00	(439.67)	0.00	(439.67)	0.00
1516 Water Company Facilities	0.00	0.00	0.00	35,215.00	0.00	35,215.00	0.00
1517 KID Office	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
1527 SCADA Equipment	0.00	0.00	0.00	3,628.84	3,800.00	(171.16)	10,000.00
1530 Tools	0.00	0.00	0.00	227.29	300.00	(72.71)	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	79,579.43	79,229.00	350.43	159,896.00
Total Other Expenditures	0.00	0.00	0.00	156,389.74	115,329.00	41,060.74	375,396.00
Total Increase or (Drawdown)	95,890.73	68,819.31	27,071.42	(76,490.38)	230,472.79	(306,963.17)	53,930.00

Kinneloa Irrigation District

Balance Sheet as of September 30, 2024

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$	238,160.17
1012	Reserve Fund-LAIF		999,166.41
1016	Accrued Interest-LAIF		11,436.75
1100	Accts. Receivable-Water Sales		47,516.19
1190	Allowance for Bad Debts		(771.48)
1200	Inventory		20,000.00
1340	Accrued Water Sales		248,592.16
1350	Prepaid Insurance		3,584.61
1360	Prepaid Expenses		<u>42,789.18</u>
	Total Current Assets		1,610,473.99

Property and Equipment

		<u>5,124,597.26</u>
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Other Assets

1901	PERS-Deferred Outflows		197,834.00
	Total Assets		<u><u>\$ 6,932,905.25</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$	43,828.68
2005	Umpqua Visa Payable		2,015.69
2271	Deposits-Construction Meters		850.00
2272	Job Deposits		21,800.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		<u>12,075.40</u>
	Total Current Liabilities		80,824.79

Long-Term Liabilities

2400	Installment Purchase Agreement		1,068,799.30
2801	PERS- Net Liability		471,293.79
2901	PERS- Deferred Inflows		<u>42,327.00</u>
	Total Long-Term Liabilities		<u>1,582,420.09</u>
	Total Liabilities		1,663,244.88

Capital

3040	Fund Balance		5,189,761.01
	Net Income		<u>79,899.36</u>
	Total Capital		<u>5,269,660.37</u>
	Total Liabilities & Capital		<u><u>\$ 6,932,905.25</u></u>

Kinneloa Irrigation District
Check/EFT Register
September 1, 2024 to September 30, 2024

Date	Check #	Payee	Amount	Description
09/15/24	EFT6334	Bernadette C. Allen	1,135.22	payroll
09/15/24	EFT6335	Arthur M. Aragon	2,071.24	payroll
09/15/24	EFT6336	Ramon Jr. Ascencio	3,040.35	payroll
09/15/24	EFT6337	Christopher A. Burt	3,165.54	payroll
09/15/24	EFT6338	Felipe Gallegos	2,057.03	payroll
09/15/24	EFT6339	Thomas L. Majich	4,879.20	payroll
09/15/24	EFT6340	Jeffrey L. Peterson	1,008.05	payroll
09/15/24	EFT6341	Melanie E. Timoteo	1,695.64	payroll
09/15/24	EFT6342	Christopher A. Burt	300.00	payroll
09/15/24	EFT6343	Felipe Gallegos	50.00	payroll
09/15/24	EFT6344	Automatic Data Processing, Inc.	7,597.35	payroll taxes and withholdings
09/27/24	EFT6345	Automatic Data Processing, Inc.	121.24	payroll processing fee
09/27/24	EFT6346	Applied Technology Group, Inc.	120.00	PWAG radios
09/27/24	EFT6347	Arco Gaspro Plus	755.06	vehicle fuel
09/27/24	EFT6348	AT&T Mobility	62.36	FirstNet wireless service
09/27/24	EFT6349	CA Public Employees Ret. Sys.	700.00	fees for GASB-68 Reports & Schedules
09/27/24	EFT6350	CA Public Employees Ret. Sys.	8,281.81	KID & employee retirement contributions
09/27/24	EFT6351	Nexbillpay	2,250.25	credit card processing fees
09/27/24	EFT6352	Nexbillpay	377.00	eCheck processing fees
09/27/24	EFT6353	Pasadena Municipal Services	7,974.62	electricity - Wilcox Well
09/27/24	EFT6354	Southern California Edison Co.	9,736.45	electricity 12 sites (not K-3)
09/27/24	EFT6355	Spectrum	279.94	internet & telephone services
09/27/24	EFT6356	Streamline	249.00	website service
09/27/24	EFT6357	Umpqua Bank	4,541.92	staff credit card purchases
09/27/24	11111	ACWA-JPIA	7,087.38	KID & employee health benefits contributions
09/27/24	11112	Bluegrass Integrated Communications	465.65	bill printing & delivery service
09/27/24	11113	BMC Landscape Management	2,100.00	landscape maintenance
09/27/24	11114	Building Solutions Group, Inc.	1,000.00	electrical survey and report
09/27/24	11115	Charles Tan & Associates, Inc	3,800.00	engineering services
09/27/24	11116	Civiltec Engineering, Inc.	1,600.00	fire flow tests (2)
09/27/24	11117	Clinical Lab of San Bernardino	430.00	water analysis
09/27/24	11118	Clinical Lab of San Bernardino	195.00	water analysis
09/27/24	11119	Underground Service Alert	32.20	Digalert
09/27/24	11120	Employee Relations	345.36	background information service
09/27/24	11121	Eurofins Eaton Analytical, LLC	175.00	water analysis
09/27/24	11122	Foothill Municipal Water District	1,088.01	administrative fee (O & M charge)
09/27/24	11123	Geotab USA, Inc.	79.00	vehicle maintenance
09/27/24	11124	Registrar-Recorder/Co Clerk	566.57	voter notification postcards
09/27/24	11125	Lagerlof LLP	75.00	legal services
09/27/24	11126	McMaster Carr	237.80	maintenance supplies
09/27/24	11127	National Construction Rentals	392.06	portable restroom
09/27/24	11128	Public Water Agencies Group	380.41	PWAG monthly assessment
09/27/24	11129	J.A. Salazar Construction & Supply	12,444.07	unplanned leak repair
09/27/24	11130	Ultimate Cleaning Solutions, Inc.	90.00	janitorial service
09/27/24	11131	USA Blue Book	43.78	safety goggles
09/27/24	11132	Water Resources Economics	11,942.50	water rate study
09/27/24	11133	Western Water Works	234.62	maintenance supplies
09/27/24	11134	Matt Chlor Inc.	2,590.74	water treatment supplies
09/30/24	EFT6358	Bernadette C. Allen	1,315.51	payroll
09/30/24	EFT6359	Arthur M. Aragon	2,250.65	payroll

Kinneloa Irrigation District
Check/EFT Register
September 1, 2024 to September 30, 2024

Date	Check #	Payee	Amount	Description
09/30/24	EFT6360	Ramon Jr. Ascencio	2,968.37	payroll
09/30/24	EFT6361	Stephen Brown	138.53	payroll
09/30/24	EFT6362	Christopher A. Burt	3,724.77	payroll
09/30/24	EFT6363	Timothy J. Eldridge	138.53	payroll
09/30/24	EFT6364	John R. Feliton	138.52	payroll
09/30/24	EFT6365	Felipe Gallegos	2,259.76	payroll
09/30/24	EFT6366	Thomas L. Majich	4,856.68	payroll
09/30/24	EFT6367	Arthur W. Opel	138.53	payroll
09/30/24	EFT6368	Jeffrey L. Peterson	1,656.24	payroll
09/30/24	EFT6369	Melanie E. Timoteo	1,649.33	payroll
09/30/24	EFT6370	Christopher A. Burt	300.00	payroll
09/30/24	EFT6371	Felipe Gallegos	50.00	payroll
09/30/24	EFT6372	Automatic Data Processing, Inc.	8,666.24	payroll taxes and withholdings
09/30/24	EFT6373	Automatic Data Processing, Inc.	112.59	payroll processing fee
Total			<u>140,208.67</u>	

Kinneloa Irrigation District
 Umpqua Bank Visa - Cash Disbursements Journal
 For the Period from Sept. 1 to Sept. 30, 2024

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
9/1/24	20240901MA-1	Google LLC	Google Voice monthly	11.78	6050	Phone/Internet/Wireless
9/1/24	20240901MA-2	Google LLC	Google Workspace	129.60	6059	Computer/Software Maintenance
9/5/24	20240905BA-1	Ware Disposal	trash pickup services	466.12	6075	Professional Services
9/5/24	20240905MA-1	Subway	staff refreshments on extreme heat day	45.88	6035	Office/Computer Supplies
9/8/24	20240908MA-1	Amazon.com Inc	sheet protectors, toner, clipboard	380.76	6035	Office/Computer Supplies
9/9/24	20240909MA-1	Amazon.com Inc	nitrile gloves	39.39	5012	Safety Equipment
9/11/24	20240911FG-1	Ganahl Lumber Company	safety vest, kneepad, safety glasses, ear plugs, gloves	135.12	5012	Safety Equipment
9/11/24	20240911FG-1	Ganahl Lumber Company	tape measure, utility knife	29.08	5010	Maintenance Supplies
9/11/24	20240911FG-2	Home Depot	tool bag, flashlight	47.41	5010	Maintenance Supplies
9/11/24	20240911FG-2	Home Depot	ear muff	33.88	5012	Safety Equipment
9/11/24	20240911FG-3	Arco Gaspro Plus	fuel for Rubio	48.72	5036	Fuel - All Equipment
9/12/24	20240912FG-1	Arco Gaspro Plus	fuel for Rubio	42.47	5036	Fuel - All Equipment
9/12/24	20240912RA-1	Arco Gaspro Plus	fuel for Holly & W. Tank generators	15.03	5036	Fuel - All Equipment
9/16/24	20240916FG-1	Arco Gaspro Plus	fuel	52.03	5036	Fuel - All Equipment
9/16/24	20240916MA-1	United States Postal Service	postage	146.00	6036	Postage/Delivery
9/16/24	20240916RA-1	Home Depot	batteries	32.79	5010	Maintenance Supplies
9/16/24	20240916RA-2	Arco Gaspro Plus	fuel for landscaping tools	17.46	5036	Fuel - All Equipment
9/19/24	20240919RA-1	Ferguson Waterworks #1083	water pump	169.47	5010	Maintenance Supplies
9/23/24	20240923RA-1	Harbor Freight	tarps (2)	17.62	5010	Maintenance Supplies
9/24/24	20240924RA-1	Ganahl Lumber Company	misc. hardware	1.72	5010	Maintenance Supplies
9/25/24	20240925FG-1	Ganahl Lumber Company	marking paint	19.82	5010	Maintenance Supplies
9/26/24	20240926MA-1	Staples, Inc.	copy paper	109.48	6035	Office/Computer Supplies
9/27/24	20240927MA-1	Amazon.com Inc	dowsing rod	24.06	6035	Office/Computer Supplies
Total				<u>2,015.69</u>		

System Water Loss Audit - September 2024

Subeca Read Date	8/22/24	9/25/24				
Subeca Read Time	11:00	9:22			Variance	
	Level	Level	Variance	Gal/Foot	Gallons	
Eucalyptus Reservoir	18.62	17.58	(1.04)	8,410.00	(8,746.40)	
Sage Tank	21.53	21.55	0.02	10,000.00	200.00	
West Tank	21.61	21.63	0.02	22,124.00	442.48	
Wilcox Reservoir	17.39	17.57	0.18	65,739.00	11,833.02	
Holly East	21.73	21.41	(0.32)	6,388.00	(2,044.16)	
Holly West	17.12	16.58	(0.54)	7,610.00	(4,109.40)	
Glen Reservoir	13.95	13.72	(0.23)	7,812.00	(1,796.76)	
Brown Reservoir	14.55	14.44	(0.11)	7,812.00	(859.32)	
Vosburg Reservoir	13.40	13.40	-	22,800.00	-	
East Tank	16.53	20.38	3.85	6,976.00	26,857.60	
			TANK VOLUME CHANGE		21,777	gallons
			TOTAL GROUNDWATER PRODUCED		27,187,420	gallons
				PWP IMPORT	-	gallons
			NET SYSTEM DEMAND		27,165,643	gallons
					36,318	CCF
			Metered Sales		32,323	CCF
				Loss	3,995	CCF
				Loss	2,988,039	gallons
				Loss %	11.0%	
			Previous Month Loss%		17.4%	
			YTD System Demand		190,679	
			YTD Metered Sales		162,894	
				YTD Loss %	14.57%	

**WATER SAMPLE RESULTS SUMMARY
SEPTEMBER 2024**

SAMPLE DATE	LAB	SOURCE OR DISTRIBUTION	TEST ANALYSIS	DESCRIPTION	# SAMPLES	# TESTS	RESULTS	COMMENTS
9/4/2024	Clinical	Distribution	Bacteriological	Total Coliform, E.Coli	6	12	ND	
9/4/2024	Clinical	Distribution	General Physical	Color, Odor, Turbidity	6	18	< MCL	Color, odor, turbidity are regulated by a secondary standard to maintain aesthetic qualities such as taste, smell, & appearance.
9/4/2024	Clinical	Distribution	Field	Chlorine Residual**	6	6	1.16 - 1.69 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
9/4/2024	Clinical	Source	Bacteriological	Total Coliform, E.Coli	2	4	ND	The District is only required to test active raw groundwater sources each month. Currently, the only active raw groundwater source is Kinneloa #3 Well.
9/18/2024	Clinical	Distribution	Bacteriological	Total Coliform, E.Coli	6	12	ND	
9/18/2024	Clinical	Distribution	Field	Chlorine Residual	6	6	1.11 - 1.53 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
9/18/2024	Clinical	Source	Bacteriological	Total Coliform, E.Coli	5	10	2 positives	Eucalyptus Tunnel and House Tunnel tested positive for Total Coliform. Eucalyptus Tunnel has been offline since 4/7/2023 and House Tunnel has been offline since 12/1/2023. Hi Pressure Tunnel was not tested during the month of August because it was diverted to a different location for spreading.

NOTES:

*All source groundwater tunnels were diverted to spreading on 12/01/2023. Delores Tunnel turned was into the system on 5/01/2024.

**District permit requires Chlorine Residual to be > 0.5 mg/L.

< MCL = less than Maximum Contaminant Level, ND = not detected, mg/L = milligrams per liter



Memo

Date: October 22, 2024

To: Board of Directors

From: Tom Majich, General Manager

Subject: Proposed Revisions to District Rules and Regulations

The current version of the Kinneloa Irrigation District's Rules and Regulations is Revision 12 dated July 21, 2020. There are several recommended revisions proposed by the General Manager as follows:

1. Update Article 1 to reflect the adopted Mission Statement of the District.

ARTICLE 1: DISTRICT OBJECTIVES

The ~~mission of the~~ District ~~is to deliver safe and reliable water in a sustainable and cost-efficient manger to meet our customers' essential needs, strives to make available the highest quality water at the lowest possible cost.~~ The District intends to serve all property within District boundaries, provided, however, that the Board may consent to other entities providing service within its boundaries on a case-by-case basis. In furthering these objectives, the District is governed generally by the following guidelines:

2. Article 4, Section 4.06 revised to reflect regular board meeting day of the fourth Tuesday each month.

4.06: MEETINGS OF THE BOARD

Regular meetings of the Board shall be held on the ~~Fourth~~ Tuesday of each month, at 3:00 p.m., at the District's office, or at such other time and place as the Board may determine. When a regular meeting falls on a holiday, as may be designated from time to time by the Board, such meeting shall be held on the next business day, or other day as determined by the Board.

3. Article 8, Section 8.06 revise to reflect new policy on changing customer meter sizes at their request.

8.06: CHANGES IN METER SIZE, LAND USE OR INCLUSION OF ADDITIONAL LAND AREA

The owner of a property who desires a change in meter size or location of such meter, or changes substantially the type of land use (such as residential to commercial), ~~or~~ wishes to include adjacent land areas not served at the time of the original commencement of service, shall make a request in writing and, if approved by the District, shall pay various costs and charges as set forth below.

- A. Charges for a Smaller Meter: If the desired meter size is the next smaller size meter than the current size, the Owner ~~will be charged for the actual cost for parts and labor to install the smaller meter, no credit will be provided for the removed meter, will not be charged for a new regular connection for the desired meter size as set forth in Article 7.05.~~

4. Appendix B: Rates and Charges for Water Service:

Current charges are listed effective December 19, 2019. To be revised following Rate Hearing on November 19, 2024.

5. Appendix K: Reserve Policy Funding Guidelines and Target Levels

Revise Reserve Policy to align with policy includes in Water Rate Study

RESERVE POLICY FUNDING GUIDELINES AND TARGET LEVELS For Calendar Year 2025

Fund*	Purpose	Target Range	Criteria	Type of Investment Account**
Operating	Cash flow variations due to seasonality and other factors	\$100,000- \$200,000 \$446,781	1-2 Months of Operating Expenses 25% of Annual Operating Expenses	General Fund Checking or Savings Account
Emergency	Unexpected repair or replacement of facilities or equipment	\$200,000- \$400,000 \$500,000	5%-10% of Fixed Assets**** Net Replacement Cost of a major asset	Short to Medium Term
<u>Capital</u>	<u>Cash availability for planned Capital Improvement Projects</u>	<u>\$1,375,279</u>	<u>100% of five-year average annual CIP costs</u>	<u>Short to Medium Term</u>
Replacement	Planned maintenance, rehabilitate or replace existing facilities, equipment and vehicles	\$200,000- \$400,000	Planned Maintenance Schedule with a Minimum of 5% of Fixed Assets****	Medium Term
<u>Rate Stabilization</u>	<u>Minimize rate increases in future years to provide the current level of service</u>	<u>\$212,700</u>	<u>10% of Rate Revenue</u>	<u>Short to Medium Term</u>
Improvement***	Capital improvement projects and facilities	\$500,000- \$4,500,000	Projects from the Master Plan or Other Planning Documents	Medium to Long Term
Total Target Range		\$1,000,000- \$5,500,000 \$2,534,760		

*Unless specifically restricted by Board action, all reserves in these funds are unrestricted and unassigned and may be spent for purposes authorized by the Board.

**All accounts are to be insured and/or considered "low-risk" by regulatory authorities. Currently the District's reserve funds are in accounts at Well Fargo Bank, N.A., and Local Agency Investment Fund (LAIF) and Investment Trust of California (CalTRUST).

*** It is the intent of the Board to fund capital improvement projects from reserves. However, if the planned project is deemed to be too large to fund from reserves, the Board will determine the most appropriate funding alternatives such as direct borrowing, issuance of capital improvement bonds, etc.

****The Board acknowledges that the cost for replacement of existing facilities, equipment and vehicles will exceed the original cost in most cases and that the value of the property and equipment on the District's balance sheet after depreciation does not represent the total replacement cost of its assets.



Memo

Date: October 22, 2024

To: Board of Directors

From: Tom Majich, General Manager (GM)

Subject: Proposed Revisions to Delegation of Authority, Organizational Chart and Approved Compensation Scale

A Proposed Staff Management Plan (the “2017 Plan”) was presented to the Board of Directors on September 19, 2017, by the General Manager. After discussion at various Board meetings the organization chart included in that 2017 Plan was adopted by the Board of Directors at its meeting on January 16, 2018.

At its meeting on May 17, 2022, the Board of Directors approved a document titled “Responsibilities and Delegation of Authority” that included a revised organization chart.

Attached for review and recommended for adoption is a revised Delegation of Authority dated October 22, 2024, that includes a further revised organizational chart. Some important changes are noted as follows:

- a. The former “Office Manager” has been reclassified as “Administrative Coordinator” reporting to the GM and coordinating with the Operations Coordinator and Bookkeeper.
- b. The former “Administrative Assistant” has been reclassified as “Operations Coordinator,” reporting to the GM and coordinating with the Facilities Supervisor and Administrative Coordinator.
- c. The former “Senior Facilities Operator” has been reclassified as the “Facilities Supervisor.” The Facilities Supervisor reports to the GM, manages the Facilities Operators day-to-day activities and coordinates their work with the Operations Coordinator and Administrative Coordinator. The Facilities Supervisor is also known as the “Chief Operator” as the term is defined by the Division of Drinking Water.
- d. The Bookkeeper is a part-time employee that works primarily from their home office, this position reports to the GM and coordinates with the Administrative Coordinator.

Also, attached for review and recommended for adoption is a proposed compensation range schedule noting all currently staffed positions, numbers of employees at each position and a recommended pay range for each classification. The most recent Board approved compensation schedule was adopted in August 2022, several employees are currently compensated beyond the rates approved in August 2022.



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RESPONSIBILITIES AND DELEGATION OF AUTHORITY

Revised October 22, 2024

Introduction

The purpose of this policy statement is to clarify lines of authority for all decision-making within the Kinneloa Irrigation District. The District understands the importance of having authority clarified, and it provides this statement to serve as a guide to all staff members. Any policy, however, cannot anticipate all contingencies or circumstances. All District employees have been hired because of their competence and ability to adapt to situations that can arise unexpectedly. This policy, therefore, is intended as a statement of the preferred way to make decisions, but it is not intended to get in the way of any efforts necessary to protect lives and property.

Board of Directors

The **Board of Directors** has the primary authority over all functions and activities of the District in providing reliable and safe water to its customers. The Board sets policy in public meetings, and generally refrains from becoming involved in specific operational decisions. It is important, however, that the Board be fully informed of District affairs, so that each Board member can effectively represent the people in the District.

The Board employs a **General Manager** to implement the Board policies, direct District operations, and provide day-to-day supervision of District employees and control of District expenditures. The **General Manager** may delegate responsibilities to others as appropriate.

General Manager

The **General Manager** is available to address all matters affecting the operation of the District. The **General Manager** is generally available during normal business hours as well other times when the office is closed. If not physically in the office, the **General Manager** can be contacted via ~~home phone,~~

mobile phone, text or email. The **General Manager** assures that all members of the **Board of Directors**, as well as the ~~answering service and~~ key staff members have the **General Manager's** personal contact information. The General Manager has remote access to all the District's ~~computers~~ electronic files from any location where there is Internet service.

Except under circumstances where the **General Manager** is to be considered "unavailable" as defined below, District staff is instructed to contact the General Manager first as to routine District affairs, or in the event of any emergency that prevents delivery of water to our customers or risks damage to people-life or property. The District's **Emergency Response Plan** has additional ~~information and contact numbers~~ resources in case the **General Manager** is unavailable.

There will be times when the **General Manager** is unavailable, either because of a scheduled event, or in an emergency, or in other unusual circumstances. For purposes of this policy statement, the **General Manager** will be considered "unavailable" if any of the following is true:

- Regularly-scheduled vacation or other personal leave time, where the General Manager is not immediately reached by mobile phone
~~—Sick time~~
- Attendance at meetings or other events outside the District's boundaries, while on District business, under circumstances where the **General Manager** is not immediately reached by mobile cell phone
- In case of emergency, where circumstances would not permit contacting the General Manager without jeopardizing people-life or property
- In all other circumstances where the **General Manager** cannot be reached by mobile cell phone.

Under all circumstances where the **General Manager** is "unavailable" as specified above, the ~~Office Manager~~ Facilities Supervisor has the authority to take charge for all purposes as the **Acting General Manager** until the General Manager is no longer "unavailable."

In all events, the **Facility Operators** and all other personnel report to the **General Manager** or **Acting General Manager** as shown on the attached Organizational Chart.

Computer Problems Information Technology Issues

The **General Manager** is responsible for addressing any computer hardware and software problems and serves as the District's Information Technology Manager. If he is unable to respond or is unable to solve the problem the following vendors are to be called: Highroad Information Technology for personal computer, networking and firewall support, Ampstun-Dell for computer hardware support; Able Software for billing and customer support functions; Sage for accounting software support; Cricket Consulting for SCADA support. The Office Manager

Facilities Supervisor has the authority to act if the General Manager is unavailable.

Production and Distribution System Problems

The on-call **Facilities Operator** has the primary responsibility to respond to system emergencies, SCADA alarms and pages from the emergency voicemail answering service. The backup **Facilities Operator** and all field staff also receive pages from the answering service emergency voicemail service and is required to respond if necessary. The **Senior Facilities Operator** is available for consultation and assistance when required. The emergency voicemail service will page all operators in a pre-determined priority list, all Facilities Operators, the Facilities Supervisor and the General Manager are included in this list, the paging system will continue paging each person on the list until someone retrieves the message. Finally, the answering service is instructed call the ~~General Manager~~ first if no operators respond to the page. If no contact is made the answering service has the contact list of all personnel. These operators have the authority to take all necessary actions in the event of an emergency. The **General Manager** and District personnel are trained in the **Incident Command System** and have the authority to take charge until they are relieved by the **General Manager** or other emergency personnel. Outside resources are contained in the District's **Emergency Response Plan**.

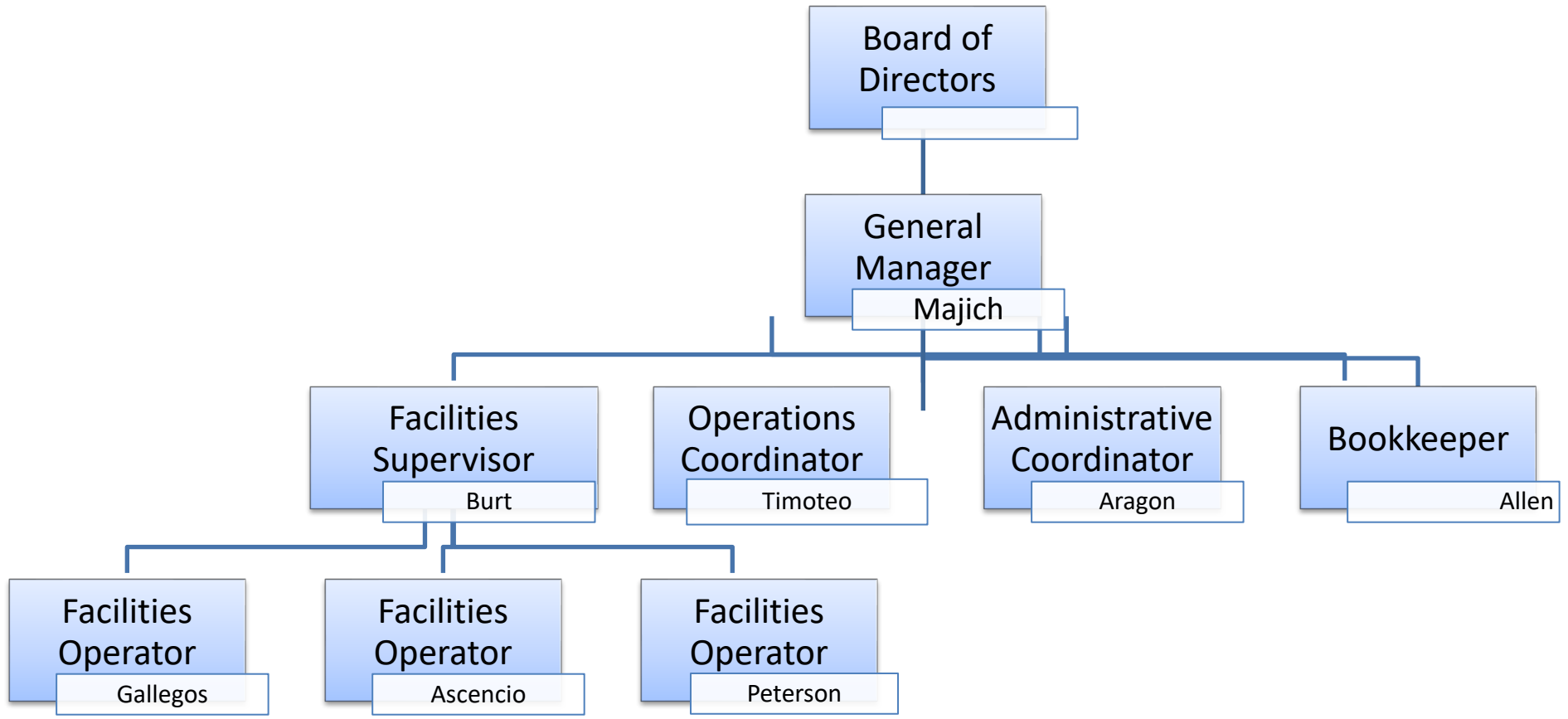
Office Management and Customer Service

The **General Manager** has delegated to the Administrative Coordinator, Operations Coordinator and Bookkeeper ~~Office Manager~~ the primary responsibility for all routine tasks such as accounting, payroll, water quality reports, customer billing and customer service functions as well as any other urgent matters when the General Manager is not available. ~~The Office Manager in turn may delegate some of these tasks to the Administrative Assistant~~

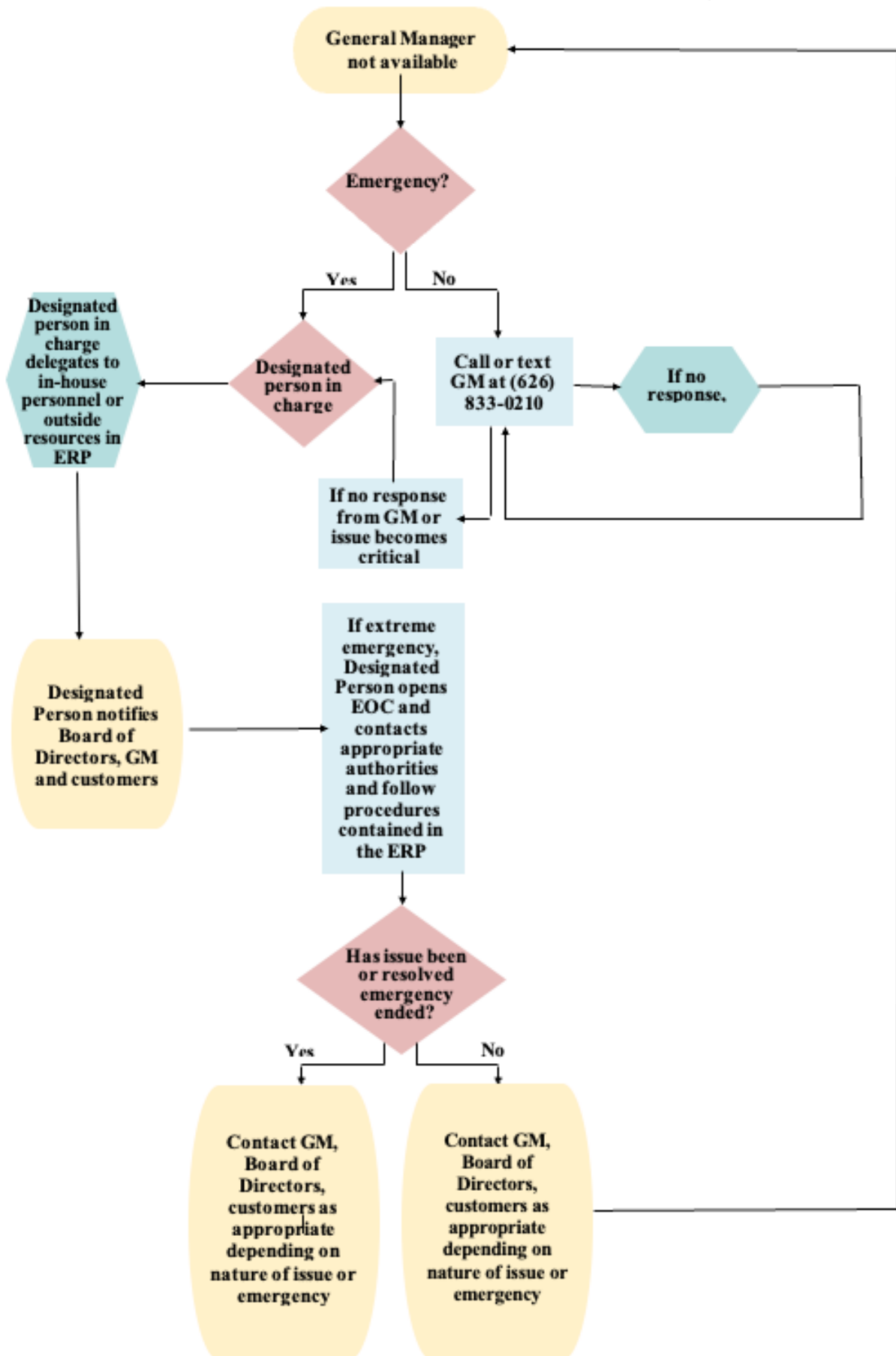
Board Communications

The **General Manager** or **Acting General Manager** shall communicate with the **Board of Directors**, in a timely manner, information on all non-routine events that occur in their respective divisions or in the District that affect customers or the mission of the District in the delivery of a safe and reliable water supply.

ORGANIZATIONAL CHART



DELEGATION OF AUTHORITY FLOW CHART



Kinneloa Irrigation District

Proposed Compensation Ranges for 7/1/24 through 6/30/24

Document Date 10/22/2024

JOB TITLE	FLSA STATUS	Employees	HOURLY		Annual		
		as of	Low	High	Low	High	
		10/1/24					
General Manager	Full Time, exempt	1	n/a		\$ 175,950	\$ 175,950	GM Salary per contract
Administrative Coordinator	Full Time, non-exempt	1	\$ 28.00	\$ 39.00	\$ 58,240	\$ 81,120	
Operations Coordinator	Full Time, non-exempt	1	\$ 28.00	\$ 39.00	\$ 46,592	\$ 64,896	Full Time employee at 32 hours/week
Bookkeeper (part-time)	Part Time, non-exempt	0.5	\$ 35.00	\$ 45.00	\$ 36,400	\$ 46,800	not eligible for vacation or health insurance
System Supervisor/Chief Operator	Full Time, exempt	1	\$ 45.00	\$ 60.00	\$ 93,600	\$ 124,800	
Facilities Operator 2 (D3/T2 required)	Full Time, non-exempt	0	\$ 30.00	\$ 45.00	\$ 62,400	\$ 93,600	
Facilities Operator 1 (D2/T2 required)	Full Time, non-exempt	3	\$ 30.00	\$ 36.00	\$ 62,400	\$ 74,880	
Maintenance Worker	Full Time, non-exempt	0	\$ 22.00	\$ 30.00	\$ 45,760	\$ 62,400	

General Manager's Report for the Board of Directors Meeting on October 22, 2024

I. Customer Account Information

A. Customer Accounts – as of 10/14/24

Active accounts: 591

Delinquent accounts receiving late charges: 12

Accounts shut off for non-payment: 0

Month	Current	30 days	60 days	90 days or greater	Total
September 2023	\$22,157.30	\$1,983.49	\$78.91	\$0.00	\$30,793.30
October 2023	\$26,703.85	\$1,809.97	\$116.35	\$0.00	\$28,630.17
November 2023	\$45,028.39	\$2,257.29	\$0.00	\$0.00	\$47,285.68
December 2023	\$65,327.32	\$6,644.08	\$1,313.97	\$0.00	\$73,285.37
January 2024	\$36,204.89	\$3,221.13	\$120.34	\$0.00	\$39,546.36
February 2024	\$21,168.33	\$1,151.22	\$0.00	\$0.00	\$22,319.55
March 2024	\$13,703.26	\$2,993.69	\$0.00	\$0.00	\$16,696.95
April 2024	\$31,375.55	\$745.26	\$0.00	\$0.00	\$32,120.81
May 2024	\$91,305.12	\$7,901.75	\$0.00	\$0.00	\$99,206.87
June 2024	\$120,310.41	\$4,981.13	\$0.00	\$0.00	\$125,291.54
July 2024	\$57,369.14	\$7,861.86	\$0.00	\$0.00	\$65,231.00
August 2024	\$157,630.15	\$15,761.16	\$4,420.82	\$3.57	\$177,815.70
September 2024	\$196,771.52	\$11,277.40	\$193.29	\$0.00	\$208,242.21

II. Customer Care Report

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
6	0	0	0	26	Significant number of calls regarding higher than expected bills

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

III. General Manager's Projects and Activities

A. Meetings/Outreach/Key Contacts

1. CalPERS 457b Implementation Meeting 9/23/24
2. FMWD Strategic Planning Meeting 10/7/24
3. RBMB Strategic Planning Meeting 10/21/24

- B. Grant Funding Opportunities**
- 1. Cal OEL State and Local Cybersecurity Grant Program (SLCGP) – proposals due 9/27/24. Up to \$250k per agency. Proposal Submitted**
 - 2. Bureau of Reclamation WaterSMART –Water and Energy Efficiency Grants Round 2 – applications due 11/14/24; up to \$100k matching**
 - 3. Bureau of Reclamation WaterSMART – Small-Scale Water Efficiency Projects Grants for Fiscal Year 2025 – applications due 1/14/2025; up to \$100k matching**
 - Hazard Mitigation Grants: KID staff are monitoring EPA BRIC (Building Resilient Infrastructure and Communities) grant opportunities to apply once the PWAG Multi-Agency Hazard Mitigation Plan is complete and approved.
 - FEMA Grants: FEMA and CalOES have approved KID grants requests for East Tank Earthwork Removal in association with DR-4699 CA “California Severe Winter Storms” disaster. **Pending reimbursement from CalOES**
- C. Office Staff Updates**
- 1. All required documents submitted to CalOES for reimbursement of East Tank Earthwork removal project costs.**
- D. System Project Updates**
- 1. Completed Semi-Annual Static Well Readings with RBMB and CA DWR.**
 - 2. Continuing meter maintenance/replacement.**
 - 3. Completed field work for GIS and Lead Service Line Inventory**
 - 4. Returned water to Pasadena from K3 outage in July. Accepted water from Pasadena on 10/8/24 and 10/9/24 due to SCE outage and well static level readings.**
- E. Regulatory Compliance and Reporting**
- SAFER Dashboard update complete, KID is now “Potentially At-Risk” instead of previous classification of “At-Risk”
 - CLEAN FLEETS REPORT DUE APRIL 1, 2024, submitted.
 - July 1, 2024, Workplace Violence in IIPP, approved by BOD, staff training complete.
 - Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23. Revised permit application and blending plan submitted to DDW on 12/12/23.
 - 5. Federal Lead and Copper Rule Revisions: All public water systems to develop and submit a service line material inventory to the SWRCB, DDW by 10/16/24. This inventory includes service line material on both District side of meter, and customer side of meter.**
 - Monthly Water Quality Reporting – Monthly reporting due by the 10th of each month.
 - Water Quality Emergency Notification Plan – annual requirement, filed timely in March 2024
 - Electronic Annual Report for 2023 (eAR) – submitted.
 - Drought and Conservation Report – required per Order No. DDW_HQ_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly. 2024Q1 report was filed timely.
 - 2023 Consumer Confidence Report was complete and included final public notice for Citation 04_07_23C-019
 - PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
 - SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
 - SB 1020 – Clean Energy, Jobs, and Affordability Act of 2022 – requires 100% of all state agency electricity consumption to be from renewable and carbon neutral sources by 2035.

* Acronyms:

- ACWA – Association of California Water Agencies
- ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
- CSDA – California Special Districts Association
- CUEA – California Utilities Emergency Association
- DDW – Dept. of Drinking Water
- DWR – Dept. of Water Resources
- FMWD – Foothill Municipal Water District
- KID – Kinneloa Irrigation District
- LAFCO – Local Agency Formation Commission of Los Angeles County
- PWAG – Public Water Agencies Group
- RBMB – Raymond Basin Management Board
- SWRCB – State Water Resources Control Board
- LCRR – Lead and Copper Rule Revisions

IV. Water Supply Summary as of 9/30/24 for the Watermaster Year 2024-2025

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
1955 Decreed Rights	516	Holly High-Low	0.0
Less Pasadena Subarea 30% Reduction in Water Rights	-154.8	Eucalyptus	0.0
Net Effective Decreed Rights	361.2		
Prior Year Carryover	51.6	Far Mesa	0.0
Leases/Exchanges	0	House	0.0
Prior Year Spreading	372.2	Delores	43.0
Short Term Storage	248.4		
Total Allowable Extractions	1,033.4		
Less Water Extracted YTD This Watermaster Year	-173.6	Year to Date Tunnel Production	43.0
Remaining Allowable Groundwater Extractions through June 2024	859.8	Remaining Estimated Tunnel Production through June 2025	70.0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)		929.8 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2025		-450.0 Acre Feet	
Estimated Surplus Water through June 2025**		479.8 Acre Feet	

Year to Date Water Production for Current Watermaster Year = 216.6 Acre Feet

Year to Date Water Sales for Current Watermaster Year = 195.42 Acre Feet (9.8% loss)

Total Retail Water Sales for Watermaster Year 2023-2024 = 474.8 Acre-Feet

Total Retail Water Sales for Watermaster Year 2022-2023 = 493.2 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 maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. *Current Agreement with City of Pasadena for sale of excess groundwater expires June 30, 2025.*