

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, June 20, 2023
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to kinneloa@outlook.com prior to the meeting, any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information: <https://us02web.zoom.us/j/85061795151?pwd=QRaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. CALL TO ORDER – 3:00 P.M.

- a. Declaration of a quorum
- b. Review of agenda

2. PUBLIC COMMENT – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District

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

3. REVIEW OF MINUTES – May 16, 2023, Regular Meeting

Recommended Action: Review and approve motion to file.

4. REVIEW OF FINANCIAL REPORTS – May 31, 2023

Recommended Action: Review and approve motion to file.

5. INFORMATION ITEMS

- a. Division 5 Board of Director Vacancy effective April 18, 2023.
- b. Update on general election on 11/7/23 for Division 1, 4 and 5
- c. Customer Outreach –June Newsletter
- d. Subeca Customer Interface Rollout
- e. Tunnel Production Status –
- f. Fluoride Variance Expiration
- g. 1850 Kinneloa Canyon Road – mainline upgrade project
- h. Proposed CY 2024 Budget and 5 Year CIP
- i. Rate Adjustment for CY 2024
- j. Check Signing Procedure Review
- k. FMWD Division 2 Board Vacancy

6. AD HOC PERSONNEL COMMITTEE REPORT – Information item presented by the Committee Chair

7. AD HOC FINANCE COMMITTEE REPORT – Information item presented by the Committee Chair

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

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

9. 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.

10. CALENDAR – Upcoming regular meetings: July 18, 2023 August 15, 2023 September 19, 2023

11. 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://kinneoloairrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 16, 2023, 3:00 P.M.

MINUTES

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

DIRECTORS PRESENT: (In-Person): Gordon Johnson, Stephen Brown, Gerrie Kilburn, Timothy Eldridge

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Tom Majich; Board Clerk, Martin Aragon; Field Staff; Chris Burt & Michele Ferrell

PUBLIC PRESENT: Gail Egan of *Egan CPA's LP*

1. CALL TO ORDER:

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

2. PUBLIC COMMENT: None

3. FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2022 and 2021 AND INDEPENDENT AUDITOR'S REPORT:

Gail Egan of Egan CPA's LP presented their report.

Director Brown motioned to approve the audit report with noted revisions to the list of Director's as of year end 2022 and authorized the General Manager to sign the representation letter and direct the auditor to finalize the audit report and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay/0 Abstain/0 Absent)

4. REVIEW OF MINUTES:

Director Kilburn motioned to approve the **April 18, 2023**, Minutes for filing, subject to the noted correction of the regular June meeting date and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

5. REVIEW OF FINANCIAL REPORTS:

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

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

6. INFORMATION ITEMS:

The key dates for the Division 5 Board of Directors vacancy were noted. District customers in Division 5 have been notified of the vacancy via the most recent water bill. District staff will mail out a notice to all Division 5 customers.

The next customer newsletter will go out late June. The General Manager will write a section about our water supply sources. Director Brown will work with the General Manager and CV Strategies to develop the newsletter.

District Staff noted that both Android and iOS apps are available now for Subeca and that enough District customers are receiving data from their Subeca devices for real time monitoring to be useful. District Staff will work on a district wide roll out plan and report on next steps at the next Board meeting.

The customer associated with the 1850 Kinneloa Canyon Road project has signed the agreement and provided the professional services deposit. The General Manager will advertise the project for bid and advise the board on the overall project schedule at the next Board meeting.

The General Manager presented a 2023 budget forecast based on actual revenues and expenses to date and including additional projects that will be completed this calendar year.

7. AD HOC PERSONNEL COMMITTEE REPORT:

- a. The General Manager is having the updates to the Employee Policy and Procedures Manual reviewed by JPIA prior to distributing to the Board for review and approval.
- b. The General Manager advised the Board that the new District office hours are Monday through Thursday from 8am-5pm. The office will be closed alternating Friday's beginning June 9th. On Friday's that the office is open, the hours are 8am-5pm. District Staff will place a notice on the office message board, the District website and include in the upcoming billing as a special message notifying all customers of the new office hours.

8. AD HOC FINANCE COMMITTEE REPORT:

The Ad Hoc Finance Committee has not meet since the last Board meeting and has nothing to report.

9. GENERAL MANAGER'S REPORT:

The General Manager presented the monthly report on District activities and water supply and production.

10. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2023:

The General Manager will add this item to the Board Agenda quarterly going forward to provide an opportunity to discuss Director satisfaction on Staff efforts to meeting the goals and objectives.

11. DIRECTOR REPORTS AND/OR COMMENTS:

Director Johnson attended the most recent board meeting of the Foothill Municipal Water District and reported on a Metropolitan Water District presentation given at the meeting.

12. CALENDAR: Upcoming regular meetings: June 20, 2023 July 18, 2023 August 15, 2023

13. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 5:20 P.M.

Prepared and submitted by,

Martin Aragon

Martin Aragon
Office Manager/Board Clerk

DRAFT

Kinneloa Irrigation District
Income Statement Compared with Budget for the Five Months Ending May 31, 2023

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4000 Water Sales	126,955.80	125,000.00	1,955.80	491,231.90	596,000.00	(104,768.10)	1,600,000.00
4015 Wholesale Water Sales	21,606.66	0.00	21,606.66	187,081.40	50,000.00	137,081.40	50,000.00
4020 Service/Installation Charges	869.10	833.33	35.77	2,907.29	4,166.65	(1,259.36)	10,000.00
4035 Interest-Reserve Fund	5,489.56	833.33	4,656.23	25,297.19	4,166.65	21,130.54	10,000.00
4036 Unrealized Gain(Loss)-CalTRU	(5,290.91)	2,083.33	(7,374.24)	2,661.45	10,416.65	(7,755.20)	25,000.00
Total Revenues	149,630.21	128,749.99	20,880.22	709,179.23	664,749.95	44,429.28	1,695,000.00
Expenses							
5000 Leased Water Rights	0.00	0.00	0.00	103,500.00	63,135.00	40,365.00	63,135.00
5005 Electricity	13,909.45	12,000.00	1,909.45	66,930.63	58,000.00	8,930.63	170,000.00
5010 Maintenance/Repair Supplies	(1,499.48)	3,500.00	(4,999.48)	7,360.02	15,500.00	(8,139.98)	40,000.00
5011 Material and Labor for Install	(6,595.00)	3,333.33	(9,928.33)	0.00	16,666.65	(16,666.65)	40,000.00
5012 Safety Equipment	502.37	166.67	335.70	1,167.63	833.35	334.28	2,000.00
5015 Operations Labor	28,035.64	27,646.67	388.97	142,233.47	138,233.35	4,000.12	331,760.00
5016 Operations OT	2,381.49	1,666.67	714.82	16,151.32	8,333.35	7,817.97	20,000.00
5020 Stand-by Compensation	810.00	915.00	(105.00)	4,410.00	4,575.00	(165.00)	10,980.00
5022 Training/Certification	(65.00)	133.33	(198.33)	599.98	666.65	(66.67)	1,600.00
5025 Water Treatment/Analysis	1,759.80	2,500.00	(740.20)	13,920.76	12,500.00	1,420.76	30,000.00
5026 Water Treatment/Analysis Equip	462.80	0.00	462.80	4,862.32	0.00	4,862.32	0.00
5030 Maintenance/Repair Contractors	13,143.18	11,666.67	1,476.51	70,921.54	58,333.35	12,588.19	140,000.00
5031 SCADA Operating/Maintenance	2,643.49	833.33	1,810.16	8,074.06	4,166.65	3,907.41	10,000.00
5034 Equipment Maintenance	0.00	2,083.33	(2,083.33)	0.00	10,416.65	(10,416.65)	25,000.00
5035 Vehicle Maintenance	2,794.67	1,333.33	1,461.34	8,596.28	6,666.65	1,929.63	16,000.00
5036 Fuel	3,349.76	1,833.33	1,516.43	12,277.21	9,166.65	3,110.56	22,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Comp.	0.00	0.00	0.00	4,708.63	5,000.00	(291.37)	20,000.00
5046 Insurance-Liability	2,162.39	1,416.67	745.72	10,811.95	7,083.35	3,728.60	17,000.00
5048 Insurance-Property	312.56	208.33	104.23	1,562.80	1,041.65	521.15	2,500.00
5049 Insurance-Medical	7,222.92	7,744.58	(521.66)	32,490.66	38,722.90	(6,232.24)	92,935.00
6000 Engineering Services	0.00	3,958.33	(3,958.33)	4,020.00	19,791.65	(15,771.65)	47,500.00
6005 Watermaster Services	1,318.00	1,416.67	(98.67)	6,590.00	7,083.35	(493.35)	17,000.00
6015 Administrative Salary	14,204.18	14,500.00	(295.82)	43,995.22	72,500.00	(28,504.78)	174,000.00
6017 Administrative Travel	140.04	250.00	(109.96)	140.04	1,250.00	(1,109.96)	3,000.00
6020 Board Compensation	450.00	700.00	(250.00)	2,700.00	3,500.00	(800.00)	8,400.00
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	227.85	416.65	(188.80)	1,000.00
6022 Board of Directors Election	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00
6024 Customer/Public Info. Prog.	950.75	1,250.00	(299.25)	4,335.75	6,250.00	(1,914.25)	15,000.00
6025 PERS - KID	4,307.50	4,400.00	(92.50)	19,176.52	22,000.00	(2,823.48)	52,800.00
6030 Social Security - KID	3,709.77	3,300.00	409.77	17,375.24	16,500.00	875.24	39,600.00
6031 Medicare - KID	867.63	779.17	88.46	4,063.64	3,895.85	167.79	9,350.00
6035 Office/Computer Supplies	768.52	583.33	185.19	4,142.97	2,916.65	1,226.32	7,000.00
6036 Postage/Delivery	63.00	416.67	(353.67)	2,225.24	2,083.35	141.89	5,000.00
6040 Professional Dues	927.57	1,333.33	(405.76)	4,951.61	6,666.65	(1,715.04)	16,000.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the Five Months Ending May 31, 2023

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6045 Legal Services	315.00	1,250.00	(935.00)	5,252.24	6,250.00	(997.76)	15,000.00
6050 Telephone	234.96	375.00	(140.04)	1,534.74	1,875.00	(340.26)	4,500.00
6051 Mobile Communications	163.86	166.67	(2.81)	729.69	833.35	(103.66)	2,000.00
6052 Pagers	36.18	41.67	(5.49)	212.48	208.35	4.13	500.00
6053 Internet Service	114.98	133.33	(18.35)	564.90	666.65	(101.75)	1,600.00
6059 Computer Software Maintenance	1,956.66	2,000.00	(43.34)	4,818.93	10,000.00	(5,181.07)	24,000.00
6061 Office Equipment Maintenance	2,115.13	83.33	2,031.80	2,115.13	416.65	1,698.48	1,000.00
6065 Accounting Services	0.00	0.00	0.00	6,400.00	0.00	6,400.00	7,000.00
6070 Office & Accounting Labor	14,535.00	12,008.33	2,526.67	73,285.43	60,041.65	13,243.78	144,100.00
6075 Professional Services	576.39	7,916.67	(7,340.28)	14,352.10	39,583.35	(25,231.25)	95,000.00
6076 Contract Services	1,371.84	0.00	1,371.84	1,371.84	0.00	1,371.84	0.00
6080 Administrative Fees	969.28	1,036.67	(67.39)	4,713.60	5,183.35	(469.75)	12,440.00
6081 Permits/Fees	1,234.21	1,250.00	(15.79)	3,106.45	6,250.00	(3,143.55)	15,000.00
6086 Taxes - Sales/Use	0.00	41.67	(41.67)	0.00	208.35	(208.35)	500.00
6088 Interest Expense	24,102.84	24,500.00	(397.16)	24,102.84	24,500.00	(397.16)	49,000.00
6090 Customer Requested Expense	(93.75)	0.00	(93.75)	(93.75)	0.00	(93.75)	0.00
6120 Bank Service Charges	549.90	1,000.00	(450.10)	2,731.57	5,000.00	(2,268.43)	12,000.00
Total Expenses	147,220.48	163,755.41	(16,534.93)	769,721.53	784,912.05	(15,190.52)	1,847,200.00
Net Income	2,409.73	(35,005.42)	37,415.15	(60,542.30)	(120,162.10)	59,619.80	(152,200.00)
Other Expenditures							
1505 Water Tunnels	0.00	0.00	0.00	993.63	1,000.00	(6.37)	10,000.00
1511 Water Treatment Plant	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
1513 Electrical/Electronic Equip.	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
1514 Computer/Office Equipment	0.00	0.00	0.00	5,904.27	0.00	5,904.27	5,000.00
1515 Vehicles & Portable Equipment	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1516 Water Company Facilities	6,500.00	0.00	6,500.00	6,500.00	0.00	6,500.00	35,000.00
1522 Eucalyptus Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1527 SCADA Equipment	5,944.00	0.00	5,944.00	5,944.00	0.00	5,944.00	0.00
1530 Tools	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
2400 Installment Purchase Agreement	75,998.14	75,601.00	397.14	75,998.14	75,601.00	397.14	151,202.00
Total Other Expenditures	88,442.14	75,601.00	12,841.14	95,340.04	76,601.00	18,739.04	329,202.00
Total Increase or (Drawdown)	(86,032.41)	(110,606.42)	24,574.01	(155,882.34)	(196,763.10)	40,880.76	(481,402.00)

Kinneloa Irrigation District Balance Sheet as of May 31, 2023

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 43,517.70
1012	Reserve Fund-LAIF	130,641.27
1014	Reserve Fund-CalTRUST	1,447,301.89
1016	Accrued Interest-LAIF	850.50
1100	Accts. Receivable-Water Sales	13,782.74
1102	Accts. Receiv.-Wholesale Water	127,243.10
1190	Allowance for Bad Debts	(3,199.39)
1200	Inventory	20,000.00
1340	Accrued Water Sales	129,828.80
1350	Prepaid Insurance	7,415.62
1360	Prepaid Expenses	31,956.85

Total Current Assets

1,949,339.08

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	4,010,066.35
1505	Water Tunnels	738,468.23
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	206,569.07
1512	Water Meters	405,838.63
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	81,563.11
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	110,722.20
1517	KID Office	64,899.78
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	368,061.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,933,805.76)

Total Property and Equipment

5,543,189.01

Other Assets

1901	PERS-Deferred Outflows	64,858.00
------	------------------------	-----------

Total Assets

\$ 7,557,386.09

Kinneloa Irrigation District Balance Sheet as of May 31, 2023

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$	39,199.18
2005	Umpqua Visa Payable		4,963.72
2271	Deposits-Construction Meters		850.00
2272	Job Deposits		20,900.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		13,237.40
			13,237.40
	Total Current Liabilities		79,405.32

Long-Term Liabilities

2400	Installment Purchase Agreement		1,228,980.51
2801	PERS- Net Liability		100,903.50
2901	PERS- Deferred Inflows		160,498.00
			160,498.00
	Total Long-Term Liabilities		1,490,382.01
	Total Liabilities		1,569,787.33

Capital

3040	Fund Balance		6,048,141.06
	Net Income		(60,542.30)
			(60,542.30)
	Total Capital		5,987,598.76
	Total Liabilities & Capital	\$	7,557,386.09

Kinneloa Irrigation District
Statement of Cash Flow
For the Five Months Ended May 31, 2023

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 2,409.73	\$ (60,542.30)
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(490.11)	10,774.89
1102 Accts. Receiv.-Wholesale Water	(70,288.94)	(127,243.10)
1190 Allowance for Bad Debts	2,427.91	2,427.91
1340 Accrued Water Sales	28,618.63	(1,359.44)
1350 Prepaid Insurance	2,474.95	12,374.75
1360 Prepaid Expenses	2,886.21	(1,793.95)
2000 Accounts Payable	(39,362.76)	(28,202.78)
2005 Umpqua Visa Payable	300.88	4,963.72
2250 PERS Withholding-Employee	(1.68)	0.00
2272 Job Deposits	2,883.00	18,200.00
	(70,551.91)	(109,858.00)
Net Cash Provided by Operations	(68,142.18)	(170,400.30)
 Cash Flows from Investing Activities		
<i>Used for</i>		
1505 Water Tunnels	0.00	(993.63)
1514 Computer/Office Equipment	0.00	(5,904.27)
1516 Water Company Facilities	(6,500.00)	(6,500.00)
1527 SCADA Equipment	(5,944.00)	(5,944.00)
	(12,444.00)	(19,341.90)
Net Cash Used in Investing	(12,444.00)	(19,341.90)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	(75,998.14)	(75,998.14)
	(75,998.14)	(75,998.14)
Net Cash Used in Financing	(75,998.14)	(75,998.14)
Net Increase (Decrease) in Cash	\$ (156,584.32)	\$ (265,740.34)
 Summary		
Cash Balance at End of Period	\$ 1,622,311.36	\$ 1,622,311.36
Cash Balance at Beg. of Period	(1,778,895.68)	(1,888,051.70)
Net Increase (Decrease) in Cash	\$ (156,584.32)	\$ (265,740.34)

Kinneloa Irrigation District
Check Register
May 1, 2023 to May 31, 2023

Date	Check #	Payee	Amount	Description
5/3/23	10569	Norman Phan	707.70	Refund on net deposit
5/4/23	EFT5694	CA Public Employees Ret. Sys.	7,545.00	KID & Employee Retirement Contributions
5/4/23	EFT5695	Spectrum	274.94	Internet Services
5/4/23	EFT5696	Streamline	200.00	Website Services
5/4/23	EFT5697	VeriCheck, Inc.	77.72	E-check Processing Fees
5/4/23	10570	Griswold Industries (CLA VAL)	3,949.60	Preventative Maintenance at Eucalyptus Reservoir
5/4/23	10571	Underground Service Alert	18.75	Digalert
5/4/23	10572	High Road Information Technology	2,115.13	Upgrade to Field Staff Computer Workstation
5/4/23	10573	Thomas Majich	114.30	Mileage Reimbursement
5/4/23	10574	McMaster Carr	295.65	Maintenance Supplies
5/4/23	10575	Melanie Timoteo	25.74	Mileage Reimbursement
5/4/23	10576	Ultimate Cleaning Solutions, Inc.	90.00	KID & Employee Retirement Contributions
5/4/23	10577	Ware Disposal	243.62	Trash Pickup Services
5/4/23	10578	Weck Laboratories, Inc.	72.00	Water Treatment/Analysis
5/4/23	10579	Alert Communications, Inc.	75.00	Pagers
5/4/23	10580	Clinical Lab of San Bernardino	230.00	Water Treatment/Analysis
5/4/23	10581	General Pump Company	5,838.87	Annual Maintenance of all Wells & Booster Stations
5/4/23	10582	High Road Information Technology	1,000.00	Secure user Logins and Billing Database Review
5/4/23	10583	McMaster Carr	672.09	Maintenance Supplies
5/15/23	EFT5700	Bernadette C. Allen	1,696.06	Salary
5/15/23	EFT5701	Arthur M. Aragon	2,053.12	Salary
5/15/23	EFT5702	Ramon Jr. Ascencio	2,074.30	Salary
5/15/23	EFT5703	Christopher A. Burt	3,652.39	Salary
5/15/23	EFT5704	Michele M. Ferrell	3,274.03	Salary
5/15/23	EFT5705	Thomas L. Majich	4,791.41	Salary
5/15/23	EFT5706	Juan R. Tello	1,105.59	Salary
5/15/23	EFT5707	Melanie E. Timoteo	1,772.17	Salary
5/15/23	EFT5708	Christopher A. Burt	300.00	Salary
5/15/23	EFT5709	Juan R.Tello	353.00	Salary
5/15/23	EFT5710	Automatic Data Processing, Inc.	8,654.48	Payroll Taxes & Withholdings
5/16/23	10584	ACWA-JPIA	7,804.44	KID & Employee Health Benefits Contributions
5/16/23	10585	Alert Communications, Inc.	75.00	Pagers
5/16/23	10586	Applied Technology Group, Inc.	240.00	Handheld Radio Communication (PWAG group)
5/16/23	10587	Aramark Uniform Services	69.11	Shop Rag Service
5/16/23	10588	Foothill Municipal Water District	969.28	Administrative Fee (O & M charge)
5/16/23	10589	Public Water Agencies Group	289.08	PWAG Monthly Assessment for Emergency Preparedness
5/16/23	10590	Utility Service Co., Inc.	5,700.66	Monthly Tank Maintenance
5/16/23	10591	Weck Laboratories, Inc.	90.00	Water Treatment/Analysis
5/16/23	10592	J.A. Salazar Construction & Supply Corp	31,750.00	Reissue of Payment for service installations - Inv# 6222
5/17/23	EFT5698	Arco Gaspro Plus	1,585.76	Fleet Vehicle Fuel
5/17/23	EFT5699	Southern California Edison Co.	18,988.01	Electricity - District / K3 Pumping
5/19/23	10593	THOMAS SOULANILLE	7.79	Refund on net deposit
5/19/23	10594	Brian Fry	1.68	Reimbursement for PERS withholding
5/19/23	10595	David N. Warner	511.70	Refund on net deposit
5/19/23	10596	Bedros Darkjian	119.00	Refund on net deposit
5/19/23	10597	NORMAN PHAN	119.00	Refund on net deposit
5/19/23	10598	Bedros Darkjian	119.00	Refund on net deposit
5/24/23	10599	Civiltec Engineering, Inc.	1,170.00	Two Fire Flow Tests
5/24/23	10600	Clinical Lab of San Bernardino	134.00	Water Treatment/Analysis
5/24/23	10601	Cricket Consulting	2,643.49	Installed Antennas and Analog Isolators (SCADA)

Kinneloa Irrigation District
Check Register
May 1, 2023 to May 31, 2023

Date	Check #	Payee	Amount	Description
5/24/23	10602	Generator Services Co.	1,603.65	Generator Service at Eucalyptus, Pasadena Glen & Vos.
5/24/23	10603	Geotab USA, Inc	79.00	Vehicle Maintenance
5/24/23	10604	High Road Information Technology	375.00	Account Maintenance
5/24/23	10605	SC Fuels	1,764.00	Fleet Vehicle Fuel
5/24/23	10606	South Coast AQMD	153.23	AQMD - Air Toxics "Hot Spots" Program Fee
5/24/23	10607	Civiltec Engineering, Inc.	955.00	Two Fire Flow Tests
5/24/23	10608	Clinical Lab of San Bernardino	230.00	Water Treatment/Analysis
5/24/23	10609	Cricket Consulting	5,944.00	Upgrade SCADA Workstation
5/24/23	10610	South Coast AQMD	153.23	AQMD - Air Toxics "Hot Spots" Program Fee
5/24/23	10611	Civiltec Engineering, Inc.	546.25	Two Fire Flow Tests
5/24/23	10612	South Coast AQMD	153.23	AQMD - Air Toxics "Hot Spots" Program Fee
5/24/23	10613	South Coast AQMD	153.23	AQMD - Air Toxics "Hot Spots" Program Fee
5/24/23	10614	South Coast AQMD	153.23	AQMD - Air Toxics "Hot Spots" Program Fee
5/24/23	10615	Lagerlof, LLP	-410.00	Credit Balance after Legal Fees of \$675.00
5/31/23	10616	Marvel Landscapes, Inc	6,500.00	Holly Tanks - Install Drain Pipe and Retaining Walls
5/31/23	10617	Marvel Landscapes, Inc	1,371.84	East Tank - Clear Brush
5/31/23	EFT5711	Bernadette C. Allen	761.95	Salary
5/31/23	EFT5712	Arthur M. Aragon	2,171.46	Salary
5/31/23	EFT5713	Ramon Jr. Ascencio	2,651.10	Salary
5/31/23	EFT5714	Stephen Brown	138.53	Salary
5/31/23	EFT5715	Christopher A. Burt	3,488.34	Salary
5/31/23	EFT5716	Timothy J. Eldridge	138.53	Salary
5/31/23	EFT5717	Michele M. Ferrell	3,730.89	Salary
5/31/23	EFT5718	Gerrie G. Kilburn	138.53	Salary
5/31/23	EFT5719	Thomas L. Majich	4,768.86	Salary
5/31/23	EFT5720	Juan R. Tello	1,135.39	Salary
5/31/23	EFT5721	Melanie E. Timoteo	1,910.93	Salary
5/31/23	EFT5722	Christopher A. Burt	300.00	Salary
5/31/23	EFT5723	Juan R. Tello	353.00	Salary
5/31/23	EFT5724	Automatic Data Processing, Inc.	9,196.32	Payroll Taxes & Withholdings
5/31/23	EFT5725	Automatic Data Processing, Inc.	116.15	Payroll Processing Fee
5/31/23	EFT5726	Automatic Data Processing, Inc.	107.87	Payroll Processing Fee
5/31/23	EFT5727	AT&T Mobility	65.79	Mobile Phones
5/31/23	EFT5728	Century Business Solutions	248.71	Credit Card Processing Fee
5/31/23	EFT5729	Kinneloa Irrigation District CA	100,100.98	Loan Installment Payment
5/31/23	EFT5730	Pasadena Municipal Services	1,857.36	Electric Services (Wilcox)
5/31/23	EFT5731	Century Business Solutions	15.00	Credit Card processing Fee
			278,780.24	

Void EFT 5700 thru 5706 duplicate

Kinneloa Irrigation District
Cash Disbursements Journal
For the Period From May 1, 2023 to May 31, 2023

Filter Criteria includes: Report order is by Date. Report is prin

Date	Check #	Name	Line Description	debit Amount	amt	Account I	Account Description
5/1/23	20230501MF-1	ADVANTAGE FORD	Replace lower engine cover, torn.	132.85		5035	Vehicle Maintenance
5/1/23	20230501TM-1	Brown and Caldwell	Utility Maintenance Worker Announcement (May)	200.00		6024	Customer/Public Info. Prog.
5/2/23	20230502MA-1	Google LLC	Google Software	120.00		6059	Computer Software Maintenance
5/3/23	20230503MA-1	Staples, Inc.	Printer Ink	123.71		6035	Office/Computer Supplies
5/4/23	20230504MA-1	Staples, Inc.	Brother Ink Toner	59.11		6035	Office/Computer Supplies
5/6/23	20230506MA-1	United States Postal Service	One Roll of Stamps	63.00		6036	Postage/Delivery
5/7/23	20230507MA-1	Amazon.com Inc	Tyvek suits & First Aid Kits for each of the facilities	441.96		5012	Safety Equipment
5/8/23	20230508MF-1	Home Depot	Personal Protective Equipment - Truck# 5	60.41		5012	Safety Equipment
5/9/23	20230509CB-1	A & E Automotive	Major Service: Oil, Trans, Fuel Inj, coolant & brake Flush. Replace spark plugs	2,463.82		5035	Vehicle Maintenance
5/11/23	20230511JT-1	Ralphs	Ralphs - Water	17.48		5010	Maintenance/Repair Supplies
5/11/23	20230511MT-1	iti Direct Mail	Notification Letter (Citation - House Tunnel)	550.75		6024	Customer/Public Info. Prog.
5/14/23	20230514MA-1	Staples, Inc.	File Folders	82.09		6035	Office/Computer Supplies
5/16/23	20230516MA-1	American Messaging Services	Pagers	36.18		6052	Pagers
5/16/23	20230516MA-2	Staples, Inc.	Office Supplies	356.92		6035	Office/Computer Supplies
5/18/23	20230518MF-1	Harbor Freight	Tarps - Fuel Drum Covers	55.05		5010	Maintenance/Repair Supplies
5/23/23	20230523MA-1	Staples, Inc.	Office Supplies	146.69		6035	Office/Computer Supplies
5/23/23	20230523RA-1	Landscape Warehouse Inc.	Sprinkler Repair Supplies	13.70		5010	Maintenance/Repair Supplies
5/28/23	20230528JT-1	Crown City Tire Auto Care	Truck #4 - Tire Patch Repair	40.00		5035	Vehicle Maintenance
Total				4,963.72			

General Manager's Report for the Board of Directors Meeting on June 20, 2023

I. Customer Account Information

A. Customer Accounts –

Active accounts: 589
 Delinquent accounts receiving late charges: 12
 Accounts shut off for non-payment: 0

Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
June 2022	\$24,494.33	\$2,302.55	\$444.71	\$0.00	\$27,241.59
July 2022	\$23,538.22	\$3,105.28	\$444.95	\$0.00	\$27,088.45
August 2022	\$27,954.41	\$2,246.84	\$85.58	\$0.00	\$30,286.83
September 2022	\$29,084.27	\$1,156.90	\$102.42	\$0.00	\$30,343.59
October 2022	\$26,598.27	\$5,782.60	\$523.20	\$102.42	\$33,006.49
November 2022	\$20,997.03	\$5,621.74	\$2,148.38	\$362.14	\$29,129.29
December 2022	\$21,306.67	\$2,502.76	\$330.18	\$418.02	\$24,557.63
January 2023	\$22,653.06	\$2,307.71	\$72.16	\$0.00	\$25,032.93
February 2023	\$18,189.83	\$4,318.89	\$75.79	\$0.00	\$22,584.51
March 2023	\$35,127.70	\$1,920.64	\$879.11	\$0.00	\$37,927.45
April 2023	\$66,896.69	\$2,115.94	\$442.92	\$746.62	\$70,202.17
May 2023	\$12,468.11	\$1,150.61	\$0.00	\$0.00	\$140,861.82

NOTE: Excludes wholesale sales to City of Pasadena, current receivables of \$70,100.89

II. General Manager's Projects and Activities

A. Meetings/Outreach/Key Contacts

1. RCAC "Preparing for a Sanitary Survey" Webinar on 6/13/23
2. RCAC "Rate Setting" Webinar on 5/31/23
3. ACWA Regional Affairs Representative Meeting 6/8.
4. Meeting with John Robinson on 6/2 regarding master plan project planning, follow up workshop with KID staff scheduled for June 21st.
5. Meeting with Shawn Harkness of CV Strategies on 6/15/23 regarding newsletter planning.
6. FMWD Managers Meeting – June 14th
7. Met with property owner at Ranch Top Road/Far Mesa Tunnel source site regarding conceptual grading plans and impact to KID infrastructure.
8. FEMA Grand Application submitted for Feb/March storm damage to Hi-Lo Tunnel, East Tank and Wilcox Reservoir Road. Initial Exploratory Call and Recovery Scoping Meeting complete. Follow up meetings with recovery specialist scheduled for June 22nd.
9. RBMB Pumping and Storage Committee Meeting on 6/2: Topics included MWD opportunities.
10. PWAG Hazard Mitigation Plan Preparation – met with consultant on 5/15, all PWAG planning meeting scheduled for June 28th.
11. City of Pasadena Interconnect Agreement: Per discussion with city staff, agreement is still pending execution with management. As of 4/12/23 Pasadena staff notes that some revisions are being

made which are related to more detailed description of the interconnect sites, but that is anticipated to be complete and ready for execution within the next month.

B. Office Staff Updates

1. IT Upgrade Project: All work including new Fire Wall Complete. After new SCADA workstation is installed late June, High Road will return to complete the network segregation for the SCADA system.
2. Grant Application for Brown-Glen Pipeline Project: Submitted by consultant, Engineering Solutions Services, and confirmed received by DWR on 1/13/23. Funding for this grant has been exhausted, staff will continue to monitor potential grant opportunities.
3. Hazard Mitigation Plan – PWAG received a grant to hire a consultant to assist agencies with creating an EPA compliant Multi-Jurisdictional Hazard Mitigation Plan. KID is currently not required to have an America's Water Infrastructure Act (AWIA) compliant plan, but we require one if we intend to participate in future funding opportunities for hazard mitigation projects. There are currently no funding opportunities for hazard mitigation projects available.
4. JPIA Risk Advisor meeting March 23rd reviewed district Injury and Illness Prevention Plan, Hazard Identification and Correction, Emergency Preparedness, Accident Investigation and discussed Valve Exercise and Maintenance program. JPIA emailed a Risk Assessment Evaluation with various recommendations on 4/14/23, General Manager working on addressing noted deficiencies.
5. Property Insurance – KID staff reviewed property schedule and updated to include appropriate assets and correct values. Updated property schedule sent to JPIA for review and quote.

C. System Project Updates

1. Operator Ray Ascencio completed probationary period, will start on the weekly standby operator rotation in July.
2. Repair and upgrade of 3" Delores Tunnel production meter by Pump Check complete.
3. Began Holly Tanks site earthwork and retaining wall project, exterior painting of both tanks scheduled for late July by Utility Services Group.
4. Completed brush cutting and removal at East Tank to evaluate access and scope of earthwork removal via FEMA Grant.
5. System Leak Repair at 3275 Villa Highlands complete on 6/8/23
6. Replacement of K-3 Chlorine Line from Chlorine Generator Room to Pump Vault complete.
7. Eucalyptus Booster Pump 3: Vendor engaged. Anticipated project cost of \$63,500 which is over current budget of \$45,000. Expecting components to arrive late June then field work will be scheduled.
8. Brown-Glen Pipeline Improvement Project – Final plans and specifications are being prepared. No funding is allocated for 2023.
9. 1850 Kinneloa Canyon Road – Customer signed Agreement; plans are approved by Fire Department. Customer deposit for professional services received project is out for bid with due date of July 6th for action at Board Meeting on July 18th
10. 2147 Villa Heights Erosion Restoration – customer performed mitigation work on their own, KID scope of work is very small, to be performed with in house labor.
11. Vosburg Reservoir Rehab – scope of work to be developed and budgeted following dive inspection.
12. Wilcox Reservoir Road –Road is passable, no immediate work is planned. FEMA Request for Public Assistance submitted.
13. House Tunnel Repair – Pipeline repairs are complete, sanitary seal is complete. Special samples are being taken before bringing tunnel back online.

14. Tree Trimming – required at various locations, project list being developed.
15. Physical Security Upgrades – required at various locations, priority list being developed.

D. Regulatory Compliance and Reporting

1. Monthly Water Quality Reporting – Monthly reporting due by the 10th of each month.
2. Water Quality Emergency Notification Plan – annual requirement, filed timely in April 2023
3. Electronic Annual Report for 2022 (eAR) – released 3/13/23, due by 5/13/23. Draft submittal made to DWR staff for their review on 4/24/23. Working with DDW staff on final approval for publishing.
4. Drought and Conservation Report – required per Order No. DDW_HQ_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly, first report is due April 30, 2023. KID staff submitted report in mid-April. Next submittal due mid-July.
5. Water Board Citation 22C_007 – issued on 1/13/23 regarding Testing Protocol Violations. All steps complete except for public notice which will be done via the 2022 CCR.
6. Water Board Citation 23C_003 – issued on 8/24/22 regarding House Tunnel source reactivation. Multiple steps complete, including public notice by direct mailer. All steps complete except for additional publication in the 2022 CCR.
7. 2022 Consumer Confidence Report – Must be delivered to customers by 7/1/2023. Working with DDW staff on final approval for publishing.
8. Fluoride Variance – KID fluoride variance expires on 12/13/23. SA Associates engaged for a formal blending plan to submit to the State as well as provide conceptual treatment options. SA and Koch Water submitted revised draft submittal for KID staff review on 6/19/23. Current 2023 budget has no allocation to Fluoride compliance project costs.
9. Federal Lead and Copper Rule Revisions: Notice received from SWRCB on 2/14/23. All public water systems to develop and submit a service line material inventory to the SWRCB, DDW by 10/16/24. This inventory includes service line material on both District side of meter, and customer side of meter.
10. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
11. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
12. SB 1020 – Clean Energy, Jobs, and Affordability Act of 2022 – requires 100% of all state agency electricity consumption to be from renewable and carbon neutral sources by 2035.

* Organization Acronyms:

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

III. Incident Reports

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
0	1	0	0	8	Replaced gasket on district side of meter

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

IV. Water Supply Summary as of May for the Watermaster Year 2022-2023

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	35.4
Prior Year Carryover	51.6	Far Mesa	30.2
Less Temporary 30% Reduction in Water Rights	-154.8	Delores	85.2
Leases/Exchanges	207	House	8.8
Prior Year Spreading	74.6	Holly High/Low	50.1
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	739.4		
Less Water Extracted YTD This Watermaster Year	-497.4	Year to Date Tunnel Production	209.7
Remaining Allowable Groundwater Extractions through June 2023	242.0	Remaining Estimated Tunnel Production through June 2023	35.0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2023)			277.0 Acre Feet
Less Remaining Forecasted Retail Water Sales through June 2023			-40.0 Acre Feet
Estimated Surplus Water through June 2023*		237.0 Acre Feet	

Total Delivery to City of Pasadena for Watermaster Year 2022-2023 = 238.5 Acre Feet

Total Estimated Retail Water Sales for Watermaster Year 2022-2023 = 499.4 Acre Feet

* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. *Current Agreement with City of Pasadena for sale of excess groundwater expires June 30, 2025.*

In the 2021-2022 year, 51.5 Acre-Feet were sold to the City, 51.6 Acre-Feet were carried over to 2022-2023 and 45 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 758.9 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made to supplement allowable extractions. However, since KID staff considers long-term storage to be an emergency supply, we do not plan to use or sell this water now.

V. Water Supply/Demand Estimate for the Watermaster Year 2023-2024

Water Rights	516.0
Less Temporary 30% Reduction in Water Rights	-154.8
Prior Year Carryover	51.6
Leases/Exchanges	0
Prior Year Spreading	120.0
Short Term Storage	185.4
Total Allowable Extractions	718.2
Estimated Tunnel Production (50% of '22-'23)	122.0
Total Estimated Supply (Pumping + Tunnels)	840.2
Total Estimated Retail Demand (similar to '21-'22)	591.8
Estimated Surplus water end of 2023-2024 Water Year	248.4