

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, October 17, 2023  
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 [kinneloa@outlook.com](mailto:kinneloa@outlook.com) 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 19, 2023, Regular Meeting  
*Recommended Action: Review and approve motion to file.*
  
4. **REVIEW OF FINANCIAL REPORTS** – September 30, 2023  
*Recommended Action: Review and approve motion to file.*
  
5. **INFORMATION ITEMS**
  - a. New Billing System Integration
  - b. Election Update for Board Division 5
  - c. Customer Outreach/Newsletter
  - d. Subeca Reporting
  - e. Fluoride Variance Expiration and Proposed System Changes
  
6. **AD HOC MASTER PLAN COMMITTEE REPORT** – Information item presented by the Committee Chair.  
Discuss desire for establishment of a Mission Statement and receive Director comments.
  
7. **AD HOC PERSONNEL COMMITTEE REPORT** – Information item presented by the Committee Chair
  
8. **AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT**  
*Recommended Action: Approve committee recommendation for proposed 2024 rate structure and determine date for Public Hearing for Proposed 2024 rates.*

**9. GENERAL MANAGERS REPORT** – Information item presented by the General Manager.

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

**10. DIRECTOR REPORTS AND/OR COMMENTS** –

In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

**11. CALENDAR** – Upcoming regular meetings: November 21, 2023; January 16, 2024

**12. ADJOURNMENT**

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

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# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, September 19, 2023, 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): Gordon Johnson, Gerrie Kilburn, Stephen Brown, Timothy Eldridge

**DIRECTORS ABSENT:** none

**STAFF PRESENT:** (In-Person): General Manager, Tom Majich; Martin Aragon, Chris Burt, Michele Ferrell

**PUBLIC PRESENT:** William Opel

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:** William Opel spoke about the importance of having adequate fire flow available system wide and encouraged the Directors to execute capital projects where fire flow is insufficient.

**3. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **August 22, 2023** Minutes for filing with a correction on Item 8 changing “revive” to “review” and “supplement” to “addendum,” and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Kilburn / Eldridge– 4 Aye/0 Nay/0 Abstain/0 Absent)

**4. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the August 2023 financial reports. Director Brown motioned to approve the June 2023 financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay /0 Abstain/0 Absent)

**5. PROCUREMENT OF CONSTRUCTION SERVICES:**

The General Manager presented two competitive bids for the East Tank Earthwork Removal project and recommended award to Bellfree Contractors Inc. The General Manager presented a proposal from David Stone Electrical Contractors for the replacement of the Air Conditioning unit at the K-3 Well VFD cabinet and recommended immediate approval. Director Kilburn motioned to approve the General Manager’s proposal and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn/ Brown – 4 Aye/0 Nay /0 Abstain/0 Absent). The Board discussed potential revisions to Appendix J of

the Rules and Regulations, “Bid Procurement and Purchasing Policy” and directed the General Manager to research current industry best practices and propose potential revisions for consideration.

**6. INFORMATION ITEMS:**

The Los Angeles County Registrar-Recorder/County Clerk issued a letter informing the District that no election will be held for the offices of Director, Divisions 1 and 4, for the full term ending December 3, 2027 and that the Board of Supervisors will appoint the persons nominated to such office.

The Los Angeles County Registrar-Recorder/County Clerk submitted cost estimate of \$31,000 to the District to conduct the election for the office of Director, Division 5.

The next customer newsletter will be prepared late October. The General Manager will include information on how the District is successfully using Subeca for early leak detection and swifter customer notification.

The General Manager prepared a memo titled “Meter Replacement Program” describing the age of all meters in the District and describing best practices for replacement.

**7. APPROVAL OF PROPOSED 2024 BUDGET:**

The Ad Hoc 2024 Budget and Rate Setting Committee presented the proposed 2024 Operating Budget for Board review and approval of the operating and capital expenditure plan, noting that the proposed budget does not assume any rate increase at this time and that a rate increase will be proposed at the next meeting. Director Eldridge motioned to approve the 2024 Operating Budget as presented and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge/ Brown – 4 Aye/0 Nay /0 Abstain/0 Absent).

**8. MASTER PLAN AND FIRE PREPAREDNESS POLICY:**

The General Manager requested that an Ad Hoc “Master Plan 2025 Committee” be established to work with the General Manager in updating the District Master Plan and Fire Preparedness Policy. Director Eldridge motioned to appoint Directors Johnson and Eldridge to this committee and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge/ Brown – 4 Aye/0 Nay /0 Abstain/0 Absent).

**9. AD HOC PERSONNEL COMMITTEE REPORT:**

The Ad Hoc Personnel Committee will meet with the General Manager to confirm that Job Descriptions note if a position is exempt or non-exempt to align with the Employee Policies and Procedures Manual. For the General Manager, who is currently the only contracted, exempt employee, the committee will review the GM contract for a potential addendum to ensure alignment with the Employee Policies and Procedures.

**10. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT:**

The committee will meet with the General Manager to review proposed rate adjustment options for Board consideration at the next meeting.

**11. ELECTION: LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTATIVE:**

The General Manager was authorized to submit a ballot voting for Stephen Brown for appointment as special district alternate member of the Los Angeles Local Agency Formation Commission. It was motioned/seconded/carried – (Kilburn / Eldridge– 3 Aye/0 Nay/1 Abstain - Brown/0 Absent)

**12. APPOINTMENT OF ACWA-JPIA REPRESENTATIVE AND ALTERNATE TO PARTICIPATE IN SEMI-ANNUAL BOARD MEETINGS:**

It was motioned by Director Brown and seconded by Director Kilburn that Timothy Eldridge be appointed as the District’s ACWA-JPIA representative for semi-annual board meetings and that Tom Majich be appointed as the alternate. It was motioned/seconded/carried unanimously – (Brown / Kilburn– 4 Aye/0 Nay/0 Abstain/0 Absent)

**13. GENERAL MANAGER’S REPORT:**

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending August 2023 was provided.

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

NONE

**15. CALENDAR:** Upcoming regular meetings: Oct. 17, 2023; Nov. 21, 2023; Dec. 19, 2023.

**16. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 5:25 P.M.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**

**Kinneloa Irrigation District**  
**Balance Sheet as of September 30, 2023**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 615,224.77
1012	Reserve Fund-LAIF	131,666.99
1014	Reserve Fund-CalTRUST	1,016,839.34
1016	Accrued Interest-LAIF	1,293.15
1100	Accts. Receivable-Water Sales	38,308.74
1101	Accts. Receiv.-Service Charges	18,692.87
1190	Allowance for Bad Debts	(3,199.39)
1200	Inventory	20,000.00
1340	Accrued Water Sales	144,532.73
1350	Prepaid Insurance	2,196.42
1360	Prepaid Expenses	20,434.62

Total Current Assets

2,005,990.24

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	4,010,066.35
1505	Water Tunnels	742,983.95
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	206,569.07
1512	Water Meters	408,808.03
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	84,145.76
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	133,120.34
1517	KID Office	64,899.78
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	376,977.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,635.45
1600	Accum. Depreciation	(5,933,805.76)

Total Property and Equipment

5,584,933.24

**Other Assets**

1901	PERS-Deferred Outflows	64,858.00
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Total Assets

\$ 7,655,781.48

**Kinneloa Irrigation District**  
**Balance Sheet as of September 30, 2023**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 50,554.33	
2005	Umpqua Visa Payable	4,483.82	
2271	Deposits-Construction Meters	2,650.00	
2272	Job Deposits	39,800.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	13,237.40	
	Total Current Liabilities		110,980.57

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,228,549.00	
2801	PERS- Net Liability	72,401.50	
2901	PERS- Deferred Inflows	160,498.00	
	Total Long-Term Liabilities		1,461,448.50
	Total Liabilities		1,572,429.07

**Capital**

3040	Fund Balance	6,048,141.06	
	Net Income	35,211.35	
	Total Capital		6,083,352.41
	Total Liabilities & Capital		\$ 7,655,781.48

**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the Nine Months Ending September 30, 2023**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenues</b>							
4000 Water Sales	145,498.26	160,000.00	(14,501.74)	1,093,721.26	1,231,000.00	(137,278.74)	1,600,000.00
4015 Wholesale Water Sales	0.00	0.00	0.00	187,081.40	50,000.00	137,081.40	50,000.00
4020 Service/Installation Charges	477.53	833.33	(355.80)	4,951.67	7,499.97	(2,548.30)	10,000.00
4035 Interest-Reserve Fund	3,361.18	833.33	2,527.85	38,987.89	7,499.97	31,487.92	10,000.00
4036 Unrealized Gain(Loss)-CalTRU	(5,258.40)	2,083.33	(7,341.73)	(7,804.46)	18,749.97	(26,554.43)	25,000.00
<b>Total Revenues</b>	<b>144,078.57</b>	<b>163,749.99</b>	<b>(19,671.42)</b>	<b>1,316,937.76</b>	<b>1,314,749.91</b>	<b>2,187.85</b>	<b>1,695,000.00</b>
<b>Expenses</b>							
5000 Leased Water Rights	0.00	0.00	0.00	103,500.00	63,135.00	40,365.00	63,135.00
5005 Electricity	10,678.73	20,000.00	(9,321.27)	130,205.73	134,000.00	(3,794.27)	170,000.00
5010 Maintenance/Repair Supplies	2,085.94	3,500.00	(1,414.06)	16,918.93	29,500.00	(12,581.07)	40,000.00
5011 Material and Labor for Install	0.00	3,333.33	(3,333.33)	0.00	29,999.97	(29,999.97)	40,000.00
5012 Safety Equipment	500.04	166.67	333.37	2,376.68	1,500.03	876.65	2,000.00
5015 Operations Labor	24,852.21	27,646.67	(2,794.46)	247,809.71	248,820.03	(1,010.32)	331,760.00
5016 Operations OT	3,605.23	1,666.67	1,938.56	30,042.93	15,000.03	15,042.90	20,000.00
5020 Stand-by Compensation	1,167.24	915.00	252.24	8,620.86	8,235.00	385.86	10,980.00
5022 Training/Certification	60.00	133.33	(73.33)	1,424.37	1,199.97	224.40	1,600.00
5025 Water Treatment/Analysis	1,586.22	2,500.00	(913.78)	18,751.44	22,500.00	(3,748.56)	30,000.00
5026 Water Treatment/Analysis Equip	6,144.34	0.00	6,144.34	14,038.12	0.00	14,038.12	0.00
5030 Maintenance/Repair Contractors	8,352.60	11,666.67	(3,314.07)	110,237.44	105,000.03	5,237.41	140,000.00
5031 SCADA Operating/Maintenance	525.94	833.33	(307.39)	13,776.53	7,499.97	6,276.56	10,000.00
5034 Equipment Maintenance	1,087.42	2,083.33	(995.91)	1,923.52	18,749.97	(16,826.45)	25,000.00
5035 Vehicle Maintenance	458.01	1,333.33	(875.32)	10,828.72	11,999.97	(1,171.25)	16,000.00
5036 Fuel	2,003.13	1,833.33	169.80	18,844.27	16,499.97	2,344.30	22,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Comp.	4,955.71	5,000.00	(44.29)	14,585.75	15,000.00	(414.25)	20,000.00
5046 Insurance-Liability	2,162.49	1,416.67	745.82	20,233.61	12,750.03	7,483.58	17,000.00
5048 Insurance-Property	415.89	208.33	207.56	2,707.14	1,874.97	832.17	2,500.00
5049 Insurance-Medical	6,096.72	7,744.58	(1,647.86)	54,903.82	69,701.22	(14,797.40)	92,935.00
6000 Engineering Services	1,538.25	3,958.33	(2,420.08)	4,758.25	35,624.97	(30,866.72)	47,500.00
6005 Watermaster Services	1,310.41	1,416.67	(106.26)	11,839.31	12,750.03	(910.72)	17,000.00
6015 Administrative Salary	14,241.68	14,500.00	(258.32)	100,999.44	130,500.00	(29,500.56)	174,000.00
6017 Administrative Travel	0.00	250.00	(250.00)	273.66	2,250.00	(1,976.34)	3,000.00
6020 Board Compensation	450.00	700.00	(250.00)	4,200.00	6,300.00	(2,100.00)	8,400.00
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	227.85	749.97	(522.12)	1,000.00
6022 Board of Directors Election	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00
6024 Customer/Public Info. Prog.	4,858.28	1,250.00	3,608.28	12,411.19	11,250.00	1,161.19	15,000.00
6025 PERS - KID	4,546.27	4,400.00	146.27	36,294.14	39,600.00	(3,305.86)	52,800.00
6030 Social Security - KID	3,677.10	3,300.00	377.10	31,678.35	29,700.00	1,978.35	39,600.00
6031 Medicare - KID	860.00	779.17	80.83	7,408.79	7,012.53	396.26	9,350.00
6035 Office/Computer Supplies	321.03	583.33	(262.30)	5,486.17	5,249.97	236.20	7,000.00
6036 Postage/Delivery	0.00	416.67	(416.67)	2,229.59	3,750.03	(1,520.44)	5,000.00
6040 Professional Dues	927.57	1,333.33	(405.76)	10,522.47	11,999.97	(1,477.50)	16,000.00



**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the Nine Months Ending September 30, 2023**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6045 Legal Services	270.00	1,250.00	(980.00)	5,742.24	11,250.00	(5,507.76)	15,000.00
6050 Telephone	234.96	375.00	(140.04)	2,474.58	3,375.00	(900.42)	4,500.00
6051 Mobile Communications	141.91	166.67	(24.76)	1,312.91	1,500.03	(187.12)	2,000.00
6052 Pagers	36.33	41.67	(5.34)	378.60	375.03	3.57	500.00
6053 Internet Service	114.98	133.33	(18.35)	1,024.82	1,199.97	(175.15)	1,600.00
6059 Computer Software Maintenance	738.25	2,000.00	(1,261.75)	9,408.76	18,000.00	(8,591.24)	24,000.00
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	2,115.13	749.97	1,365.16	1,000.00
6065 Accounting Services	0.00	0.00	0.00	13,700.00	7,000.00	6,700.00	7,000.00
6070 Office & Accounting Labor	15,140.50	12,008.33	3,132.17	123,266.33	108,074.97	15,191.36	144,100.00
6075 Professional Services	863.80	7,916.67	(7,052.87)	21,962.93	71,250.03	(49,287.10)	95,000.00
6076 Contract Services	0.00	0.00	0.00	1,371.84	0.00	1,371.84	0.00
6080 Administrative Fees	969.28	1,036.67	(67.39)	8,590.72	9,330.03	(739.31)	12,440.00
6081 Permits/Fees	2,958.06	1,250.00	1,708.06	11,421.31	11,250.00	171.31	15,000.00
6086 Taxes - Sales/Use	0.00	41.67	(41.67)	0.00	375.03	(375.03)	500.00
6088 Interest Expense	0.00	0.00	0.00	23,671.33	24,500.00	(828.67)	49,000.00
6090 Customer Requested Expense	(500.00)	0.00	(500.00)	370.00	0.00	370.00	0.00
6120 Bank Service Charges	445.43	1,000.00	(554.57)	4,856.13	9,000.00	(4,143.87)	12,000.00
<b>Total Expenses</b>	<b>130,881.95</b>	<b>152,255.41</b>	<b>(21,373.46)</b>	<b>1,281,726.41</b>	<b>1,386,933.69</b>	<b>(105,207.28)</b>	<b>1,847,200.00</b>
<b>Net Income</b>	<b>13,196.62</b>	<b>11,494.58</b>	<b>1,702.04</b>	<b>35,211.35</b>	<b>(72,183.78)</b>	<b>107,395.13</b>	<b>(152,200.00)</b>
<b>Other Expenditures</b>							
1505 Water Tunnels	600.00	0.00	600.00	5,509.35	1,000.00	4,509.35	10,000.00
1511 Water Treatment Plant	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	0.00	0.00	0.00	2,969.40	0.00	2,969.40	20,000.00
1513 Electrical/Electronic Equip.	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
1514 Computer/Office Equipment	0.00	0.00	0.00	8,486.92	0.00	8,486.92	5,000.00
1515 Vehicles & Portable Equipment	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1516 Water Company Facilities	5,000.00	0.00	5,000.00	28,898.14	0.00	28,898.14	35,000.00
1522 Eucalyptus Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1527 SCADA Equipment	0.00	0.00	0.00	14,860.00	0.00	14,860.00	0.00
1530 Tools	0.00	0.00	0.00	362.32	0.00	362.32	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	76,429.65	75,601.00	828.65	151,202.00
<b>Total Other Expenditures</b>	<b>5,600.00</b>	<b>0.00</b>	<b>5,600.00</b>	<b>137,515.78</b>	<b>76,601.00</b>	<b>60,914.78</b>	<b>329,202.00</b>
<b>Total Increase or (Drawdown)</b>	<b>7,596.62</b>	<b>11,494.58</b>	<b>(3,897.96)</b>	<b>(102,304.43)</b>	<b>(148,784.78)</b>	<b>46,480.35</b>	<b>(481,402.00)</b>

**Kinneloa Irrigation District**  
**Check Register**  
**September 2023**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/15/23	EFT5861	Bernadette C. Allen	\$1,271.18	Salary
9/15/23	EFT5862	Arthur M. Aragon	\$2,065.96	Salary
9/15/23	EFT5863	Ramon Jr. Ascencio	\$2,823.44	Salary
9/15/23	EFT5864	Christopher A. Burt	\$3,505.08	Salary
9/15/23	EFT5865	Michele M. Ferrell	\$1,663.79	Salary
9/15/23	EFT5866	Thomas L. Majich	\$4,720.56	Salary
9/15/23	EFT5867	Juan R. Tello	\$1,499.08	Salary
9/15/23	EFT5868	Melanie E. Timoteo	\$1,884.67	Salary
9/15/23	EFT5869	Christopher A. Burt	\$300.00	Salary
9/15/23	EFT5870	Michele Ferrell	\$750.00	Salary
9/15/23	EFT5871	Juan R. Tello	\$353.00	Salary
9/15/23	EFT5872	Automatic Data Processing, Inc.	\$8,593.06	Payroll Taxes & Withholdings
9/19/23	10735	ACWA-JPIA	\$6,492.28	KID & Employee Health Benefits Contributions
9/19/23	10736	Alert Communications, Inc.	\$75.00	Telephone
9/19/23	10737	Applied Technology Group, Inc.	\$120.00	PWAG Emergency Radio Comm.
9/19/23	10738	Christopher A. Burt	\$60.00	Treatment Operator Certificate renewal
9/19/23	10739	Clinical Lab of San Bernardino	\$85.00	Water Treatment/Analysis
9/19/23	10740	Cricket Consulting	\$400.51	Installed 24VDC Power Supply in Radio Enclosure - OFFICE
9/19/23	10741	CV Strategies	\$4,118.75	Newsletter Communication Services
9/19/23	10743	Applied Technology Group, Inc.	\$120.00	PWAG Emergency Radio Comm.
9/19/23	10744	Clinical Lab of San Bernardino	\$105.00	Water Treatment/Analysis
9/19/23	10745	David Stone Electrical Contractors Inc.	\$3,725.00	Remove Phase Monitor & Rebuild Control Circuit - SAGE
9/19/23	10746	De Nora Water Technologies, Inc.	\$4,052.95	Wilcox Well Chlorine Generation Cell
9/19/23	10747	Underground Service Alert	\$17.00	Dig Alert
9/19/23	10748	Foothill Municipal Water District	\$969.28	Administrative Fee (O & M charge)
9/19/23	10749	Geotab USA, Inc	\$79.00	Vehicle Maintenance
9/19/23	10750	Hill Brothers Chemical Co.	\$683.60	60 Gallons Sodium Hypochlorite
9/19/23	10751	Matt Chlor Inc.	\$2,091.39	Chlorine Equipment & Repair Kit - Holly
9/19/23	10752	McMaster Carr	\$381.67	Chlorine Day Tank Repair (Float Switch) - Wilcox Well
9/19/23	10753	Paydirt Printing Services	\$490.53	Monthly Bill Statements
9/19/23	10754	Public Water Agencies Group	\$289.08	PWAG Monthly Assessment for Emergency Preparedness Program
9/19/23	10755	Ultimate Cleaning Solutions, Inc.	\$90.00	Janitorial Service
9/19/23	10756	Vinedo Inc	\$600.00	Fuse 400 Linear Feet of HDPE pipe
9/19/23	10757	Ware Disposal	\$443.91	Trash Pickup Services
9/19/23	10758	USA Blue Book	\$457.62	Water Treatment/Analysis
9/19/23	10759	Weck Laboratories, Inc.	\$255.00	Water Treatment/Analysis
9/19/23	10760	David Stone Electrical Contractors Inc.	\$2,387.60	Repair/Replaced Emergency Backup Power Supply - K3
9/19/23	10761	David Stone Electrical Contractors Inc.	\$2,240.00	Replaced Motor Starter for Exhaust Fan - Vosburg
9/26/23	10762	YANG, XIAOBO	\$193.20	Net Refund on Deposit - Fire Flow Test
9/27/23	10763	Ramon Ascencio	\$267.24	Mileage Reimbursement
9/30/23	EFT5873	AT&T - SCADA	\$129.24	SCADA Landline
9/30/23	EFT5874	Century Business Solutions	\$260.65	Bank Services
9/30/23	EFT5875	VeriCheck, Inc.	\$169.78	Electronic Check Processing
9/30/23	EFT5876	Streamline	\$249.00	Website Service
9/30/23	EFT5877	CA Public Employees Ret. Sys.	\$8,694.77	KID & Employee Retirement Contributions
9/30/23	EFT5878	Southern California Edison Co.	\$22,799.81	Electricity - 12 Sites
9/30/23	EFT5879	Arco Gaspro Plus	\$2,003.13	Vehicle Fuel
9/30/23	EFT5880	Century Business Solutions	\$15.00	Bank services
9/30/23	EFT5881	Automatic Data Processing, Inc.	\$205.67	Payroll Processing Fee
9/30/23	EFT5882	Umpqua Bank	\$6,405.65	Staff Credit Card

**Kinneloa Irrigation District  
Check Register  
September 2023**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/30/23	EFT5883	Pasadena Municipal Services	\$5,012.74	Electricity - Wilcox
9/30/23	EFT5884	AT&T Mobility	\$60.77	FirstNet Wireless Service
9/30/23	EFT5885	Spectrum	\$274.94	Internet / Telephone Services
9/30/23	EFT5886	Automatic Data Processing, Inc.	\$107.22	Payroll Processing Fee
9/30/23	EFT5887	Bernadette C. Allen	\$1,391.76	Salary
9/30/23	EFT5888	Arthur M. Aragon	\$2,044.62	Salary
9/30/23	EFT5889	Ramon Jr. Ascencio	\$2,421.04	Salary
9/30/23	EFT5890	Stephen Brown	\$138.52	Salary
9/30/23	EFT5891	Christopher A. Burt	\$3,730.25	Salary
9/30/23	EFT5892	Timothy J. Eldridge	\$138.52	Salary
9/30/23	EFT5893	Michele M. Ferrell	\$2,271.43	Salary
9/30/23	EFT5894	Gerrie G. Kilburn	\$138.53	Salary
9/30/23	EFT5895	Thomas L. Majich	\$4,720.57	Salary
9/30/23	EFT5896	Juan R. Tello	\$1,047.86	Salary
9/30/23	EFT5897	Melanie E. Timoteo	\$1,920.63	Salary
9/30/23	EFT5898	Christopher A. Burt	\$300.00	Salary
9/30/23	EFT5899	Michele Ferrell	\$750.00	Salary
9/30/23	EFT5900	Juan R. Tello	\$353.00	Salary
9/30/23	EFT5901	Automatic Data Processing, Inc.	\$8,786.59	Payroll Taxes & Withholdings
	<b>Total</b>		<b>\$137,262.12</b>	

\* Gap in check sequence:  
Voided Check# 10742

Kinneloa Irrigation District  
Cash Disbursements Journal  
For the Period From Sep 1, 2023 to Sep 30, 2023

Date	Check #	Name	Line Description	Debit Amount	Account #	Account Description	Column1
9/1/23	20230901MA-1	Google LLC	Computer Software	158.40	6059	Computer Software Maintenance	
9/1/23	20230901MF-1	Harbor Freight	Jack & Jack Stand	400.73	5010	Maintenance/Repair Supplies	
9/1/23	20230901RA-1	Harbor Freight	Rachet / Breaker Bar	65.01	5010	Maintenance/Repair Supplies	
9/1/23	20230901RA-2	Arco Gaspro Plus	Safety Supplies	4.04	5012	Safety Equipment	
9/1/23	20230901RA-3	Home Depot	Vosburg Maintenace Supplies	134.30	5010	Maintenance/Repair Supplies	
9/1/23	20230901RA-4	Arco Gaspro Plus	Safety Supplies	4.04	5012	Safety Equipment	
9/1/23	20230901RA-5	American Tire Depot	Tires for Generators	312.86	5034	Vehicle Maintenance	
9/1/23	20230901TM-1	Asana, Inc	Office Software	118.19	6059	Computer Software Maintenance	
9/5/23	20230905RA-1	Home Depot	Construction Staples	16.43	5010	Maintenance/Repair Supplies	
9/6/23	20230906RA-1	Harbor Freight	Tools	23.23	5010	Maintenance/Repair Supplies	
9/7/23	20230907MF-1	Tucker Tire Company Inc	Wilcox Generator Tires	1,087.42	5034	Equipment Maintenance	
9/7/23	20230907RA-1	Home Depot	Vosburg Galvanized Flashing	138.76	5010	Maintenance/Repair Supplies	
9/8/23	20230908RA-1	Arco Gaspro Plus	Safety Supplies	8.08	5012	Safety Equipment	
9/9/23	20230909MA-1	Home Depot	Cleaning Supplies	17.46	6035	Office/Computer Supplies	
9/13/23	20230913CB-1	America's Tire	Truck # 1 - Tire Sensor Replacement	66.15	5035	Vehicle Maintenance	
9/13/23	20230913RA-1	Arco Gaspro Plus	Safety Supplies	4.04	5012	Safety Equipment	
9/14/23	20230914JT-1	Smart & Final Market	Safety Supplies	30.59	5012	Safety Equipment	
9/14/23	20230914RA-1	Arco - Pasadena	Safety Supplies	4.04	5012	Safety Equipment	
9/15/23	20230915RA-1	Home Depot	Flashing - Vosburg Reservoir	59.47	5010	Maintenance/Repair Supplies	
9/15/23	20230916RA-2	Arco - Pasadena	Safety Supplies	8.13	5012	Safety Equipment	
9/16/23	20230916MA-1	American Messaging Services	Pagers	36.33	6052	Pagers	
9/18/23	20230918MA-1	Amazon.com Inc	Cleaning Supplies/ Delayed Delivery	10.95	6035	Office/Computer Supplies	
9/18/23	20230918MF-1	Home Depot	Paint	410.92	5010	Maintenance/Repair Supplies	
9/18/23	20230918MF-2	Home Depot	Paint Sprayer Rental	150.00	5010	Maintenance/Repair Supplies	
9/18/23	20230918RA-1	Harbor Freight	Paint Supplies	34.13	5010	Maintenance/Repair Supplies	
9/18/23	20230918RA-2	Sherwin Williams	Paint - Vosburg	8.29	5010	Maintenance/Repair Supplies	
9/19/23	20230919JT-1	Staples, Inc.	Paper Tablets	29.54	6035	Office/Computer Supplies	
9/19/23	20230919MF-1	Home Depot	Paint Sprayer Rental	80.46	5010	Maintenance/Repair Supplies	
9/22/23	20230922MA-1	Staples, Inc.	Toner / Calculators	263.08	6035	Office/Computer Supplies	
9/22/23	20230922RA-1	Home Depot	Calking Tubes	63.95	5010	Maintenance/Repair Supplies	
9/26/23	20230926MF-1	Grainger	Eye Wash Station / Wilcox Well	437.08	5012	Safety Equipment	
9/26/23	20230926MF-2	Grainger	Blue Safety Paint - Vosburg	131.02	5010	Maintenance/Repair Supplies	
9/28/23	20230928RA-1	Landscape Warehouse Inc.	Plastic Meter Boxes	166.70	5010	Maintenance/Repair Supplies	
<b>Total</b>				<b>4,483.82</b>			



# Memo

Date: October 17, 2023  
To: Board of Directors  
From: General Manager  
Subject: Mission Statement Development

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To facilitate development of a Mission Statement for the District to assist in development of the Master Plan, sample mission statements from other agencies are noted as follows:

Foothill Municipal Water District’s mission is to provide our member agencies with an adequate and reliable supply of quality water to meet their projected demands in a cost-efficient and climate responsible manner.

Quartz Hill Water District will be a responsible overseer of the resources, assets and natural environments entrusted to us in order to provide a high quality water supply that is resilient, reliable and supplied at a fair and equitable rate.

Our mission is to provide our current and future customers with a reliable, quality water supply in the most cost-efficient and environmentally responsible manner. To achieve our mission, we utilize the best available technology and Best Management Practices for Urban Water Conservation – La Canada Irrigation District.

The mission of RCLWA is to provide shareholders within its service area with adequate and reliable supplies of high quality water to meet present and future needs in an environmentally and economically responsible way. In addition to supplying high quality water RCLWA is continuing to upgrade its infrastructure to ensure that your water will be reliably available. – Rubio Canon Land and Water Association

Our mission is to provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner. Our vision is to secure sustainable water supplies and ensure infrastructure reliability, while furthering our commitment to accountability, transparency, and cost-effectiveness. – Crescenta Valley Water District

Bound by our core values – Accountability, Communication and Teamwork – we are committed to providing the highest level of service to our customers – DEDICATED-RELIABLE-OUTSTANDING-PROFESSIONAL SERVICE. In carrying out this mission, the District places special emphasis on delivering a high quality water supply. – Rowland Water Company

It is the policy of Sunny Slope Water Company to provide the finest quality water at the lowest possible rate and to maintain its facilities commensurate with the income derived from the sale of water.

The District's mission is to provide the highest quality and reliable supplies of water at the lowest possible rate, provide the best service, manage its infrastructure to meet present and future needs, and strive to minimize economic impact to its water customers. – Pico Water District

Our mission is to deliver safe quality water to our customers while providing the highest level of customer satisfaction and support. – South Montebello Irrigation District

Dedicated to meeting the water supply needs of the communities we serve. – Walnut Valley Water District

The mission of the District is to provide high-quality water to our current and future customers at a reasonable cost. The District will strive for excellence in providing great customer care; advocating for local water issues that help our residents; educating the community on water-use efficiency; and leading our region in researching and implementing emerging technologies that increase operational efficiency. – Palmdale Water District



# Memo

Date: October 17, 2023  
To: Board of Directors  
From: Ad Hoc 2024 Budget and Rate Setting Committee  
Subject: Proposed 2024 Water Rates

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After reviewing various options for a 2024 rate adjustment the committee is proposing that the current Fixed Daily Service charge of \$2.48 per day remain the same regardless of meter size. To achieve required revenue for operations, it is recommended that the consumption charge increase from the current \$4.98 per hundred cubic feet to \$6.90 per hundred cubic feet, a 38.6% increase.

A significant portion of consumption is driven by rainfall, as outdoor water use is a large proportion of total demand. For purposes of projecting usage and associated revenue it is assumed that 2024 water sales will be 257,766 CCF which was the level of sales for calendar year 2022. The average consumption per calendar year from 2008-2022 is 272,252 per year. Given the amount of rainfall received in the current calendar year, 2023 is projected to be approximately 200,000 CCF which is the lowest annual consumption since comparative records have been kept going back to 1989.

The committee considered various options and analyzed the following in detail:

Option A: This would keep current 2023 rates the same through 2024. Based on the approved 2024 spending plan and projected sales this would lead to a baseline deficit of \$470,594 for the coming year which would represent nearly 50% of the District's financial reserves. The sensitivity analysis shows that if consumption fell to 90% of projection the loss would be \$598,691 and a loss of \$753,002 if 2024 sales matched the record low 2023 consumption level.

Option B: This would apply a 26.1% increase to both the Daily Service Charge and the Consumption Rate. This would meet the revenue requirements but would make no effort toward achieving equitability in the rate structure.

Option C: This option intends to achieve full equitability the rate structure by charging a varying Daily Service Charge based on meter size classification. To develop the varying rates the year 2022 was studied and each meter size was assigned to a classification and charged a varying rate to achieve full equity. This new rate structure is complicated and requires more public outreach to successfully implement. Although this is a wide spread industry practice the committee recommends holding off on implementation of a structure of this type to further study the appropriateness and ability to implement in future years.

Option D: Aside from varying Daily Service Charges based on a classification system another way to achieve full equity is to eliminate the Daily Service Charge and collect all revenue from consumption. Doing so would result in the District having no portion of its revenue as fixed, while a significant amount of its costs is fixed. To maintain an easy-to-understand billing structure and make our rate structure more equitable than it has been in years past it is recommended to maintain the Daily Service Charge at the 2023 level and apply all of the additional revenue requirement to the consumption charge which is proposed to be \$6.90 per hundred cubic feet, a 38.6% increase from 2023 rates.



			OPTION A	OPTION B	OPTION C	OPTION D
			NO CHANGE	FLAT INCREASE	MAXIMIZE	STATIC DSC
				BREAKEVEN	EQUITABILITY	
	# Accounts	Meter Size	588	588	588	588
	38	2"	\$ 75.43	\$ 95.14	\$ 215.00	\$ 75.43
	127	1-1/2"	\$ 75.43	\$ 95.14	\$ 89.00	\$ 75.43
	277	1"	\$ 75.43	\$ 95.14	\$ 63.00	\$ 75.43
	146	3/4" and 5/8"	\$ 75.43	\$ 95.14	\$ 39.00	\$ 75.43
		<b>% Increase</b>	<b>0%</b>	<b>26.1%</b>	<b>variable</b>	<b>0.0%</b>
	Tier 1	per CCF	\$ 4.98	\$ 6.28	\$ 6.90	\$ 6.90
		<b>% Increase</b>	<b>0%</b>	<b>26.1%</b>	<b>38.6%</b>	<b>38.6%</b>
Base Scenario	Revenue from Consumption		\$ 1,283,674.68	\$ 1,618,770.48	\$ 1,778,585.40	\$ 1,778,585.40
	Revenue from Daily Service Charge		\$ 532,257.60	\$ 671,283.29	\$ 511,416.00	\$ 532,257.60
	Projected Revenue		\$ 1,815,932.28	\$ 2,290,053.77	\$ 2,290,001.40	\$ 2,310,843.00
	Target Revenue		\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00
	(Shortfall)		\$ (470,593.72)	\$ 3,527.77	\$ 3,475.40	\$ 24,317.00
<b>SENSITIVITY ANALYSIS</b>						
90% Projected Sales	Revenue from Consumption		\$ 1,155,307.21	\$ 1,456,893.43	\$ 1,600,726.86	\$ 1,600,726.86
	Revenue from Daily Service Charge		\$ 532,257.60	\$ 671,283.29	\$ 511,416.00	\$ 532,257.60
	Projected Revenue		\$ 1,687,564.81	\$ 2,128,176.72	\$ 2,112,142.86	\$ 2,132,984.46
	Target Revenue		\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00
	(Shortfall)		\$ (598,961.19)	\$ (158,349.28)	\$ (174,383.14)	\$ (153,541.54)
78% Projected Sales <i>similar to 2023</i>	Revenue from Consumption		\$ 1,001,266.25	\$ 1,262,640.97	\$ 1,387,296.61	\$ 1,387,296.61
	Revenue from Daily Service Charge		\$ 532,257.60	\$ 671,283.29	\$ 511,416.00	\$ 532,257.60
	Projected Revenue		\$ 1,533,523.85	\$ 1,933,924.26	\$ 1,898,712.61	\$ 1,919,554.21
	Target Revenue		\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00
	(Shortfall)		\$ (753,002.15)	\$ (352,601.74)	\$ (387,813.39)	\$ (366,971.79)
110% Projected Sales	Revenue from Consumption		\$ 1,412,042.15	\$ 1,780,647.53	\$ 1,956,443.94	\$ 1,956,443.94
	Revenue from Daily Service Charge		\$ 532,257.60	\$ 671,283.29	\$ 511,416.00	\$ 532,257.60
	Projected Revenue		\$ 1,944,299.75	\$ 2,451,930.81	\$ 2,467,859.94	\$ 2,488,701.54
	Target Revenue		\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00	\$ 2,286,526.00
	(Shortfall)		\$ (342,226.25)	\$ 165,404.81	\$ 181,333.94	\$ 202,175.54

EQUITABILITY ANALYSIS

		OPTION A	EQUITY CHECK			\$ 4.98	0.00%						
	0%	\$ 75.43	Meter Size	Number of Meters	Base Fees	Usage Billed	Total Billed	% of Revenue	CCF Billed	% of Usage	Equitability Spread	Equitability Ratio	
	\$ -	\$ 75.43	2"	38	\$ 34,397.60	\$ 246,160.86	\$ 280,558.46	15.45%	49429.89	19.18%	-3.73%	80.6%	
	\$ -	\$ 75.43	1-1/2"	127	\$ 114,960.40	\$ 341,000.28	\$ 455,960.68	25.11%	68473.95	26.56%	-1.46%	94.5%	
	\$ -	\$ 75.43	1"	277	\$ 250,740.40	\$ 525,961.37	\$ 776,701.77	42.77%	105614.73	40.97%	1.80%	104.4%	
	\$ -	\$ 75.43	3/4" and 5/8"	146	\$ 132,159.20	\$ 170,552.16	\$ 302,711.36	16.67%	34247.42	13.29%	3.38%	125.5%	
				588	\$ 532,257.60	\$ 1,283,674.68	\$ 1,815,932.28	100.00%	257766.00	100.00%			
							\$ 2,285,000.00						
							\$ (469,067.72)						

  

		OPTION B	EQUITY CHECK			\$ 6.28	26.12%						
	0%	\$ 95.14	Meter Size	Number of Meters	Base Fees	Usage Billed	Total Billed	% of Revenue	CCF Billed	% of Usage	Equitability Spread	Equitability Ratio	
26.12%	\$ 19.70	\$ 95.14	2"	38	\$ 43,382.25	\$ 310,458.08	\$ 353,840.33	15.45%	49429.89	19.18%	-3.73%	80.6%	
26.12%	\$ 19.70	\$ 95.14	1-1/2"	127	\$ 144,988.06	\$ 430,069.56	\$ 575,057.62	25.11%	68473.95	26.56%	-1.46%	94.5%	
26.12%	\$ 19.70	\$ 95.14	1"	277	\$ 316,233.79	\$ 663,342.48	\$ 979,576.27	42.77%	105614.73	40.97%	1.80%	104.4%	
26.12%	\$ 19.70	\$ 95.14	3/4" and 5/8"	146	\$ 166,679.18	\$ 215,100.39	\$ 381,779.57	16.67%	34247.42	13.29%	3.38%	125.5%	
				588	\$ 671,283.29	\$ 1,618,970.51	\$ 2,290,253.79	100.00%	257766.00	100.00%			
							\$ 2,285,000.00						
							\$ 5,253.79						

  

		OPTION C	EQUITY CHECK			\$ 6.90	38.55%						
	0%	\$ 75.43	Meter Size	Number of Meters	Base Fees	Usage Billed	Total Billed	% of Revenue	CCF Billed	% of Usage	Equitability Spread	Equitability Ratio	
56.51%	\$ 139.57	\$ 215.00	2"	38	\$ 98,040.00	\$ 341,066.26	\$ 439,106.26	19.17%	49429.89	19.18%	0.00%	100.0%	
33.37%	\$ 13.57	\$ 89.00	1-1/2"	127	\$ 135,636.00	\$ 472,470.27	\$ 608,106.27	26.55%	68473.95	26.56%	-0.01%	100.0%	
20.79%	\$ (12.43)	\$ 63.00	1"	277	\$ 209,412.00	\$ 728,741.65	\$ 938,153.65	40.97%	105614.73	40.97%	-0.01%	100.0%	
0.64%	\$ (36.43)	\$ 39.00	3/4" and 5/8"	146	\$ 68,328.00	\$ 236,307.22	\$ 304,635.22	13.30%	34247.42	13.29%	0.02%	100.1%	
				588	\$ 511,416.00	\$ 1,778,585.40	\$ 2,290,001.40	100.00%	257766.00	100.00%			
							\$ 2,285,000.00						
							\$ 5,001.40						

  

		OPTION D	EQUITY CHECK			\$ 6.90	38.55%						
	0%	\$ 75.43	Meter Size	Number of Meters	Base Fees	Usage Billed	Total Billed	% of Revenue	CCF Billed	% of Usage	Equitability Spread	Equitability Ratio	
33.83%	\$ -	\$ 75.43	2"	38	\$ 34,397.60	\$ 341,066.26	\$ 375,463.86	16.40%	49429.89	19.18%	-2.78%	85.5%	
28.83%	\$ -	\$ 75.43	1-1/2"	127	\$ 114,960.40	\$ 472,470.27	\$ 587,430.67	25.65%	68473.95	26.56%	-0.91%	96.6%	
26.11%	\$ -	\$ 75.43	1"	277	\$ 250,740.40	\$ 728,741.65	\$ 979,482.05	42.77%	105614.73	40.97%	1.80%	104.4%	
21.72%	\$ -	\$ 75.43	3/4" and 5/8"	146	\$ 132,159.20	\$ 236,307.22	\$ 368,466.42	16.09%	34247.42	13.29%	2.80%	121.1%	
				588	\$ 532,257.60	\$ 1,778,585.40	\$ 2,310,843.00	100.91%	257766.00	100.00%			
							\$ 2,285,000.00						
							\$ 25,843.00						

**Rate History 1976 to 2024**

Effective Date	Daily Service Charge (DSC)	DSC Average per Month	Increase in Daily Service Charge	Usage Charge	Increase in Usage Charge	Average Monthly Charge for Low Usage Customer (10 Units)	Average Monthly Charge for Medium Usage Customer (50 Units)	Average Monthly Charge for High Usage Customer (100 Units)
4/1/76	\$ 0.18	\$ 5.50		\$0.20				
4/1/77	\$ 0.21	\$ 6.50	18.2%	\$0.27	35.0%	\$9.20	\$20.00	\$33.50
1/1/78	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/79	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/80	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/81	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/82	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/83	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/84	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/85	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/86	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/87	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/88	\$ 0.21	\$ 6.50	0.0%	\$0.27	0.0%	\$9.20	\$20.00	\$33.50
1/1/89	\$ 0.66	\$ 20.00	207.7%	\$0.85	214.8%	\$28.50	\$62.50	\$105.00
1/1/90	\$ 0.66	\$ 20.00	0.0%	\$0.85	0.0%	\$28.50	\$62.50	\$105.00
1/1/91	\$ 0.66	\$ 20.00	0.0%	\$1.10	29.4%	\$31.00	\$75.00	\$130.00
1/1/92	\$ 0.66	\$ 20.00	0.0%	\$1.10	0.0%	\$31.00	\$75.00	\$130.00
5/5/93	\$ 0.66	\$ 20.00	0.0%	\$1.60	45.5%	\$36.00	\$100.00	\$180.00
1/1/94	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
1/1/95	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
1/1/96	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
1/1/97	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
1/1/98	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
1/1/99	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
1/1/00	\$ 0.66	\$ 20.00	0.0%	\$1.60	0.0%	\$36.00	\$100.00	\$180.00
4/5/01	\$ 0.99	\$ 30.00	50.0%	\$1.90	18.8%	\$49.00	\$125.00	\$220.00
1/1/02	\$ 0.99	\$ 30.00	0.0%	\$1.90	0.0%	\$49.00	\$125.00	\$220.00
1/6/03	\$ 0.99	\$ 30.00	0.0%	\$1.95	2.6%	\$49.50	\$127.50	\$225.00
1/1/04	\$ 0.99	\$ 30.00	0.0%	\$1.95	0.0%	\$49.50	\$127.50	\$225.00
1/1/05	\$ 0.99	\$ 30.00	0.0%	\$2.05	5.1%	\$50.50	\$132.50	\$235.00
1/1/06	\$ 1.12	\$ 34.00	13.3%	\$2.30	12.2%	\$57.00	\$149.00	\$264.00
1/1/07	\$ 1.18	\$ 36.00	5.9%	\$2.42	5.2%	\$60.20	\$157.00	\$278.00
1/1/08	\$ 1.18	\$ 36.00	0.0%	\$2.42	0.0%	\$60.20	\$157.00	\$278.00
1/1/09	\$ 1.35	\$ 41.00	13.9%	\$2.55	5.4%	\$66.50	\$168.50	\$296.00
1/1/10	\$ 1.61	\$ 49.00	19.5%	\$2.75	7.8%	\$76.50	\$186.50	\$324.00
1/1/11	\$ 1.61	\$ 49.00	0.0%	\$2.95	7.3%	\$78.50	\$196.50	\$344.00
1/1/12	\$ 1.61	\$ 49.00	0.0%	\$2.95	0.0%	\$78.50	\$196.50	\$344.00
1/1/13	\$ 1.68	\$ 51.10	4.3%	\$3.35	13.6%	\$84.60	\$218.60	\$386.10
1/1/14	\$ 1.68	\$ 51.10	0.0%	\$3.35	0.0%	\$84.60	\$218.60	\$386.10
1/1/15	\$ 1.76	\$ 53.53	4.8%	\$3.52	5.1%	\$88.73	\$229.53	\$405.53
1/1/16	\$ 2.02	\$ 61.44	14.8%	\$4.05	15.1%	\$101.94	\$263.94	\$466.44
1/1/17	\$ 2.08	\$ 63.27	3.0%	\$4.17	3.0%	\$104.97	\$271.77	\$480.27
1/1/18	\$ 2.14	\$ 65.09	2.9%	\$4.30	3.1%	\$108.09	\$280.09	\$495.09
1/1/19	\$ 2.20	\$ 66.92	2.8%	\$4.43	3.0%	\$111.22	\$288.42	\$509.92
1/1/20	\$ 2.27	\$ 69.05	3.2%	\$4.56	2.9%	\$114.65	\$297.05	\$525.05
1/1/21	\$ 2.34	\$ 71.18	3.1%	\$4.70	3.1%	\$118.18	\$306.18	\$541.18
1/1/22	\$ 2.34	\$ 71.18	0.0%	\$4.70	0.0%	\$118.18	\$306.18	\$541.18
1/1/23	\$ 2.48	\$ 75.43	6.0%	\$4.98	6.0%	\$125.23	\$324.43	\$573.43
1/4/24	\$ 2.48	\$ 75.43	0.0%	\$6.90	38.6%	\$144.43	\$420.43	\$765.43
<b>Annualized Increase :</b>			<b>5.49%</b>		<b>7.49%</b>	<b>5.78%</b>	<b>6.41%</b>	<b>6.59%</b>

# General Manager's Report for the Board of Directors Meeting on October 17, 2023

## I. Customer Account Information

### A. Customer Accounts –

Active accounts: 591  
 Delinquent accounts receiving late charges: 12  
 Accounts shut off for non-payment: 0

### Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
<b>September 2022</b>	\$29,084.27	\$1,156.90	\$102.42	\$0.00	\$30,343.59
<b>October 2022</b>	\$26,598.27	\$5,782.60	\$523.20	\$102.42	\$33,006.49
<b>November 2022</b>	\$20,997.03	\$5,621.74	\$2,148.38	\$362.14	\$29,129.29
<b>December 2022</b>	\$21,306.67	\$2,502.76	\$330.18	\$418.02	\$24,557.63
<b>January 2023</b>	\$22,653.06	\$2,307.71	\$72.16	\$0.00	\$25,032.93
<b>February 2023</b>	\$18,189.83	\$4,318.89	\$75.79	\$0.00	\$22,584.51
<b>March 2023</b>	\$35,127.70	\$1,920.64	\$879.11	\$0.00	\$37,927.45
<b>April 2023</b>	\$66,896.69	\$2,115.94	\$442.92	\$746.62	\$70,202.17
<b>May 2023</b>	\$12,468.11	\$1,150.61	\$0.00	\$0.00	\$70,202.17
<b>June 2023</b>	\$3,814.55	\$2,532.17	\$0.00	\$0.00	\$6,674.75
<b>July 2023</b>	\$19,782.26	\$4,981.87	\$0.00	\$0.00	\$24,764.13
<b>August 2023</b>	\$28,384.80	\$2,329.14	\$79.36	\$0.00	\$30,793.30
<b>September 2023</b>	\$22,157.30	\$1,983.49	\$78.91	\$0.00	\$24,219.70

## II. General Manager's Projects and Activities

### A. Meetings/Outreach/Key Contacts

1. FWMD Managers Meeting – 9/13/23: Customer Outreach Survey, Conservation Regulations
2. FMWD Water Resources Committee Meeting – 9/13/23: Spreading, PWAG, Conservation fines
3. PWAG Annual Meeting at Sunny Slope on 9/27/23
4. EPA Webinar “Increasing Resilience to Power Outages with Solar Powered Microgrids and Battery Energy Storage” on 9/28/23
5. PWAG Meeting on 10/10/23 re: Water Use Efficient Standards
6. ACWA Region 8 Leadership Meeting on 10/11/23
7. FEMA and CalOES Liaison meeting on 10/12/23

### B. Grant Funding Opportunities

1. Small Community Drought Relief Program: Application for the Brown-Glen Fire Flow Project Phase I was submitted on 1/13/23, there are 69 applications ahead of KID's and funding is exhausted presently for this program.
2. SB-470: “This bill codifies the Urban Water Community Drought Relief program and the Small Community Drought Relief program at the Department of Water Resources (DWR). Further, this bill authorizes these programs, upon appropriation, to fund projects that provide benefits in addition to drought relief, including projects that reduce the risk of wildfires for communities through water delivery system improvements for fire suppression purposes in high- and very high-fire hazard

severity zones, among other things.” – This bill was amended in the assembly, passed, and ordered to the Senate as of 9/7/23 but vetoed by Governor Newsom on 10/8/23.

3. ACWA-JPIA Risk Control Grant: Grant opportunity for up to \$10,000. Submittal period is between 10/2/23 and 12/1/23, work to be complete between 10/2/23 and 9/30/24, JPIA approval by 3/1/24. JPIA Risk Advisor recommends KID submit for grant to support Arc-Flash Hazard Analysis that they have requested KID perform for at least 10 years.
4. Hazard Mitigation Grants: KID staff is monitoring EPA BRIC (Building Resilient Infrastructure and Communities) grant opportunities to apply once the PWAG Multi-Agency Hazard Mitigation Plan is complete and approved.
5. FEMA Grants: FEMA and CalOES have approved KID grants requests for East Tank Earthwork Removal and Wilcox Reservoir Road site improvements in association with DR-4699 CA “California Severe Winter Storms” disaster.

#### C. Office Staff Updates

1. Ampstun billing system went live on 10/6/23.
2. IT Upgrade Project: All work including new Fire Wall Complete. Larger UPS installed in server closet to solve network down issues due to power surges.

#### D. System Project Updates

1. Valve Exercising has begun under a Mutual Aid Agreement with Rubio Canyon Land and Water Company whereby they furnish a valve operating truck and operator one day per week, for supporting KID staff in a system wide valve exercising initiative. This was last done system wide in 2014 and at the time the intent was to subsequently exercise 50% of system valves each year. At the current rate it is expected that we should be complete with a system wide exercising in about 6 months. After that we anticipate one day per month of regular valve exercising which would put all system valves on a 3-year exercising schedule.
2. Hazardous Material has been inventoried district wide and a removal contractor has been retained to complete all removal in October.
3. Seismic Valve Operation and Training: Quarterly testing of the seismic valves and system operations was done the first week of September. The Vosburg Reservoir seismic valve is non-operational, initial cost estimate to replace is ~\$50,000. KID staff is researching other options. In the interim field staff are aware of the issue and if there is a seismic event the valve may need to be closed manually.
4. Hi-Lo Tunnel Pipeline at canyon exit fused and ready for final installation using HDPE on canyon bottom.
5. Various electrical equipment repairs and safety hazard mitigation projects have been completed at K-3 Well and Sage Booster Station. K3 VD A/C troubleshooting ongoing.
6. Completed Holly Tanks site earthwork and retaining wall project, exterior painting of both tanks to be scheduled by Utility Services Group when weather cools.
7. Eucalyptus Booster Pump 3: Vendor engaged. Anticipated project cost of \$63,500 which is over approved budget of \$45,000. Project will be scheduled for October/November when customer demand starts to reduce.
8. Brown-Glen Fire Flow Project Phase I – Project design is complete. Current cost estimate for the project based on updated engineers estimate and contractor opinion is \$1.75m as of August 2023. No funding is currently allocated for this project in 2023.
9. Brown-Glen Fire Flow Improvement Project Phase II – This would extend the project from the corner of Sierra Madre Villa/Villa Knolls out to Hartwood Point. This project is not designed. This project would serve 7 customers and improve fire flow to 3 hydrants on a private street. Estimated project cost is \$1m-1.25m.
10. Vosburg Reservoir Rehab – scope of work to be developed and budgeted following dive inspection.

11. Wilcox Reservoir Road –Road is passable, no immediate work is planned. FEMA Request for Public Assistance submitted.
12. House Tunnel Repair – Pipeline repairs are complete, sanitary seal is complete. Tunnel was sampled and approved by DDW to bring back online early August.
13. Tree Trimming – required at various locations, project list being developed.

#### E. Regulatory Compliance and Reporting

1. Monthly Water Quality Reporting – Monthly reporting due by the 10<sup>th</sup> of each month.
2. Water Quality Emergency Notification Plan – annual requirement, filed timely in April 2023
3. Electronic Annual Report for 2022 (eAR) – released 3/13/23, due by 5/13/23. Draft submittal made to DWR staff for their review on 4/24/23. DDW staff reviewed and approved for final filing on 6/28/23.
4. Drought and Conservation Report – required per Order No. DDW\_HQ\_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly. Q2 report was filed timely on 7/5/23. Q3 report is due by the end of October.
5. 2022 Consumer Confidence Report was issued to all customers on 6/19/23 and included final public notice for Citation 22C\_007 and Citation 23C-003.
6. Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23.
7. Federal Lead and Copper Rule Revisions: Notice received from SWRCB on 2/14/23. 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.
8. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
9. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
10. 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.

#### \* Organization 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

### III. Incident Reports

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
3	0	0	0	8	none

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

### IV. Water Supply Summary as of September for the Watermaster Year 2023-2024

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Holly High-Low	28.9
Less Temporary 30% Reduction in Water Rights	-154.8	Eucalyptus	0.0
<b>Net Decreed Right</b>	<b>361.2</b>		
Prior Year Carryover	51.6	Far Mesa	12.6
Leases/Exchanges	0	House	5.2
Prior Year Spreading	133.7	Delores	46.6
Short Term Storage	183.4		
Total Allowable Extractions	729.9		
Less Water Extracted YTD This Watermaster Year	-93.1	Year to Date Tunnel Production	93.3
Remaining Allowable Groundwater Extractions through June 2024	636.8	Remaining Estimated Tunnel Production through July 2023*	100.0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)		736.8 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2024		-378.2 Acre Feet	
<b>Estimated Surplus Water through July 2024**</b>		<b>358.6 Acre Feet</b>	

#### Total Retail Water Sales for Watermaster Year 2022-2023 = 492.8 Acre Feet

\* Assumes 50% of total Tunnel Production will be diverted to spreading due to Fluoride Blending program implementation

\*\* 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.*

In the 2022-2023 year, 238.5 Acre-Feet were sold to the City of Pasadena, 51.6 Acre-Feet were carried over to 2022-2023 and 183.4 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 from another Raymond Basin member.