

KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, August 24, 2021
3:00 P.M.

AGENDA

This meeting will be conducted by teleconference under the provisions of Executive Order N-29-20 and at the District office. Public comment may be made in person or may be submitted via email to kinneloa@outlook.com prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information: <https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

1. **CALL TO ORDER** – 3:00 P.M.
 - a. Declaration of a quorum
 - b. Review of agenda

2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)

3. **REVIEW OF MINUTES** – July 20, 2021
Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS** – July 31, 2021
Recommended Action: Review and approve motion to file

5. **GENERAL MANAGER’S REPORT** – Information item presented by the General Manager
Recommended Action: General Manager to summarize the report and respond to questions

6. **SIERRA MADRE VILLA AND VILLA HEIGHTS PIPELINE IMPROVEMENT PROJECT** –
Information item presented by the General Manager
Recommended Action: General Manager to provide oral report and respond to questions

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

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** – September 21, 2021 October 19, 2021 November 16, 2021

10. ADJOURNMENT

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

KINNELOA IRRIGATION DISTRICT

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

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

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

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

DIRECTORS ABSENT: None

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

PUBLIC PRESENT: None

1. CALL TO ORDER:

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

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

June 15, 2021 – It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to accept the minutes as presented for filing. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

4. REVIEW OF FINANCIAL REPORTS:

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

5. GENERAL MANAGER’S REPORT:

The General Manager presented his report, and the Board recommended no action.

6. SIERRA MADRE VILLA AND VILLA HEIGHTS PIPELINE IMPROVEMENT PROJECT:

Contractors have been working diligently to complete the project. There was an elusive leak that caused a delay and a damaged gate loop that was remedied with a temporary repair by the contractors.

7. CUSTOMER AND PUBLIC RELATIONS INITIATIVES:

Stephen Brown recommended a more formal approach to community outreach regarding projects endeavored by the District to enhance or improve the water system of those communities especially impacted. He also recommended quarterly newsletters and enhanced communication between the District and the community.

Gerrie Kilburn added that initial notifications of projects should be more impactful to encourage more attention.

Gordon Johnson recommended that future projects include an offered review of the Draft Drawings with the Association prior to project launch.

8. CONFLICT OF INTEREST CODE FOR THE KINNELOA IRRIGATION DISTRICT:

It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to adopt the revised Conflict of Interest Code and authorize Mel Matthews to include the revised Code into the District Rules and Regulations. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

9. INFORMATION ITEMS:

- a. Executive Order N-08-21 will terminate on Sept. 30, 2021.
- b. Mel Matthews announced the updated Risk Control Manual.
- c. State of California is calling on Californians to voluntarily reduce water use by 15% compared to 2020.

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

No action taken. Revisit in August.

11. DIRECTOR REPORTS AND/OR COMMENTS:

Topic to address in August: GM evaluation; September: Virtual meetings & Community Relations.

12. ADJOURNMENT

Director Johnson adjourned the meeting at 4:55 pm.

Prepared and submitted by,



Martin Aragon

Office Manager/Board Clerk

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Kinneloa Irrigation District
Income Statement for the Seven Months Ending July 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	164,835.71	150,000.00	14,835.71	1,006,412.47	861,000.00	145,412.47
4015 Wholesale Water Sales	0.00	0.00	0.00	58,033.60	0.00	58,033.60
4020 Service/Installation Charges	300.00	833.33	(533.33)	7,855.65	5,833.31	2,022.34
4035 Interest-Reserve Fund	355.42	1,250.00	(894.58)	4,324.65	8,750.00	(4,425.35)
4036 Unrealized Gain(Loss)-CalTRU	1,217.28	2,083.33	(866.05)	(3,645.22)	14,583.31	(18,228.53)
4050 Capacity Charge	0.00	0.00	0.00	3,000.00	0.00	3,000.00
4070 Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
Total Revenues	166,708.41	154,166.66	12,541.75	1,083,936.23	890,166.62	193,769.61
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	22,025.58	10,000.00	12,025.58	91,758.65	70,000.00	21,758.65
5010 Maintenance/Repair Supplies	1,760.74	2,500.00	(739.26)	18,003.71	17,500.00	503.71
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	5,833.31	(5,833.31)
5012 Safety Equipment	57.68	133.33	(75.65)	2,018.74	933.31	1,085.43
5015 Operations Labor	22,800.28	25,708.33	(2,908.05)	148,623.44	161,958.31	(13,334.87)
5016 Operations OT	2,170.14	1,291.67	878.47	9,005.58	9,041.69	(36.11)
5020 Stand-by Compensation	900.00	915.00	(15.00)	6,330.00	6,405.00	(75.00)
5022 Training/Certification	0.00	133.33	(133.33)	105.00	933.31	(828.31)
5025 Water Treatment/Analysis	1,166.97	1,833.33	(666.36)	9,818.37	12,833.31	(3,014.94)
5030 Maintenance/Repair Contractors	8,703.50	11,666.67	(2,963.17)	87,317.48	81,666.69	5,650.79
5034 Equipment Maintenance	0.00	1,666.67	(1,666.67)	11,496.19	11,666.69	(170.50)
5035 Vehicle Maintenance	1,411.63	1,250.00	161.63	11,094.37	8,750.00	2,344.37
5036 Fuel	1,303.30	1,666.67	(363.37)	8,485.03	11,666.69	(3,181.66)
5040 Equipment Rental	12,478.65	0.00	12,478.65	12,478.65	0.00	12,478.65
5045 Insurance-Workers Comp.	0.00	0.00	0.00	6,940.32	10,000.00	(3,059.68)
5046 Insurance-Liability	1,387.46	1,333.33	54.13	9,712.22	9,333.31	378.91
5048 Insurance-Property	255.28	208.33	46.95	1,431.52	1,458.31	(26.79)
5049 Insurance-Medical	7,659.17	8,604.17	(945.00)	51,533.89	60,229.19	(8,695.30)
6000 Engineering Services	4,570.00	3,958.33	611.67	10,760.00	27,708.31	(16,948.31)
6005 Watermaster Services	1,304.42	1,000.00	304.42	6,524.90	7,000.00	(475.10)
6015 Administrative Salary	12,063.48	13,216.67	(1,153.19)	84,444.36	92,516.69	(8,072.33)
6017 Administrative Travel	188.10	250.00	(61.90)	541.46	1,750.00	(1,208.54)
6020 Board Compensation	450.00	700.00	(250.00)	3,900.00	4,900.00	(1,000.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	24.36	583.31	(558.95)
6024 Customer/Public Info. Prog.	0.00	166.67	(166.67)	1,000.00	1,166.69	(166.69)
6025 PERS - KID	3,533.72	3,500.00	33.72	25,371.45	24,500.00	871.45
6030 Social Security - KID	2,930.93	2,833.33	97.60	19,983.02	19,833.31	149.71
6031 Medicare - KID	685.48	666.67	18.81	4,673.58	4,666.69	6.89
6035 Office/Computer Supplies	587.49	583.33	4.16	4,669.36	4,083.31	586.05
6036 Postage/Delivery	323.60	416.67	(93.07)	2,081.45	2,916.69	(835.24)
6040 Professional Dues	1,146.08	1,250.00	(103.92)	8,772.52	8,750.00	22.52
6045 Legal Services	1,164.08	1,250.00	(85.92)	5,568.56	8,750.00	(3,181.44)
6050 Telephone	314.94	375.00	(60.06)	2,272.53	2,625.00	(352.47)

Kinneloa Irrigation District
Income Statement for the Seven Months Ending July 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6051 Mobile Communications	21.19	41.67	(20.48)	168.46	291.69	(123.23)
6052 Pagers	34.99	41.67	(6.68)	245.11	291.69	(46.58)
6053 Internet Service	299.98	83.33	216.65	1,429.40	583.31	846.09
6059 Computer Software Maintenance	482.08	1,000.00	(517.92)	6,825.14	7,000.00	(174.86)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	583.31	(583.31)
6065 Accounting Services	0.00	0.00	0.00	6,400.00	7,000.00	(600.00)
6070 Office & Accounting Labor	9,585.57	10,479.17	(893.60)	74,748.46	73,354.19	1,394.27
6075 Professional/Contract Services	2,010.93	2,333.33	(322.40)	14,886.72	16,333.31	(1,446.59)
6080 Administrative Fees	1,036.66	1,036.67	(0.01)	7,173.69	7,256.69	(83.00)
6081 Permits/Fees	323.40	1,250.00	(926.60)	3,601.71	8,750.00	(5,148.29)
6086 Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	2,041.69	(2,041.69)
6088 Interest Expense	0.00	0.00	0.00	28,977.21	28,978.00	(0.79)
6120 Bank Service Charges	898.57	750.00	148.57	5,986.72	5,250.00	736.72
Total Expenses	128,036.07	117,385.00	10,651.07	880,318.33	912,808.00	(32,489.67)
Net Income	38,672.34	36,781.66	1,890.68	203,617.90	(22,641.38)	226,259.28
Other Expenditures						
1504 Water Mains	42,863.75	100,000.00	(57,136.25)	286,656.85	400,000.00	(113,343.15)
1505 Water Tunnels	0.00	0.00	0.00	4,200.00	10,000.00	(5,800.00)
1511 Water Treatment Plant	1,123.32	500.00	623.32	1,897.93	3,500.00	(1,602.07)
1512 Water Meters	0.00	0.00	0.00	37,149.87	20,000.00	17,149.87
1514 Computer/Office Equipment	673.80	416.67	257.13	1,276.00	2,916.69	(1,640.69)
2400 Installment Purchase Agreement	0.00	0.00	0.00	71,123.77	71,124.00	(0.23)
Total Other Expenditures	44,660.87	100,916.67	(56,255.80)	402,304.42	507,540.69	(105,236.27)
Total Increase or (Drawdown)	(5,988.53)	(64,135.01)	58,146.48	(198,686.52)	(530,182.07)	331,495.55

Kinneloa Irrigation District Balance Sheet as of July 31, 2021

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 330,989.58
1012	Reserve Fund-LAIF	128,161.13
1014	Reserve Fund-CalTRUST	1,764,580.55
1016	Accrued Interest-LAIF	22.13
1100	Accts. Receivable-Water Sales	38,695.88
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	165,328.76
1350	Prepaid Insurance	4,036.53
1360	Prepaid Expenses	1,717.05

Total Current Assets

2,452,760.13

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,871,174.95
1505	Water Tunnels	733,274.60
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	205,351.49
1512	Water Meters	155,885.40
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,654.20
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	54,741.36
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1523	Constr. in Progress-Vosburg	53,875.00
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	362,117.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,602,579.76)

Total Property and Equipment

5,504,522.84

Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 8,050,968.97

Kinneloa Irrigation District Balance Sheet as of July 31, 2021

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$	83,804.00
2271	Deposits-Construction Meters		850.00
2272	Job Deposits		2,700.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		18,854.60
			106,463.62
	Total Current Liabilities		106,463.62

Long-Term Liabilities

2400	Installment Purchase Agreement		1,523,485.86
2801	PERS- Net Liability		328,621.88
2901	PERS- Deferred Inflows		35,841.00
			1,887,948.74
	Total Long-Term Liabilities		1,887,948.74
	Total Liabilities		1,994,412.36

Capital

3040	Fund Balance		5,852,938.71
	Net Income		203,617.90
			6,056,556.61
	Total Capital		6,056,556.61
	Total Liabilities & Capital	\$	8,050,968.97

Kinneloa Irrigation District
Statement of Cash Flow
For the Seven Months Ended July 31, 2021

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 38,672.34	\$ 203,617.90
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(18,887.20)	(7,213.90)
1113 Employee Loans	0.00	301.07
1340 Accrued Water Sales	34,971.87	25,545.78
1350 Prepaid Insurance	(1,420.59)	8,080.41
1360 Prepaid Expenses	3,157.23	19,692.47
2000 Accounts Payable	(191,293.74)	47,845.06
2271 Deposits-Construction Meters	850.00	850.00
2272 Job Deposits	1,800.00	(900.00)
	(170,822.43)	94,200.89
Total Adjustments	(170,822.43)	94,200.89
Net Cash Provided by Operations	(132,150.09)	297,818.79
 Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	(42,863.75)	(286,656.85)
1505 Water Tunnels	0.00	(4,200.00)
1511 Water Treatment Plant	(1,123.32)	(1,897.93)
1512 Water Meters	0.00	(37,149.87)
1514 Computer/Office Equipment	(718.80)	(1,321.00)
	(44,705.87)	(331,225.65)
Net Cash Used in Investing	(44,705.87)	(331,225.65)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(71,123.77)
2801 PERS- Net Liability	(2,203.58)	(12,598.52)
	(2,203.58)	(83,722.29)
Net Cash Used in Financing	(2,203.58)	(83,722.29)
Net Increase (Decrease) in Cash	\$ (179,059.54)	\$ (117,129.15)
 Summary		
Cash Balance at End of Period	\$ 2,223,753.39	\$ 2,223,753.39
Cash Balance at Beg. of Period	(2,402,767.93)	(2,340,837.54)
Net Increase (Decrease) in Cash	\$ (179,014.54)	\$ (117,084.15)

Kinneloa Irrigation District

Check Register

For the Period from July 1, 2021 to August 1, 2021

Date	Check #	Payee	Amount	Description
7/12/21	9832	ACWA-JPIA	3,621.90	KID Health Benefits- July
7/12/21	9833	ACWA-JPIA	2,778.79	KID Health Benefits- July
7/12/21	9834	Aramark Uniform Services	82.37	Shop Rag Service
7/12/21	9835	BrightView Landscape Services	1,490.00	Landscaping
7/12/21	9836	LA County Auditor-Controller	574.76	Registered Recorder
7/12/21	9837	Underground Service Alert	36.40	Digalert
7/12/21	9838	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
7/12/21	9839	Generator Services Co.	551.19	Generator Maintenance
7/12/21	9840	Melvin L. Matthews	545.91	Reimbursement
7/12/21	9841	McMaster Carr	211.43	Maintenance Supplies
7/12/21	9842	Perry Thomas Construction Co.	2,884.90	Contractor -Repair
7/12/21	9843	Public Water Agencies Group	875.00	June - Emergency Preparedness Program
7/12/21	9844	Red Supply	18.51	Maintenance Supplies
7/12/21	9845	Ultimate Cleaning Solutions, Inc.	75.00	Office Cleaning Service
7/12/21	9846	Utility Service Co., Inc.	5,248.24	Reservoir Tank Service
7/12/21	9847	Western Water Works	1,341.97	Meter Repair Supplies
7/12/21	9848	Foothill Municipal Water Dist.	1,036.66	Administrative Fee
7/12/21	9849	Generator Services Co.	784.91	Generator Maintenance
7/12/21	9850	Public Water Agencies Group	289.08	June - Emergency Preparedness Program
7/12/21	9851	ACWA-JPIA	8,355.73	KID Health Benefits- July
7/12/21	9852	Big Ben Engineering Inc.	241,849.10	Contractors
7/12/21	EFT4820	Automatic Data Processing, Inc.	96.92	Payroll Processing Fee
7/12/21	EFT4821	CA Public Employees Ret. Sys.	6,856.03	Payroll Taxes & Withholdings
7/12/21	EFT4822	Century Business Solutions	380.92	Credit Card Processing Fee
7/12/21	EFT4823	Streamline	200.00	Website
7/12/21	EFT4824	VeriCheck, Inc.	171.85	E-check Payment Processing Fees
7/12/21	EFT4825	CA Public Employees Ret. Sys.	30.33	Employer Unfunded Accrued Liability
7/12/21	EFT4826	CA Public Employees Ret. Sys.	2,173.25	Employer Unfunded Accrued Liability
7/13/21	EFT4827	Century Business Solutions	15.00	Credit Card Payment Processing Fee
7/13/21	EFT4828	Pasadena Municipal Services	1,754.81	Electricity for Wilcox
7/13/21	EFT4829	Southern California Edison Co.	10,565.66	Electricity
7/15/21	9829V	Western Rooter	-575.00	Plumber (Voided Duplicate Payment)
7/15/21	EFT4830	Bernadette C. Allen	373.66	Salary
7/15/21	EFT4831	Arthur M. Aragon	1,745.62	Salary
7/15/21	EFT4832	Krystle K. Barba	1,401.38	Salary
7/15/21	EFT4833	Christopher A. Burt	2,911.55	Salary
7/15/21	EFT4834	Michele M. Ferrell	2,631.80	Salary
7/15/21	EFT4835	Brian L. Fry	1,750.41	Salary
7/15/21	EFT4836	Melvin L. Matthews	3,973.16	Salary
7/15/21	EFT4837	Juan R. Tello	1,803.63	Salary

Kinneloa Irrigation District

Check Register

For the Period from July 1, 2021 to August 1, 2021

Date	Check #	Payee	Amount	Description
7/15/21	EFT4838	Christopher A. Burt	150.00	Salary
7/15/21	EFT4839	Automatic Data Processing, Inc.	7,249.83	Payroll Taxes & Withholdings
7/27/21	9853	Clinical Lab of San Bernardino	84.00	General Physical Lab results
7/27/21	9854	ACWA-JPIA	284.54	KID Health Benefits- July (Fees)
7/27/21	9855	Applied Techology Group, Inc.	718.80	Industrial Equipment Supplier
7/27/21	9856	Aramark Uniform Services	82.37	Shop Rag Service
7/27/21	9857	BrightView Landscape Services	1,490.00	Landscaping
7/27/21	9858	Civiltec Engineering, Inc.	4,570.00	Brown/Glen Project Design
7/27/21	9859	Clinical Lab of San Bernardino	24.00	General Physical Lab results
7/27/21	9860	EVERSOFT, INC.	658.97	Water Softener Supplier-Water Treatment
7/27/21	9861	Generator Services Co.	7,959.69	Generator Maintenance
7/27/21	9862	Scotland Entry Systems	185.00	Auto Gate
7/27/21	EFT4840	American Messaging Services	34.99	Pager Service
7/27/21	EFT4841	Arco Gaspro Plus	1,303.30	Fleet Fuel
7/27/21	EFT4842	AT&T Mobility	148.33	Mobile Phones
7/27/21	EFT4843	Athens Services	215.69	Trash Pick-up
7/27/21	EFT4844	Geotab USA, Inc	98.75	Fleet Mgmt. Software
7/27/21	EFT4845	Umpqua Bank	3,916.87	Credit Cards - see attached detail
		Total	340,287.96	

Credit Card Detail Umpqua Bank

July 2021

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

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1511	Water Treatment Plant	BLF: Salt Delivery				\$1,123.32				\$1,123.32
1514	Computer/Office Equip.									\$0.00
5010	Maintenance Supplies	BLF: Paint, Batteries, Lock and Key, Ball valves CAB: Wilcox Well lube, Eucalyptus Generator ECM Gloves, JRT: Sunshade,Tail lamp, Copper, Broom, Knife set MF:			\$118.39	\$127.85		\$102.81	\$148.86	\$497.91
5012	Safety Equipment	MF: Coveralls						\$57.68		\$57.68
5022	Training/Certification									\$0.00
5025	Water Treatment/Analysis									\$0.00
5035	Vehicle Maintenance	MLM:Electrical junction box,Side marker light assembly		\$1,411.63						\$1,411.63
5036	Fuel									\$0.00
5030	Maintenance/Repair contrac	MLM: Big Bend Contractor		\$185.00						\$185.00
6021	Adm. & Bd. Exp.									\$0.00
6024	Customer/Public Info									\$0.00
6035	Office/Computer Supplies	MLM: Printer Ink MA: Staples, Binders, Printer paper,Pens,Paper Goods,Soap,Cleaners	\$429.27	\$138.94			\$19.28			\$587.49
6036	Postage/Delivery	MA: Stamps, Delivery					\$278.60			\$278.60
6040	Professional Dues									\$0.00
6050	Telephone	MLM: Answering Service(Alert)		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service									\$0.00
6059	Computer/Software Maint.	MLM:								\$0.00
6061	Office Equipment Maint.									\$0.00
6075	Outside Services	MF:								\$0.00
6081	Permits/Fees									\$0.00
TOTAL			\$429.27	\$1,810.57	\$118.39	\$1,251.17	\$297.88	\$160.49	\$148.86	\$4,216.63

General Manager's Report for the Board of Directors Meeting on August 24, 2021

I. Customer Account Information and Internet Usage

A. Customer Accounts –

Active accounts: 587
 Delinquent accounts receiving late charges: 18
 Accounts shut off for non-payment: None

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
August 2020	\$27,970.57	\$2,624.99	\$0.00	\$0.00	\$30,595.56
September 2020	\$32,787.39	\$3,299.78	\$181.77	\$0.00	\$36,268.94
October 2020	\$35,165.98	\$3,020.50	\$1,102.31	\$97.99	\$39,386.78
November 2020	\$31,925.74	\$6,497.96	\$98.72	\$0.00	\$38,522.42
December 2020	\$28,288.75	\$3,101.55	\$91.68	\$0.00	\$31,481.98
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
April 2021	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
May 2021	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99
June 2021	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68
July 2021	\$34,129.88	\$2,694.38	\$1,134.17	\$653.89	\$38,612.32

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
August 2020	276	708	100	\$30,398.55
September 2020	277	608	91	\$27,761.46
October 2020	278	654	109	\$35,098.93
November 2020	248	591	93	\$29,258.42
December 2020	253	560	110	\$33,318.03
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82
April 2021	274	1,538	106	\$27,464.40
May 2021	292	1,616	112	\$27,299.87
June 2021	262	1,409	109	\$26,067.48
July 2021	251	1,217	120	\$34,674.20

II. General Manager's Projects and Activities

- A. **Advanced Meter Infrastructure (AMI) Project** – The design of the billing interface is in progress
- B. **Budget** – The preparation of the proposed 2021 Budget is in progress
- C. **Pipeline Project** – Contractor has completed the pipeline installation except for punch list items, permanent pavement and restoration of the concrete at the gate
- D. **House Tunnel Pipeline Repair** – Repair was completed on additional leaks in the pipeline
- E. **Annual Production and Sales Report** – I have started preparing the 2020-2021 report
- F. **Emergency Radio Project** – Two handheld radios have been purchased and programmed to the PWAG frequency for emergency use and programmed to the existing KID frequency for district use
- G. **Activities/Meetings/Webinars/Conferences***
 - 1. KID Staff Meetings
 - 2. PWAG Emergency Coordination Update & Discussion
 - 3. KID Board Meeting
 - 4. FMWD Board Meeting
 - 5. FMWD Managers Meeting
 - 6. FMWD Finance Committee Meeting
 - 7. LAFCO Board Meeting
 - 8. Subeca Training
 - 9. Grant application to California Fire Foundation

* Organization Acronyms:

ACWA – Association of California Water Agencies

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

AMI – Advanced Meter Infrastructure

AWWA – American Water Works Association

CalTRUST – Investment Trust of California Joint Powers Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

FMWD – Foothill Municipal Water District

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

NKRPOA – North Kinneloa Ranch Property Owners' Association

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

RCAC – Rural Community Assistance Corporation

SCADA – Supervisory Control and Data Acquisition System

SMVA – Sierra Madre Villa Avenue

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
7	3	0	0	6	Two system leaks were at the meter gasket on KID side of meter. One system leak was on service line on Hastings Heights Lane

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

B. Current and Completed Capital Improvement, Facilities Improvement, Maintenance and Repair Projects and Activities –

1. Routine daily and monthly activities
 - a. Operator training
 - b. Meter and transmitter maintenance and replacement
 - c. Water samples
 - d. Vehicle and equipment maintenance and testing
 - e. Facility cleanup
 - f. Production meter readings and report to RBMB
 - g. Chlorine generator maintenance
 - h. Meter reading
 - i. Customer service calls
 - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance for July
 - a. Continued work on House Tunnel line
 - b. Repaired Cl₂ line at Holy Tanks site
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress)*
 - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (In progress) (CIP, EP, OPS)
 - b. Reservoir inspection and washout (Completed) (MR)
 - c. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 53 locations (Completed) (CIP, OPS, MR)
 - d. Annual service on six generators (Completed) (MR)
 - e. Efficiency tests and preventative maintenance on all pumps and motors (Completed) (MR)
 - f. Production meter tests for accuracy (Completed) (MR)
 - g. House Tunnel Pipeline repair (In Progress) (MR)

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

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

*Project Categories

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

EP – Emergency preparedness

OPS – Operational improvement

MR – Maintenance and repair

IV. Water Supply Summary as of May for the Watermaster Year July 2020 through June 2021 (End of Watermaster Year) – June data not available yet

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	4
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges	207	House	0
Prior Year Spreading	93	Holly High/Low	3
Short Term Storage	134		
Current Year Spreading	0		
Total Allowable Extractions	847		
Less Water Extracted YTD This Watermaster Year	-683	Current Tunnel Monthly Production	11
Remaining Allowable Groundwater Extractions through June 2021	224	Remaining Estimated Tunnel Production through June 2021	11
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2021)			235 Acre Feet
Less Remaining Forecasted Retail Water Sales through June 2021			-74 Acre Feet

Surplus Water through June 2021*

161 Acre Feet

* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2019-2020 year, 119 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2020-2021 and 134 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 774 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply, we do not plan to use or sell this water now.