

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, May 21, 2019  
3:00 P.M.

## AGENDA

1. **CALL TO ORDER** – 3:00 P.M.
  - a. Declaration of a quorum
  - b. Review of agenda
  
2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District  
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
  
3. **REVIEW OF MINUTES** – April 16, 2019 minutes  
*Recommended Action: Review and approve motion to file with any corrections*
  
4. **REVIEW OF FINANCIAL REPORTS** – April 30, 2019 financial reports  
*Recommended Action: Review and approve motion to file*
  
5. **KINNELOA CANYON ASSOCIATION EMERGENCY STORAGE SHED** – Revised Revocable License Agreement for allowing placement of shed at the Eucalyptus Reservoir facility  
*Recommended Action: Review and authorize General Manager to sign agreement*
  
6. **GENERAL MANAGER’S REPORT** – Information item presented by General Manager  
*Recommended Action: General Manager to summarize the report and respond to questions*
  
7. **WATER MAIN IMPROVEMENT PROJECTS** – General Manager to present proposal from SA Associates for preparation of plans and specifications and bidding documents for the Sierra Madre Villa & Villa Heights Water Main Improvement Project  
*Recommended Action: Discuss proposal and approve motion to accept proposal*
  
8. **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.
  
9. **CALENDAR** – June 18, 2019  
July 16, 2019  
August 20, 2019
  
10. **ADJOURNMENT**

# **KINNELOA IRRIGATION DISTRICT**

**Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, May 21, 2019  
3:00 P.M.**

## **AGENDA**

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

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, April 16, 2019**  
**3:00 p.m.**  
**Minutes**

**DIRECTORS PRESENT:** Frank Griffith, Gordon Johnson, Bill Opel and Gerrie Kilburn

**DIRECTORS ABSENT:** Tim Eldridge

**STAFF PRESENT:** Melvin Matthews, General Manager/Acting Board Secretary; Chris Burt, Sr. Facilities Operator

**PUBLIC PRESENT:** None

1. **CALL TO ORDER:** Chair Gordon Johnson called the meeting to order at 3:04 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.
2. **PUBLIC COMMENT:** None
3. **REVIEW OF MINUTES:** The minutes of March 19, 2019 were reviewed. Director Opel requested the first sentence in item 8 be changed to read: "The General Manager reviewed the two pipeline projects that he recommended to proceed .....". He also requested adding a description of the projects. Motioned/seconded/carried-(Opel/Griffith) and approved by a vote of 4/0 to file and publish as revised.
4. **REVIEW OF FINANCIAL REPORTS:** Director/Treasurer Opel reviewed the financial reports for March 31, 2019, highlighting that the District had significantly lower water sales as compared to the budget, but that operations and maintenance expenses were lower than the budgeted amount. Therefore, the net income was only slightly lower than the budgeted amount. The General Manager said the water sales were expected to increase in the months ahead. Motioned/seconded/carried-(Griffith/Kilburn) and approved by a vote of 4/0 to receive and file the financial report.
5. **GENERAL MANAGER'S REPORT:** The General Manager reviewed the report and answered questions from the Directors regarding his activities and projects.
6. **INFORMATION ITEMS:** The items were presented and discussed. No action was taken.
7. **COST OF LIVING ADJUSTMENT:** Chairman Johnson asked the General Manager to give an overview of past practices regarding salary adjustments. He indicated that Board-approved adjustments for all employees have only been done periodically in the past few years but that there was no specific policy in place. He also indicated that the Board periodically reviewed salary ranges but the General Manager had the authority to make all adjustments to staff salaries after considering cost of living, employee performance and the review of compensation for each position at other districts as long as the total payroll was within the Board-approved budget. However, if total compensation exceeded the budgeted amount or if individual compensation was above the established salary range, the matter would be placed on an agenda for discussion.

Regarding the General Manager's salary, he indicated that any increases are at the discretion of Board and should consider cost of living, performance and the review of compensation at other districts. He confirmed that on two occasions several years ago the Board approved a bonus in lieu of a salary increases but there have been no merit increases in recent years.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
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**Minutes**

After Board discussion, no action was taken on a cost of living adjustment. The General Manager was instructed to provide current salary information to the Personnel Committee as he has done in the past for further review and that the committee would make a recommendation to the Board at a future meeting.

8. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1): Title: General Manager:** The Board adjourned the regular meeting at 4:23 pm and entered the closed session.
9. **OPEN SESSION – REPORT ON CLOSED SESSION:** The Chairman reconvened the open session at 4:50 and reported that the Board reviewed the General Manager’s Performance evaluation and that no action was taken.
10. **DIRECTOR REPORTS AND/OR COMMENTS:** None
11. **CALENDAR:** The next regular meeting will be at 3:00 p.m. on Tuesday, May 21, 2019.
12. **ADJOURNMENT:** The meeting was adjourned at 4:55 p.m. by motion/second (Griffith/Opel) and carried by a vote of 4/0.

Prepared by:

*Melvin L. Matthews*

Melvin L Matthews  
Acting Secretary to the Board

**Kinneloa Irrigation District**  
**Income Statement for the Four Months Ending April 30, 2019**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
4000 Water Sales	118,196.00	115,000.00	3,196.00	389,922.87	451,000.00	(61,077.13)
4015 Wholesale Water Sales	6,394.07	0.00	6,394.07	27,003.03	0.00	27,003.03
4020 Service/Installation Charges	922.31	833.33	88.98	4,584.28	3,333.32	1,250.96
4035 Interest-Reserve Fund	9,521.79	1,250.00	8,271.79	19,233.18	5,000.00	14,233.18
4070 Misc. Income	5,969.27	0.00	5,969.27	5,969.27	0.00	5,969.27
<b>Total Revenues</b>	<b>141,003.44</b>	<b>117,083.33</b>	<b>23,920.11</b>	<b>446,712.63</b>	<b>459,333.32</b>	<b>(12,620.69)</b>
<b>Expenses</b>						
5005 Electricity	4,507.68	10,000.00	(5,492.32)	30,014.62	38,000.00	(7,985.38)
5010 Maintenance/Repair Supplies	5,092.01	2,083.33	3,008.68	17,603.46	8,333.32	9,270.14
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	3,333.32	(3,333.32)
5012 Safety Equipment	215.04	133.33	81.71	1,230.79	533.32	697.47
5015 Operations Labor	16,146.56	16,533.33	(386.77)	62,577.63	66,133.32	(3,555.69)
5016 Operations OT	762.48	750.00	12.48	6,757.00	3,000.00	3,757.00
5020 Stand-by Compensation	900.00	912.50	(12.50)	3,150.00	3,650.00	(500.00)
5022 Training/Certification	0.00	133.33	(133.33)	0.00	533.32	(533.32)
5025 Water Treatment/Analysis	1,671.62	1,833.33	(161.71)	6,301.07	7,333.32	(1,032.25)
5030 Maintenance/Repair Contractors	17,297.87	10,416.67	6,881.20	50,036.79	41,666.68	8,370.11
5034 Equipment Maintenance	0.00	1,041.67	(1,041.67)	10,479.43	4,166.68	6,312.75
5035 Vehicle Maintenance	890.25	833.33	56.92	3,274.59	3,333.32	(58.73)
5036 Fuel	1,118.39	1,250.00	(131.61)	5,660.86	5,000.00	660.86
5045 Insurance-Workers Compensatio	4,795.56	4,000.00	795.56	9,550.96	4,000.00	5,550.96
5046 Insurance-Liability	1,211.17	1,333.33	(122.16)	4,844.68	5,333.32	(488.64)
5048 Insurance-Property	0.00	208.33	(208.33)	433.50	833.32	(399.82)
5049 Insurance-Medical	3,312.24	6,375.00	(3,062.76)	23,604.72	25,500.00	(1,895.28)
6000 Engineering Services	0.00	3,958.33	(3,958.33)	6,796.25	15,833.32	(9,037.07)
6005 Watermaster Services	880.83	1,000.00	(119.17)	3,523.32	4,000.00	(476.68)
6015 Administrative Salary	11,489.02	12,333.33	(844.31)	45,956.08	49,333.32	(3,377.24)
6017 Administrative Travel	182.23	250.00	(67.77)	309.20	1,000.00	(690.80)
6020 Board Compensation	300.00	466.67	(166.67)	1,700.00	1,866.68	(166.68)
6021 Administrative & Board Expens	0.00	83.33	(83.33)	0.00	333.32	(333.32)
6024 Customer/Public Info. Prog.	0.00	166.67	(166.67)	0.00	666.68	(666.68)
6025 PERS - KID	2,455.22	3,000.00	(544.78)	9,544.41	12,000.00	(2,455.59)
6030 Social Security - KID	2,160.35	2,416.67	(256.32)	8,656.09	9,666.68	(1,010.59)
6031 Medicare - KID	505.26	516.67	(11.41)	2,024.45	2,066.68	(42.23)
6035 Office/Computer Supplies	600.42	583.33	17.09	1,830.76	2,333.32	(502.56)
6036 Postage/Delivery	330.00	416.67	(86.67)	943.84	1,666.68	(722.84)
6040 Professional Dues	4,628.30	1,000.00	3,628.30	4,753.28	4,000.00	753.28
6045 Legal Services	888.77	1,250.00	(361.23)	5,635.23	5,000.00	635.23
6050 Telephone	286.70	375.00	(88.30)	1,373.54	1,500.00	(126.46)
6051 Mobile Telephone	0.00	125.00	(125.00)	560.01	500.00	60.01
6052 Pagers	29.89	41.67	(11.78)	178.96	166.68	12.28
6053 Internet Service	59.99	83.33	(23.34)	263.84	333.32	(69.48)
6059 Computer Software Maintenance	2,122.50	1,000.00	1,122.50	2,237.48	4,000.00	(1,762.52)

**Kinneloa Irrigation District**  
**Income Statement for the Four Months Ending April 30, 2019**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	333.32	(333.32)
6070 Office & Accounting Labor	5,926.00	8,045.83	(2,119.83)	22,192.25	32,183.32	(9,991.07)
6075 Professional/Contract Services	5,860.65	2,333.33	3,527.32	13,647.08	9,333.32	4,313.76
6080 Administrative Fees	795.83	750.00	45.83	3,096.21	3,000.00	96.21
6081 Permits/Fees	314.81	1,250.00	(935.19)	1,227.43	5,000.00	(3,772.57)
6120 Bank Service Charges	545.56	541.67	3.89	2,133.40	2,166.68	(33.28)
<b>Total Expenses</b>	<b>98,283.20</b>	<b>100,741.64</b>	<b>(2,458.44)</b>	<b>374,103.21</b>	<b>388,966.56</b>	<b>(14,863.35)</b>
<b>Net Income</b>	<b>42,720.24</b>	<b>16,341.69</b>	<b>26,378.55</b>	<b>72,609.42</b>	<b>70,366.76</b>	<b>2,242.66</b>
<b>Other Expenditures</b>						
1511 WaterTreatment Plant	1,750.80	2,000.00	(249.20)	1,750.80	2,000.00	(249.20)
1527 SCADA Equipment	0.00	0.00	0.00	42,260.42	51,000.00	(8,739.58)
<b>Total Other Expenditures</b>	<b>1,750.80</b>	<b>2,000.00</b>	<b>(249.20)</b>	<b>44,011.22</b>	<b>53,000.00</b>	<b>(8,988.78)</b>
<b>Total Increase or (Drawdown)</b>	<b>40,969.44</b>	<b>14,341.69</b>	<b>26,627.75</b>	<b>28,598.20</b>	<b>17,366.76</b>	<b>11,231.44</b>

## Kinneloa Irrigation District Balance Sheet as of April 30, 2019

### ASSETS

#### Current Assets

1010	Checking-Wells Fargo Bank	\$ 301,241.63
1012	Reserve Fund-LAIF	124,061.57
1014	Reserve Fund-CalTRUST	1,684,759.15
1015	Unrealized Gain(Loss)-CalTRUST	(2,526.81)
1016	Accrued Interest-LAIF	404.80
1100	Accts. Receivable-Water Sales	26,141.34
1101	Accts. Receiv.-Service Charges	(1,300.00)
1102	Accts. Receiv.-Wholesale Water	11,244.55
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	125,987.81
1350	Prepaid Insurance	4,442.30
1360	Prepaid Expenses	20,432.72

Total Current Assets

2,314,117.58

#### Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,584,517.77
1505	Water Tunnels	729,074.60
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	189,139.08
1512	Water Meters	104,486.33
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,205.63
1515	Vehicles & Portable Equipment	242,548.91
1516	Water Company Facilities	70,422.20
1517	KID Office	54,741.36
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	350,158.34
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(4,926,201.76)

Total Property and Equipment

5,656,241.21

#### Other Assets

1901	PERS-Deferred Outflows	99,141.00
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Total Assets

\$ 8,069,499.79

**Kinneloa Irrigation District**  
**Balance Sheet as of April 30, 2019**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 24,695.79	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	900.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	19,935.60	
	Total Current Liabilities		46,636.41

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,868,477.35	
2801	PERS- Net Liability	266,799.22	
2901	PERS- Deferred Inflows	36,648.00	
	Total Long-Term Liabilities		2,171,924.57
	Total Liabilities		2,218,560.98

**Capital**

3040	Fund Balance	5,778,329.39	
	Net Income	72,609.42	
	Total Capital		5,850,938.81
	Total Liabilities & Capital		\$ 8,069,499.79



**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Four Months Ended April 30, 2019**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 42,720.24	\$ 72,609.42
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(5,370.36)	23,899.83
1101 Accts. Receiv.-Service Charges	1,300.00	1,563.84
1102 Accts. Receiv.-Wholesale Water	(11,244.55)	(11,244.55)
1340 Accrued Water Sales	(24,163.85)	8,674.47
1350 Prepaid Insurance	1,211.17	5,278.18
1360 Prepaid Expenses	(2,634.37)	1,012.10
2000 Accounts Payable	(1,755.82)	(10,548.51)
2271 Deposits-Construction Meters	850.00	850.00
	(41,807.78)	19,485.36
<b>Net Cash Provided by Operations</b>	<b>912.46</b>	<b>92,094.78</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1511 WaterTreatment Plant	(1,750.80)	(1,750.80)
1527 SCADA Equipment	0.00	(42,265.68)
	(1,750.80)	(44,016.48)
<b>Net Cash Used in Investing</b>	<b>(1,750.80)</b>	<b>(44,016.48)</b>
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2801 PERS- Net Liability	(1,132.38)	(4,529.52)
	(1,132.38)	(4,529.52)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (1,970.72)</b>	<b>\$ 43,548.78</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 2,107,940.34	\$ 2,107,940.34
Cash Balance at Beg. of Period	(2,109,911.06)	(2,064,386.30)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (1,970.72)</b>	<b>\$ 43,554.04</b>

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from April 1, 2019 to April 30, 2019**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
4/15/19	EFT3844	Joel D. Bundy	1,609.22	salary
4/15/19	EFT3845	Christopher A. Burt	2,587.07	salary
4/15/19	EFT3846	Brian L. Fry	1,975.50	salary
4/15/19	EFT3847	Melvin L. Matthews	3,851.78	salary
4/15/19	EFT3848	Juan R. Tello	1,556.88	salary
4/15/19	EFT3849	Automatic Data Processing, Inc.	81.17	payroll processing fee
4/15/19	EFT3850	Christopher A. Burt	150.00	salary
4/15/19	EFT3851	Automatic Data Processing, Inc.	4,956.11	payroll taxes and withholdings
4/24/19	EFT3852	American Messaging Services	29.89	pager service
4/24/19	EFT3853	Arco Gaspro Plus	1,118.39	fuel for trucks
4/24/19	EFT3854	Athens Services	196.07	trash pickup
4/24/19	EFT3855	CA Public Employees Ret. Sys.	4,335.88	CalPERS March KID & employee contributions
4/24/19	EFT3856	Century Business Solutions	166.20	credit card processing fees
4/24/19	EFT3857	Pasadena Municipal Services	1,439.29	electricity for Wilcox Well
4/24/19	EFT3858	Southern California Edison Co.	4,942.22	electricity for 12 sites, 1 not billed
4/24/19	EFT3859	Charter Communications	346.69	phone and internet
4/24/19	EFT3860	Umpqua Bank	2,744.55	credit card payment - see attached detail
4/24/19	EFT3861	CA Public Employees Ret. Sys.	1,132.38	Unfunded Liability - monthly payment
4/24/19	EFT3862	Century Business Solutions	15.00	banking service fee
4/24/19	9057	ACWA/JPIA	4,795.56	employee health benefits
4/24/19	9058	AmeriPride Services	69.01	shop rag service
4/24/19	9059	BrightView Landscape Services	1,490.00	landscape service maintenance
4/24/19	9060	Joel Bundy	53.65	mileage reimbursement
4/24/19	9061	Consolidated Electrical Distributo	144.18	electrical supplies
4/24/19	9062	CLA-VAL	1,245.95	Brown resv. Cla-Val maintenance
4/24/19	9063	Clinical Laboratory, SB	24.00	water sample analysis
4/24/19	9064	Dig Safe Board	16.81	California State Fee for Regulatory Costs
4/24/19	9065	Eurofins Eaton Analytical, Inc.	237.60	water sample analysis
4/24/19	9066	Foothill Municipal Water District	795.83	administrative fee
4/24/19	9067	General Pump Company	2,651.00	annual booster maint. at all wells and boosters
4/24/19	9068	Generator Services Co.	7,142.54	annual generator maint./repair at 6 sites
4/24/19	9069	Hill Brothers Chemical Co.	236.52	sodium hypochlorite
4/24/19	9070	Lagerlof,Senecal,Gosney&Kruse	857.52	general matters
4/24/19	9071	Matt Chlor Inc.	2,358.56	Glen chlorinator project/probe membrane cap
4/24/19	9072	McMaster Carr	1,227.27	maintenance/repair supplies
4/24/19	9073	Perry Thomas Construction Co.	4,160.58	service line repair
4/24/19	9074	RBMB	11,737.50	watermaster services/water sample analysis
4/24/19	9075	Red Supply	78.88	maintenance supplies
4/24/19	9076	Slater Waterproofing Inc.	3,835.00	15% downpayment for Brown resv. repair
4/24/19	9077	Underground Service Alert	18.25	digalert

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from April 1, 2019 to April 30, 2019**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
4/24/19	9078	Utility Service Co., Inc.	4,877.18	tank maintenance agreement
4/24/19	9079	ACWA/JPIA	3,992.06	employee health benefits
4/30/19	EFT3863	Bernadette C. Allen	1,047.99	salary
4/30/19	EFT3864	Joel D. Bundy	1,587.08	salary
4/30/19	EFT3865	Christopher A. Burt	2,800.06	salary
4/30/19	EFT3866	Brian L. Fry	1,984.53	salary
4/30/19	EFT3867	Francis J. Griffith	92.35	salary
4/30/19	EFT3868	Gerrie G. Kilburn	92.35	salary
4/30/19	EFT3869	Melvin L. Matthews	3,851.79	salary
4/30/19	EFT3870	Arthur W. Opel	92.35	salary
4/30/19	EFT3871	Juan R. Tello	1,446.26	salary
4/30/19	EFT3872	Automatic Data Processing, Inc.	90.16	payroll processing fee
4/30/19	EFT3873	Christopher A. Burt	150.00	salary
4/30/19	EFT3874	Automatic Data Processing, Inc.	5,466.38	payroll taxes and withholdings
<b>Total</b>			<b><u>103,981.04</u></b>	

**Credit Card Detail Umpqua Bank**

**March 2019**

(Expenses incurred/billed in March and due/paid in April)

Acct. No.	Account Description	Additional Description	MLM	CAB	BLF	JDB	TOTAL
1514	Computer/Office Equip.						\$0.00
5010	Maintenance Supplies	batteries; keychain, gloves, staple, torch kit, block, pipe wrap tape, pipe		\$533.64	\$315.24		\$848.88
5012	Safety Equipment						\$0.00
5022	Training/Certification						\$0.00
5025	Water Treatment/Analysis						\$0.00
5035	Vehicle Maintenance	08-1 tow, 08-1 starter repair		\$890.25			\$890.25
5036	Fuel						\$0.00
6017	Adm. Travel						\$0.00
6021	Adm. & Bd. Exp.						\$0.00
6035	Office/Computer Supplies	cable & adapter, toner; note pads, paper towels, envelopes, snacks, paper	\$478.25			\$122.17	\$600.42
6036	Postage/Delivery	stamps				\$330.00	\$330.00
6040	Professional Dues						\$0.00
6050	Telephone						\$0.00
6051	Mobile Phone						\$0.00
6053	Internet Service						\$0.00
6059	Computer/Software Maint.						\$0.00
6061	Office Equipment Maint.						\$0.00
6075	Outside Services	answering service	\$75.00				\$75.00
6081	Permits/Fees						\$0.00
<b>TOTAL</b>			\$553.25	\$1,423.89	\$315.24	\$452.17	<b>\$2,744.55</b>

## RECORDING REQUESTED BY

Lagerlof, Senecal, Gosney & Kruse, LLP

## WHEN RECORDED MAIL TO:

Kinneloa Irrigation District  
1999 Kinclair Drive  
Pasadena, CA 91107-1017

---

### GRANT OF REVOCABLE LICENSE

This Grant of Revocable License (this “**Agreement**”) is made, entered into and effective as of the Nineteenth day of March 2019, between KINNELOA IRRIGATION DISTRICT, (“**District**” and “**Grantor**”) and Kinneloa Canyon Association (“**Grantee**”).

#### 1. Recitals.

- 1.1. District is the Owner of real property known as a portion of the Vosburg tract, Assessor’s Parcel No. 5860-033-902, in the unincorporated territory of the County of Los Angeles, State of California, as per map recorded in Book 5860, Page 33 of maps and records in the office of the county recorder of said county (“**District Property**”) which is commonly known as the District’s Eucalyptus Facility.
- 1.2. The Grantee is a homeowners’ association organized as a California Mutual Benefit Corporation Common Interest Development containing 41 parcels adjacent to the District Property.
- 1.3. Grantee desires to place a storage shed for emergency preparedness supplies and equipment on the District Property that might interfere with access and possible future use of the District Property.
- 1.4. Grantee desire to obtain a non-exclusive license from District to use a portion of the District Property for placement of the storage shed.
- 1.5. District is willing to grant the license requested subject to the terms, conditions and provisions set forth herein.

2. Grant of License. District hereby grants to Grantee a non-exclusive revocable license (“**License**”) to use a portion of the District Property, Assessor’s Parcel No. 5860-033-902, commonly known as the Eucalyptus Facility as situated in the map attached hereto as Exhibit A for placement of the shed, in the area marked on Exhibit A, and for landscaping purposes only, which Property is hereafter referred to as the “**Licensed Premises.**” This Agreement and the rights and privileges granted hereunder to Grantee for use of the Licensed Premises are subject to all covenants, conditions, restrictions and exceptions of record or apparent.

3. District Access. Grantee shall allow District unlimited access to the District Property. Fences and other improvements shall not be installed by Grantee without explicit written approval of District.

4. Grantee's Obligation to Maintain. Grantee shall, at Grantee's sole cost and expense, install and maintain all improvements on the Licensed Premises and shall maintain the shed and landscaping at a professional level. A drainage system shall be provided as needed to prevent soil erosion of the District Property or flooding of properties adjacent to the District Property.
5. Grantor's Right to Prohibit Storage of Certain Items in the Shed. Grantor shall have the right to prohibit storage of items that pose a health or safety risk to the Eucalyptus Reservoir, or to District employees or residents.
6. Security and Access to the Shed. Grantee shall provide a key to the Grantor for periodic inspection and emergency access. Grantor assumes no liability for loss of contents or damage to the shed for any reason.
7. Ownership of Improvements. Improvements now existing or hereafter constructed and installed on the Licensed Premises such as walls, fences and landscaping, upon completion, must be free and clear of all liens, claims, or liability for labor or materials and shall become the property of District upon termination of the license granted herein. The Grantee shall have the right to remove the shed and its contents from the Licensed Premises upon termination of the license granted herein.
8. Covenants Running with the Land. The rights granted hereunder to Grantee and obligations assumed by Grantee shall run with the land, and each and all the terms and conditions herein contained shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns to the original Grantee. The Grantee shall have no rights or any obligations hereunder with respect to events occurring thereafter.
9. Term; Temporary or Permanent Revocation of License. The License provided under this Agreement shall be perpetual, subject to revocation as set forth in this section. The District retains the right to revoke this License if Grantee's improvements interfere with any future maintenance or use of the District Property or if the Grantee fails to maintain the Licensed Premises as specified in Section 4. The Grantee shall be given 30 days' notice for routine maintenance or other non-emergency use of the District pPProperty and 90 days' notice for a permanent revocation, which may occur in the District's sole discretion. No notice shall be required if the License must be revoked in the event of an ~~for emergency access to the District Property.~~ The Grantee shall be given the opportunity to move or remove the shed and protect the landscaping whenever possible if necessary in connection with ~~to facilitate~~ the District's activities on the District Property.
10. Indemnification, Hold Harmless, Waiver and Insurance.
  - 10.1. Grantee and Grantee's successors shall defend, protect, indemnify and hold harmless the District, its officers, agents and employees, from and against any and all claims, demands, loss or liability of any kind or nature which the District, its officers, agents and employees, may sustain or incur or which may be imposed on them for injury or death of persons, or damage to property as a result of or arising out of any claims related to Grantee's occupancy and use of the Licensed Premises or by Grantee's agents, employees, or visitors, or the agents, employees or visitors of any subsequent Grantee. If any such action is brought against the District or its agents, employees or attorney, Grantee's and Grantee's successors shall, upon notice from the District, defend the claims at Grantee's sole expense with counsel reasonably satisfactory to the District.

Grantee hereby waive all claims against the District for damages to Grantee's person, or property or other facilities in, upon, or about the Licensed Premises and, for injuries to Grantee's agents, employees or visitors, or third persons in or about the Licensed Premises for any cause arising at any time, except claims for damages or injuries arising out of the gross negligence or willful misconduct of the District.

10.2. Grantee shall maintain insurance on the Licensed Premises in full force and effect throughout the term of this Agreement in an amount reasonably satisfactory to District covering any and all claims arising out of or connected in any way with Grantee's use of Licensed Premises under this Agreement. Grantee shall name District as an additional insured thereunder and shall provide written proof of such insurance upon District's request.

11. Notice. Any and all notices or demands by or from the District to Grantee, or the Grantee to the District shall be in writing. They shall be served either personally or by certified mail. If personally served, service shall be conclusively deemed made at the time of service. If served by certified mail, service shall be conclusively deemed made seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed to the party to who such notice or demand is to be given, as hereinafter provided. Any notice or demand to District may be given in care of the General Manager of District, 1999 Kinclair Drive, Pasadena, CA 91107. Any notice or demand to the Grantee may be given to Grantee at 2000 Kinneloa Canyon Road, Pasadena, California 91107. The addresses set forth herein may be changed by written notice given in the manner provided herein.

12. Quitclaim Deed. Concurrently with this Agreement, Grantee have executed, acknowledged and delivered to the District a Quitclaim Deed to the Licensed Premises. The District may record this Quitclaim Deed at any time in accordance with the provisions of Section 9, above. Upon recording of the Quitclaim deed, all rights of Grantee under this Agreement shall terminate and the license granted hereby shall no longer be of any force or effect.

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

**DISTRICT and GRANTOR**

KINNELOA IRRIGATION DISTRICT

By \_\_\_\_\_  
Melvin L. Matthews, General Manager

**GRANTEE**

KINNELOA CANYON ASSOCIATION

By \_\_\_\_\_  
Print Name: Title:





A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
(Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose

name(s) is/are subscribed to the within instrument and acknowledged to me that

he/she/they executed the same in his/her/their authorized capacity(ies), and that by

his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of

which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

(Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_

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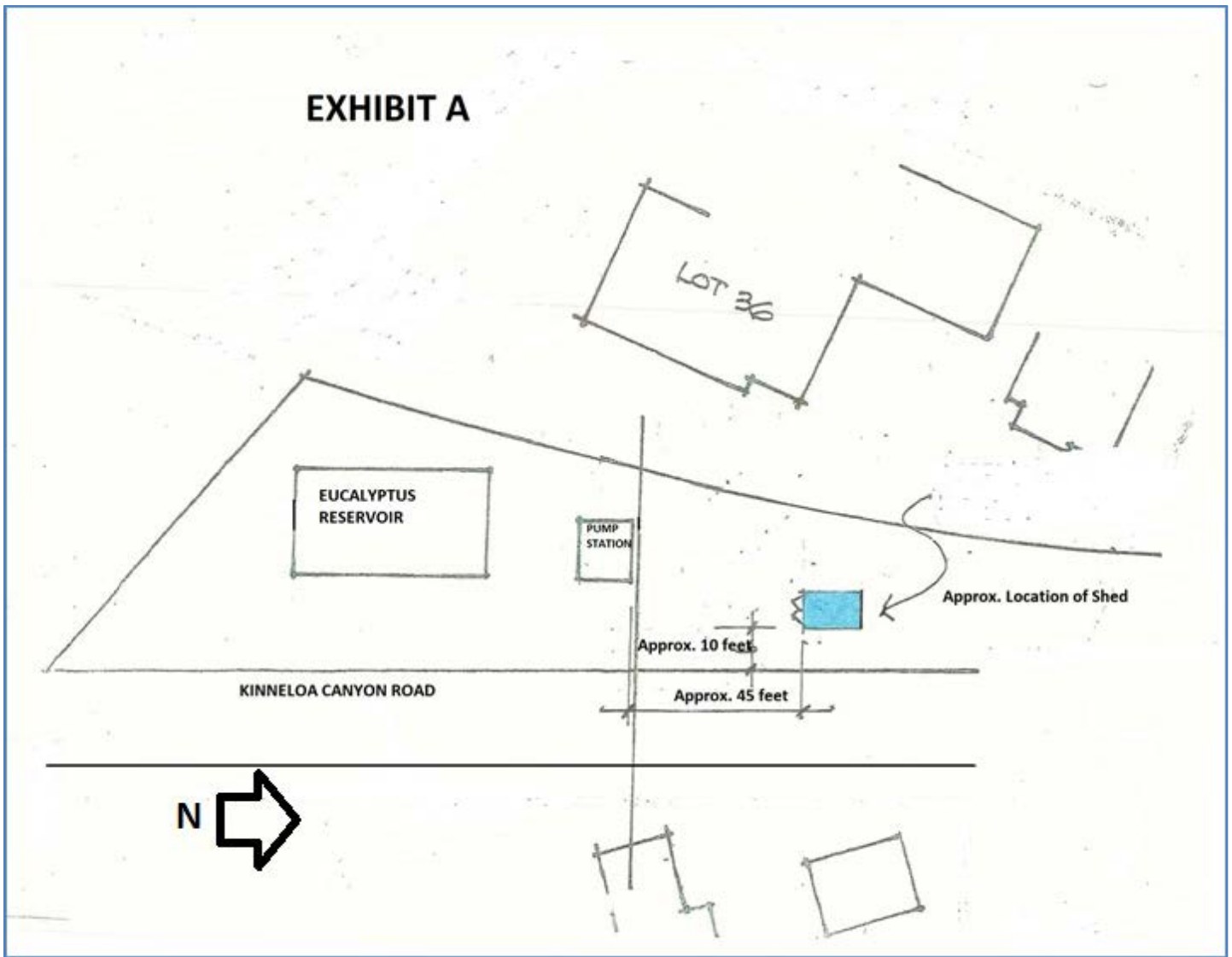
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

# EXHIBIT A



**RECORDING REQUESTED BY:**

Lagerlof, Senecal, Gosney & Kruse, LLP

**WHEN RECORDED MAIL TO:**

Kinneloa Irrigation District  
1999 Kinclair Drive  
Pasadena, CA 91107

**QUITCLAIM DEED OF LICENSE**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Kinneloa Canyon Association hereby remise, release and forever quitclaim to KINNELOA IRRIGATION DISTRICT, all right, title and interest in and to those certain premises in the County of Los Angeles, State of California, described in Exhibit A attached hereto, and to the rights granted by the Kinneloa Irrigation District under that certain Grant of Revocable License dated March 19, 2019.

This Quitclaim Deed is executed and delivered, and is to be held by KINNELOA IRRIGATION DISTRICT in accordance with the terms of said License, which provides it may be recorded at any time. Upon recording of said quitclaim deed, all rights of Kinneloa Canyon Association under the Grant of Revocable License shall terminate and said License shall no longer be of any force or effect.

**GRANTEE**

KINNELOA CANYON ASSOCIATION

By \_\_\_\_\_  
Print Name: Title:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

(Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose

name(s) is/are subscribed to the within instrument and acknowledged to me that

he/she/they executed the same in his/her/their authorized capacity(ies), and that by

his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of

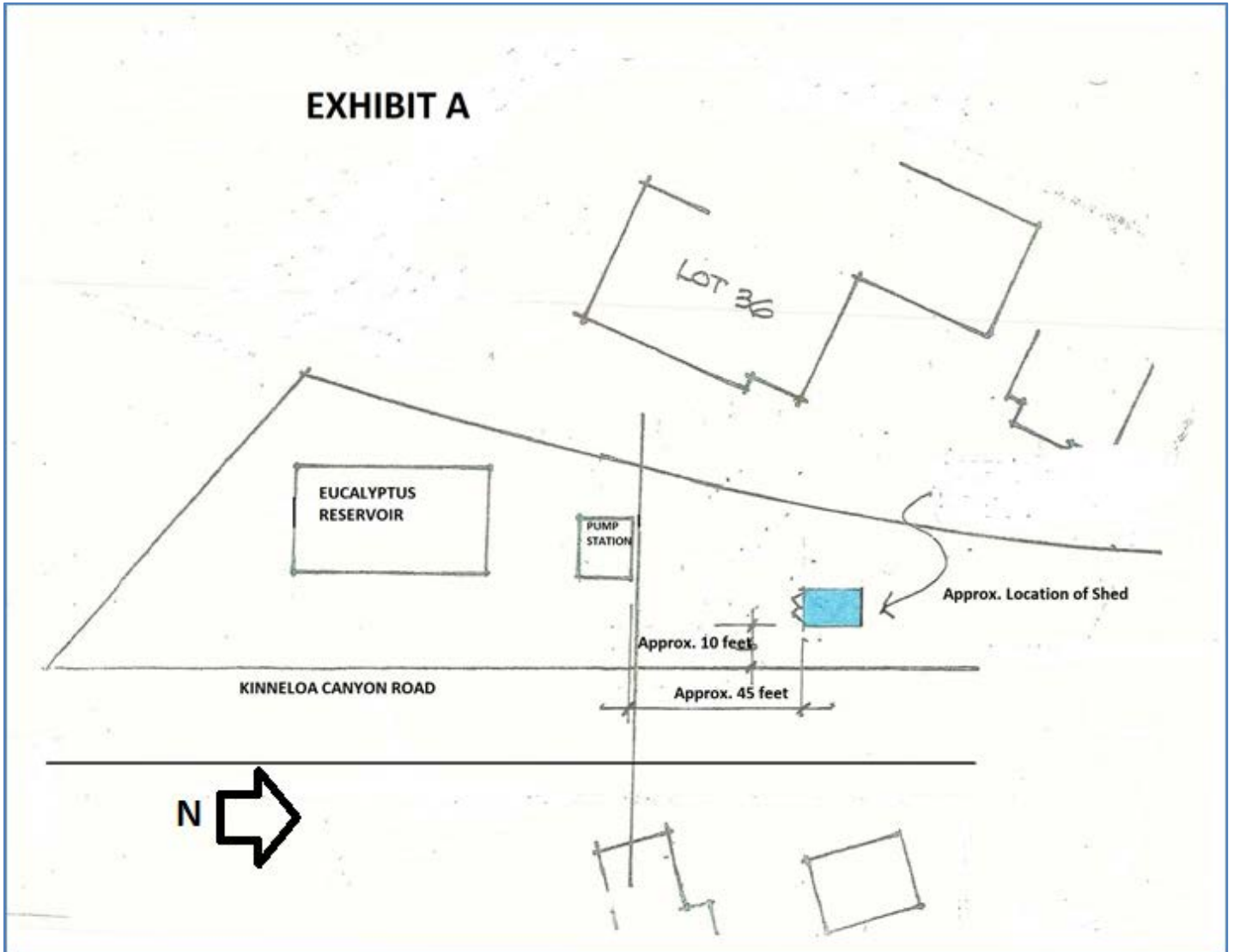
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

# EXHIBIT A



## RECORDING REQUESTED BY

Lagerlof, Senecal, Gosney & Kruse, LLP

## WHEN RECORDED MAIL TO:

Kinneloa Irrigation District  
1999 Kinclair Drive  
Pasadena, CA 91107-1017

---

### GRANT OF REVOCABLE LICENSE

This Grant of Revocable License (this “**Agreement**”) is made, entered into and effective as of the Nineteenth day of March 2019, between KINNELOA IRRIGATION DISTRICT, (“**District**” and “**Grantor**”) and Kinneloa Canyon Association (“**Grantee**”).

#### 1. Recitals.

- 1.1. District is the Owner of real property known as a portion of the Vosburg tract, Assessor’s Parcel No. 5860-033-902, in the unincorporated territory of the County of Los Angeles, State of California, as per map recorded in Book 5860, Page 33 of maps and records in the office of the county recorder of said county (“**District Property**”) which is commonly known as the District’s Eucalyptus Facility.
- 1.2. The Grantee is a homeowners’ association organized as a California Mutual Benefit Corporation Common Interest Development containing 41 parcels adjacent to the District Property.
- 1.3. Grantee desires to place a storage shed for emergency preparedness supplies and equipment on the District Property that might interfere with access and possible future use of the District Property.
- 1.4. Grantee desire to obtain a non-exclusive license from District to use a portion of the District Property for placement of the storage shed.
- 1.5. District is willing to grant the license requested subject to the terms, conditions and provisions set forth herein.

2. Grant of License. District hereby grants to Grantee a non-exclusive revocable license (“**License**”) to use a portion of the District Property, Assessor’s Parcel No. 5860-033-902, commonly known as the Eucalyptus Facility as situated in the map attached hereto as Exhibit A for placement of the shed, in the area marked on Exhibit A, and for landscaping purposes only, which Property is hereafter referred to as the “**Licensed Premises.**” This Agreement and the rights and privileges granted hereunder to Grantee for use of the Licensed Premises are subject to all covenants, conditions, restrictions and exceptions of record or apparent.

3. District Access. Grantee shall allow District unlimited access to the District Property. Fences and other improvements shall not be installed by Grantee without explicit written approval of District.

4. Grantee's Obligation to Maintain. Grantee shall, at Grantee's sole cost and expense, install and maintain all improvements on the Licensed Premises and shall maintain the shed and landscaping at a professional level. A drainage system shall be provided as needed to prevent soil erosion of the District Property or flooding of properties adjacent to the District Property.
5. Grantor's Right to Prohibit Storage of Certain Items in the Shed. Grantor shall have the right to prohibit storage of items that pose a health or safety risk to the Eucalyptus Reservoir, or to District employees or residents.
6. Security and Access to the Shed. Grantee shall provide a key to the Grantor for periodic inspection and emergency access. Grantor assumes no liability for loss of contents or damage to the shed for any reason.
7. Ownership of Improvements. Improvements now existing or hereafter constructed and installed on the Licensed Premises such as walls, fences and landscaping, upon completion, must be free and clear of all liens, claims, or liability for labor or materials and shall become the property of District upon termination of the license granted herein. The Grantee shall have the right to remove the shed and its contents from the Licensed Premises upon termination of the license granted herein.
8. Covenants Running with the Land. The rights granted hereunder to Grantee and obligations assumed by Grantee shall run with the land, and each and all the terms and conditions herein contained shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns to the original Grantee. The Grantee shall have no rights or any obligations hereunder with respect to events occurring thereafter.
9. Term; Temporary or Permanent Revocation of License. The License provided under this Agreement shall be perpetual, subject to revocation as set forth in this section. The District retains the right to revoke this License if Grantee's improvements interfere with any future maintenance or use of the District Property or if the Grantee fails to maintain the Licensed Premises as specified in Section 4. The Grantee shall be given 30 days' notice for routine maintenance or other non-emergency use of the District Property and 90 days' notice for a permanent revocation, which may occur in the District's sole discretion. No notice shall be required if the License must be revoked in the event of an emergency. The Grantee shall be given the opportunity to move or remove the shed and protect the landscaping whenever possible if necessary in connection with the District's activities on the District Property.
10. Indemnification, Hold Harmless, Waiver and Insurance.
  - 10.1. Grantee and Grantee's successors shall defend, protect, indemnify and hold harmless the District, its officers, agents and employees, from and against any and all claims, demands, loss or liability of any kind or nature which the District, its officers, agents and employees, may sustain or incur or which may be imposed on them for injury or death of persons, or damage to property as a result of or arising out of any claims related to Grantee's occupancy and use of the Licensed Premises or by Grantee's agents, employees, or visitors, or the agents, employees or visitors of any subsequent Grantee. If any such action is brought against the District or its agents, employees or attorney, Grantee's and Grantee's successors shall, upon notice from the District, defend the claims at Grantee's sole expense with counsel reasonably satisfactory to the District.



Grantee hereby waive all claims against the District for damages to Grantee's person, or property or other facilities in, upon, or about the Licensed Premises and, for injuries to Grantee's agents, employees or visitors, or third persons in or about the Licensed Premises for any cause arising at any time, except claims for damages or injuries arising out of the gross negligence or willful misconduct of the District.

10.2. Grantee shall maintain insurance on the Licensed Premises in full force and effect throughout the term of this Agreement in an amount reasonably satisfactory to District covering any and all claims arising out of or connected in any way with Grantee's use of Licensed Premises under this Agreement. Grantee shall name District as an additional insured thereunder and shall provide written proof of such insurance upon District's request.

11. Notice. Any and all notices or demands by or from the District to Grantee, or the Grantee to the District shall be in writing. They shall be served either personally or by certified mail. If personally served, service shall be conclusively deemed made at the time of service. If served by certified mail, service shall be conclusively deemed made seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed to the party to who such notice or demand is to be given, as hereinafter provided. Any notice or demand to District may be given in care of the General Manager of District, 1999 Kinclair Drive, Pasadena, CA 91107. Any notice or demand to the Grantee may be given to Grantee at 2000 Kinneloa Canyon Road, Pasadena, California 91107. The addresses set forth herein may be changed by written notice given in the manner provided herein.

12. Quitclaim Deed. Concurrently with this Agreement, Grantee have executed, acknowledged and delivered to the District a Quitclaim Deed to the Licensed Premises. The District may record this Quitclaim Deed at any time in accordance with the provisions of Section 9, above. Upon recording of the Quitclaim deed, all rights of Grantee under this Agreement shall terminate and the license granted hereby shall no longer be of any force or effect.

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

**DISTRICT and GRANTOR**

KINNELOA IRRIGATION DISTRICT

By \_\_\_\_\_  
Melvin L. Matthews, General Manager

**GRANTEE**

KINNELOA CANYON ASSOCIATION

By \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

(Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose

name(s) is/are subscribed to the within instrument and acknowledged to me that

he/she/they executed the same in his/her/their authorized capacity(ies), and that by

his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of

which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

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State of California

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(Insert Name of Notary Public and Title)

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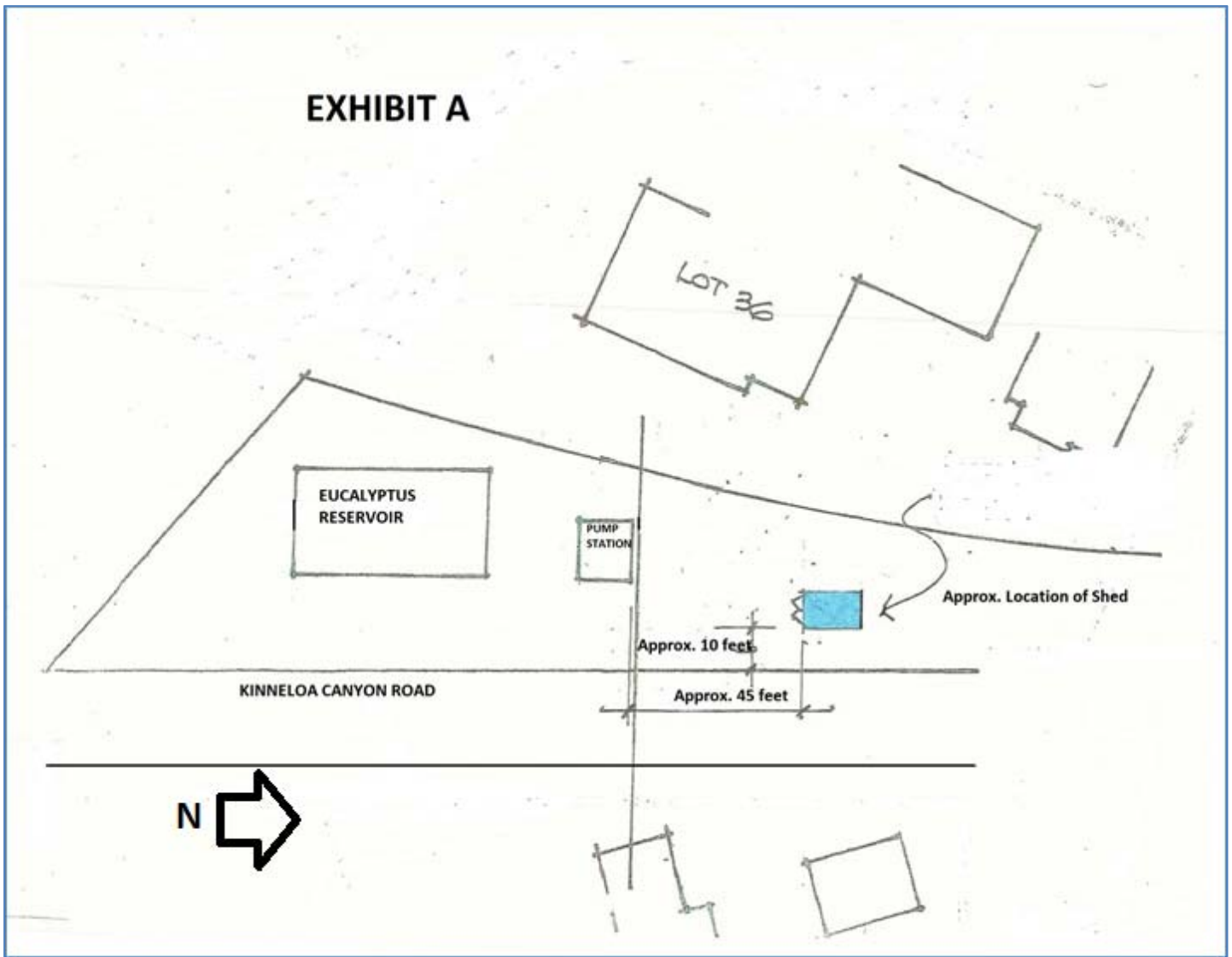
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

# EXHIBIT A



**RECORDING REQUESTED BY:**

Lagerlof, Senecal, Gosney & Kruse, LLP

**WHEN RECORDED MAIL TO:**

Kinneloa Irrigation District  
1999 Kinclair Drive  
Pasadena, CA 91107

**QUITCLAIM DEED OF LICENSE**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Kinneloa Canyon Association hereby remise, release and forever quitclaim to KINNELOA IRRIGATION DISTRICT, all right, title and interest in and to those certain premises in the County of Los Angeles, State of California, described in Exhibit A attached hereto, and to the rights granted by the Kinneloa Irrigation District under that certain Grant of Revocable License dated March 19, 2019.

This Quitclaim Deed is executed and delivered, and is to be held by KINNELOA IRRIGATION DISTRICT in accordance with the terms of said License, which provides it may be recorded at any time. Upon recording of said quitclaim deed, all rights of Kinneloa Canyon Association under the Grant of Revocable License shall terminate and said License shall no longer be of any force or effect.

**GRANTEE**

KINNELOA CANYON ASSOCIATION

By \_\_\_\_\_  
Print Name: Title:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

(Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose

name(s) is/are subscribed to the within instrument and acknowledged to me that

he/she/they executed the same in his/her/their authorized capacity(ies), and that by

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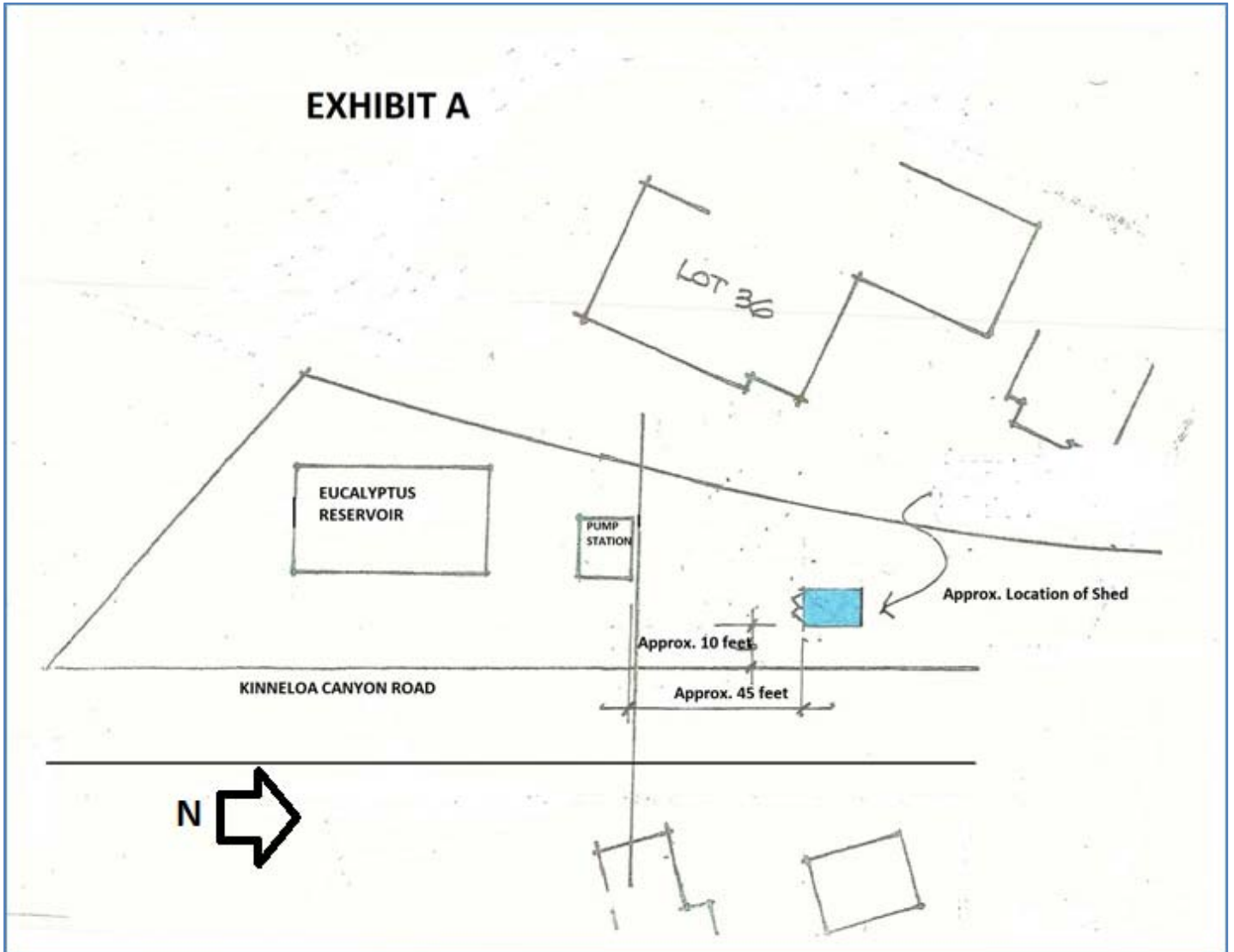
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

# EXHIBIT A





# General Manager's Report for the Board of Directors Meeting on May 21, 2019

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

- 17 accounts received past-due notice
- 17 accounts received late charges in the total amount of \$272.31
- 7 accounts received door hanger shut off notice
- 1 account was shut off for non-payment
- 1 account remains shut off for non-payment

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
January	\$19,576.69	\$3,491.39	\$0.00	\$0.00	\$23,068.08
February	\$32,588.72	\$4,502.38	\$381.98	\$0.00	\$37,473.08
March	\$18,623.41	\$2,023.53	\$64.12	\$59.92	\$20,770.98
April	\$35,258.88	\$1,661.07	\$247.83	\$124.04	\$37,291.82
May					
June					
July					
August					
September					
October					
November					
December					

### C. Internet Usage –

Month	Users	Page Views	Online Payments	Online Amount
January	227	657	76	\$19,881.25
February	171	414	58	\$10,629.13
March	226	457	77	\$12,350.13
April	196	483	61	\$9,696.11
May				
June				
July				
August				
September				
October				
November				
December				
<b>Year to Date</b>	<b>820</b>	<b>2,011</b>	<b>272</b>	<b>\$52,556.62</b>

## II. General Manager's Projects and Activities

- A. Kinneloa Canyon Association Storage Shed** – Our attorney has reviewed the revised license agreement and the current draft incorporates his minor changes. This final draft has been sent to the Kinneloa Canyon Association Board of Directors.
- B. Annual Audit** – I am reviewing the second draft of the 2018 Financial Audit
- C. FirstNet** – The account has been established
- D. Distribution System Hydraulic Model** – The Model has been completed
- E. Activities/Meetings/Webinars/Conferences**

Subject or Organization	Location	Start	End	Purpose/Notes/Action/Benefit
<b>Staff Meetings</b>	Office	Mondays 9:00 AM	Mondays 10:00 AM	<ul style="list-style-type: none"> <li>• Tasks for the week</li> <li>• Projects -- current and future</li> <li>• Safety topic</li> <li>• Customer service update</li> <li>• Operations update</li> <li>• GM update</li> </ul>
<b>FMWD</b>	La Cañada	Mon 4/1/2019 10:00 AM	Mon 4/1/2019 11:30 AM	<ul style="list-style-type: none"> <li>• 2019-2020 Budget</li> </ul>
<b>RBMB</b>	Azusa	Tue 4/2/2019 12:00 PM	Tue 4/2/2019 2:00 PM	<ul style="list-style-type: none"> <li>• Pumping and Storage committee to discuss reduction in pumping in Pasadena Subarea</li> </ul>
<b>SWRCB Division of Drinking Water</b>	KID Facilities	Wed 4/3/2019 9:00 AM	Wed 4/3/2019 3:00 PM	<ul style="list-style-type: none"> <li>• Sanitary Inspection</li> </ul>
<b>Dept. of Homeland Security</b>	Claremont	Wed 4/10/2019 9:00 AM	Wed 4/10/2019 12:00 PM	<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Emergency Communications</li> </ul>
<b>FMWD</b>	La Cañada	Thur 4/11/2019 4:30 PM	Thur 4/11/2019 5:30 PM	<ul style="list-style-type: none"> <li>• Finance Committee meeting</li> <li>• 2019-2020 Budget</li> </ul>
<b>FMWD</b>	La Cañada	Mon 4/15/2019 3:00 PM	Mon 4/15/2019 5:00 PM	<ul style="list-style-type: none"> <li>• Regular board meeting</li> </ul>
<b>ACWA</b>	Telephone Conference	Tue 4/16/2019 10:00 AM	Tue 4/16/2019 11:00 AM	<ul style="list-style-type: none"> <li>• Region carryover funds</li> <li>• Scholarship program</li> </ul>
<b>KID</b>	Office	Tue 4/16/2019 3:00 PM	Tue 4/16/2019 5:00 PM	<ul style="list-style-type: none"> <li>• Regular board meeting</li> </ul>
<b>RBMD</b>	Azusa	Wed 4/17/2019 2:30 PM	Wed 4/17/2019 4:00 PM	<ul style="list-style-type: none"> <li>• Quarterly Board meeting</li> </ul>
<b>CalTRUST</b>	Telephone Conference	Fri 4/19/2019 9:00 AM	Fri 4/19/2019 10:00 AM	<ul style="list-style-type: none"> <li>• Discussion on alternative investment funds</li> </ul>
<b>ACWA</b>	Webinar	Tue 4/23/2019 10:00 AM	Tue 4/23/2019 12:30 AM	<ul style="list-style-type: none"> <li>• Lessons learned from recent wildfires</li> </ul>
<b>KID</b>	Office	Thur 4/25/2019 3:00 PM	Thur 4/25/2019 4:30 PM	<ul style="list-style-type: none"> <li>• Personnel Committee meeting</li> </ul>

### III. System and Facility Activities and Incident Reports

#### A. Water Leak/Water Waste/Water Quality/Customer Contact

Location	Type	Date	Description
<b>Sierra Madre Villa</b>	Water Leak	4/3/2019	Brian and Juan noticed leak on service line. Short piece of PE pipe was replaced with copper pipe.
<b>Eaton Canyon Drive</b>	Water Leak	4/11/2019	Brian and Juan observed water running downhill from Customer's home. Water was shut off at meter and Customer was notified that they needed to have plumber fix the leak.
<b>Hastings Heights Lane</b>	Water Leak	4/18/2019	Customer reported leak and asked us to find the source. Leak was on customer's irrigation system. Valve was shut to isolate the leak and maintain water service to the home.
<b>Vosburg Street</b>	Water Leak	4/29/2019	Customer reported leak on Brown Reservoir main line. We used contractor to help us repair the leak.

#### B. Facilities Improvement, Maintenance and Repair Projects

1. Operator training
2. Meter and transmitter maintenance and replacement
3. Water samples
4. Vehicle and equipment maintenance and testing

IV. Water Supply Summary as of April for the Watermaster Year July 2018 through June 2019

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	4
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	3
Leases/Exchanges	207	House	0
Prior Year Spreading	65	Holly High/Low	5
Short Term Storage	145		
Current Year Spreading	0		
<b>Total Allowable Extractions</b>	<b>830</b>		
Less Water Extracted YTD This Watermaster Year	-586	Current Tunnel Monthly Production	15
Remaining Allowable Groundwater Extractions through June 2019	244	Remaining Estimated Tunnel Production through June 2019	30
<b>Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2019)</b>		<b>274 Acre Feet</b>	
Less Remaining Forecasted Retail Water Sales through June 2019		-85 Acre Feet	
<b>Surplus Water through June 2019*</b>		<b>189 Acre Feet</b>	

\* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2017-2018 year, 87 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2018-2019 and 145 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 790 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply we do not plan to use or sell this water now.



April 17, 2019

Melvin L. Matthews, P.E.  
General Manager  
Kinneloa Irrigation District  
1999 Kinclair Drive  
Pasadena, CA 91107

Subject: Proposal for Engineering Design Services for Sierra Madre Villa & Villa Heights Water Main Improvement Project

Dear Mr. Matthews:

As requested, we are pleased to submit our proposal to provide professional engineering design services for the Sierra Madre Villa & Villa Heights Water Main Improvement Project (Project).

Per your email dated March 21, 2019, including our phone discussions with Chris Burt on April 2, 2019 and April 3, 2019, we understand that the Kinneloa Irrigation District (KID) has decided to proceed with the final phase of the East-West Tank Loop. The Project will involve the installation of approximately 1,360 linear feet (LF) of new 8-inch ductile iron pipe (DIP) to connect the existing 8-inch DIP in Sierra Madre Villa Avenue, just north of Windover Road, with the existing 8-inch DIP at the intersection of Villa Heights and Villa Heights Road. A segment of the proposed pipeline will need to cross under an existing entrance gate with ornamental concrete via either jack-and-bore or open cut trench method. It is our understanding that the portion of the proposed pipeline east of the entrance gate on Sierra Madre Villa Avenue is located in an unincorporated area of Los Angeles County while the portion west of the entrance gate is located in KID right-of-way. Furthermore, there will be no water service connections on the proposed pipeline; however, the design may include the installation of a new fire hydrant and a new blow-off.

See Exhibit A attached showing a map of the project location and existing facilities.

Overall, the Project Design consists of:

- Design of approximately 1,360 LF of 8-inch DIP, including connections to existing mains
- Design of entrance gate crossing
- Design of miscellaneous fittings and appurtenances

In addition to the preparation of plans and specifications, the Project will also involve assisting KID in obtaining a permit from LA County for construction of the portion of proposed pipeline along Sierra Madre Villa Avenue, east of the entrance gate.

#### **SCOPE OF WORK**

For this Design Project, SA Associates proposes to perform the following tasks:

##### **Task I – Preliminary Engineering Services**

1. Conduct a Kick-off Meeting with KID staff to review the project scope of work, project parameters, and project schedule.
2. Obtain/Review as-built/record drawings and proposed improvement drawings from KID of existing water facilities within the proposed alignment.
3. Conduct utility research and coordinate with utility companies to obtain as-built records and/or atlas maps in order to identify all utilities within the project limits.
4. Visit the project site with KID staff to review existing features, constraints, and proposed alignments.



Kinneloa Irrigation District  
Proposal for Engineering Design Services for  
Sierra Madre Villa & Villa Heights Water Main Improvement Project  
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5. Conduct topographic field survey of the project alignment and prepare digital AutoCAD file.
6. Analyze/evaluate costs and feasibility of various methods for crossing beneath the entrance gate and make a recommendation to KID. At this time, the anticipated methods are as follows:
  - 1) Install 8-inch DIP via open cut trench and remove and replace entire existing ornamental concrete in kind from curb to curb.
  - 2) Install 8-inch DIP in casing beneath the ornamental concrete via trenchless jack-and-bore method.

**Task II – Final Engineering Services**

1. Prepare and submit Design Plans at 60%, 90%, and 100% Final stages for review and comments. Plans will be submitted on full-size (24x36) regular bond, edge-bound paper. Signed Mylars will also be submitted. Plan and profile sheets will be scaled at 1" = 20' horizontal and 1" = 4' vertical. We anticipate the Plans to consist of the following:

Sheet Title	No. of Sheets
Title Sheet	1
Construction Notes & Index Map	1
Plan & Profile	3
Details	1
<b>Total Sheets</b>	<b>6</b>

2. Prepare and submit Specifications at 60%, 90%, and 100% Final stages for review and comments.
3. Prepare and submit Cost Estimates at 60%, 90%, and 100% Final stages for review and comments.
4. Coordinate with LA County for review and approval to obtain permit.
5. Meet with KID staff to review the design submittals and to obtain additional input. A total of three (3) coordination meetings will be scheduled with KID staff.

**Task III – Additional Services - Construction Support**

1. Attend the pre-bid meeting.
2. Assist KID in providing clarification to contract documents and responses to Requests for Information/Requests for Clarification (RFIs/RFCs). Assume five (5) RFIs/RFCs.
3. Assist KID in the preparation of bid addenda as necessary to address RFIs/RFCs from contractors during bidding.
4. Assist KID staff in evaluating bid responses and provide recommendation for award.
5. Attend the pre-construction conference.
6. Review Contractor's submittals and shop drawings for approval. Submittals will be distributed to KID for review and final comments prior being returned to the Contractor for action. Assume 10 shop drawing submittals and resubmittals.
7. Prepare and submit As-Built Plans following completion of construction.



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**KID FURNISHED SERVICES**

KID will provide the following information and services:

- 1. Available street plans, substructure plans, and as-built drawings.
- 2. Payment of fees for any permits required.

**PROJECT TEAM**

Our Project Team is as follows:

Project Manager	Shahnawaz Ahmad, P.E., QSD
Engineers	Jorge Lovo, P.E., LEED GA, QSD/QSP Adam Roesch, E.I.T., CPSWQ, QSD/QSP
Quality Assurance/Quality Control	Eric Schoenen, P.E.
AutoCAD Designers	Hugo Magana, Phong Tran

**SCHEDULE**

Submit 60% Design PS&E	10 weeks after receipt of Notice to Proceed
Submit 90% Design PS&E	5 weeks after receipt of 60% review comments
Submit 100% Final Design PS&E	2 weeks after receipt of 90% review comments

**FEE**

- 1. The fee estimate to complete the items identified in the Scope of Work will be **\$50,000** for Tasks I & II and **\$17,000** for Task III (Additional Services). See the attached Fee Schedule for a breakdown of tasks and task hours by discipline.
- 2. Our Hourly Charge Rate and Expense Reimbursement Schedule is enclosed.

Thank you for the opportunity to submit our proposal. Should you have any questions or require any further information, please do not hesitate to contact me.

Very truly yours,

Shahnawaz Ahmad, P.E.  
President  
enclosures



Options for crossing existing entrance gate:

- 1) Open cut trench and remove and replace entire existing ornamental concrete pavement, curb to curb.
- 2) Jack-and-bore beneath existing ornamental concrete pavement through casing.



**Exhibit A – Sierra Madre Villa & Villa Heights Water Main Improvement Alignment**





**FEE PROPOSAL**

**KINNELOA IRRIGATION DISTRICT**

**ENGINEERING DESIGN SERVICES FOR  
SIERRA MADRE VILLA & VILLA HEIGHTS  
WATER MAIN IMPROVEMENT PROJECT**

**FEE ESTIMATE**

Task No.	Item	PM	Engr.	CAD	QA/QC	Survey	Sec.	Direct Costs	Total	
									Hours	\$
Task I	Preliminary Engineering Services	14	21	29	3	35	10	\$678	112	\$20,000
Task II	Final Engineering Services	26	76	78	14	0	18	\$672	212	\$30,000
<b>TOTAL FOR TASKS I &amp; II</b>		<b>40</b>	<b>97</b>	<b>107</b>	<b>17</b>	<b>35</b>	<b>28</b>	<b>\$1,350</b>	<b>324</b>	<b>\$50,000</b>
Task III	Additional Services - Construction Support	20	51	16	8	0	12	\$611	107	\$17,000
<b>TOTAL FOR TASKS I THRU III</b>		<b>60</b>	<b>148</b>	<b>123</b>	<b>25</b>	<b>35</b>	<b>40</b>	<b>\$1,961</b>	<b>431</b>	<b>\$67,000</b>



**HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE**

<b>Position</b>	<b>Hourly Rates</b>
Project Manager	\$215.00
Engineer	\$155.00
AutoCAD Designer/Technician	\$ 98.00
Quality Assurance/Quality Control	\$195.00
Secretary	\$ 88.00
Surveyor (Two-Person Crew)	\$250.00

**Reimbursable In-House Costs**

Photo Copies	\$ 0.15/each
Blueprints	\$ 0.50/S.F.
Vehicle mileage, between engineer's office and project site and/or client offices, will be billed at	\$ 0.62/mile

**Other Reimbursables**

Reproduction, special photograph, printing, and any other services performed by subcontractor will be billed at	cost + 15%
Postage Delivery Service, Express Mail	cost + 15%

NOTE: All rates listed above are effective to December 31, 2019