

# KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, December 6, 2022  
3:00 P.M.

## AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and the Governor's Executive Orders N-25-20 (Mar. 12, 2020), N-29-20 (Mar. 17, 2020), N-08-21 (Jun. 11, 2021) and AB 361 which waive the Brown Act provisions found in Govt. Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting and allow teleconferencing. Face coverings are required for attendance at the office. Public comment may be made in person or submitted via email to [kinneloa@outlook.com](mailto: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/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. **RESOLUTION 2022-12-06 ENGINEERING SOLUTIONS SERVICES GRANT APPLICATION –**  
Review, discuss and approve Resolution 2022-12-06 authorizing Engineering Solutions Services to submit a grant application on behalf of the Kinneloa Irrigation District
  
4. **CLOSED SESSION – GM Recruitment Update**  
PUBLIC EMPLOYMENT  
Pursuant to Government Code Section 54957  
Title: General Manager
  
5. **REPORT ON CLOSED SESSION**
  
6. **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.
  
7. **CALENDAR –** December 6, 2022    December 20, 2022    January 17, 2022

## 8. ADJOURNMENT

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

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**RESOLUTION 2022-12-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT, AUTHORIZE THE GRANT APPLICATION TO BE SUBMITTED BY ENGINEERING SOLUTIONS SERVICES FOR THE BROWN-GLEN WATER LINE IMPROVEMENT PROJECT**

**WHEREAS**, the Kinneloa Irrigation District has funded all the water projects to improve the District's service area and view the grant opportunity as a fiscally responsible approach to continuing the improvements of the water system infrastructure; and

**WHEREAS**, the improvement would increase capacity to meet water demand in which many of the distribution and transmission lines in the area predate 1930 and nearing the end of their useful life; and

**WHEREAS**, the improvement would increase fire fighting ability. The combination of persistent drought conditions and the District's service area location in what has been determined to be a very high fire severity zone by Cal fire justifies the importance of the water system improvements.

**NOW THEREFORE, IT BE RESOLVED THAT**, that we, the Board of Directors of the Kinneloa Irrigation District, approve the grant application to be submitted by Engineering Solutions Services for the Brown-Glen Water Line Improvement Project.

**PASSED, APPROVED AND ADOPTED THIS SIXTH DAY OF DECEMBER 2022.**

SIGNED: \_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_  
Secretary



# Brown-Glen Water Line Improvement Project

## PROJECT PROPOSAL

### Department of Water Resources Small Community Drought Relief Program

***Prepared For:***

Department of Water Resources  
Division of Regional Assistance  
South Central Region Office  
3374 East Shields Avenue  
Fresno, CA 93726  
Attn: Alena Misaghi

***Submitted By:***

Kinneoloa Irrigation District  
1999 Kinclair Dr  
Pasadena, CA 91107  
(626) 797-6295

*November XX, 2022*

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## TITLE OF PROJECT

*\*Provide the title of the project. The title must be descriptive and provide an idea of what the project is meant to achieve.\**

Brown-Glen Water Line Improvement Project

## PROJECT MANAGEMENT

*\*Provide the name, contact information, and description of qualifications of the following persons associated with the project. The roles of key personnel must be clearly defined. Key personnel associated with the project must have sufficient expertise to complete the project, and evidence of competence in the proposed area of work must be provided\**

**Project Director:** *Responsible for executing the grant agreement and any amendments and approving invoices for the applicant. Persons that are subcontractors to be paid with grant funds cannot be listed as the Project Director.*

The Project Director is Martin Aragon who is the Acting General Manager at Kinneloa Irrigation District.

**Project Manager:** *Day-to-day contact from the applicant, agency, or organization.*

The Project Manager is Michele Ferrell who is the Interim Field Manager at Kinneloa Irrigation District.

**Other Cooperators:** *Cooperating individuals and agencies, including consultants, who will be participating in the implementation of the project.*

*Information for other key personnel associated with the project may also be provided, if applicable. Qualifications may be enhanced through partnerships with other institutions, these relationships with other institutions should be clearly defined and described.*

*Discussion and evidence of institutional capacity to successfully complete the project should be provided in this section. The discussion should show that proposed personnel, facilities, and equipment are adequate for successfully completing the project.*

The General Manager is responsible for full charge and control of KID's water system and its facilities including their construction, operation, and maintenance in accordance with the current Rules and Regulations. The General Manager is also responsible for selecting, managing and reviewing all work by consultants and contractors. The General Manger reports to the Board of Directors and is supported by KID's staff members.

## SCOPE OF WORK AND PROJECT DESCRIPTION

*Provide a scope of work that briefly summarizes the project activities and tasks that will be implemented to achieve proposed outcomes.*

*Provide a project description that explains the work to be performed and an overview of deliverables for assessing progress and accomplishments. A complete project description should be concise and include the following information:*

- *A brief explanation of the goals and objectives, or purpose and need, for the project*
- *Description of the components of the project that will be funded by DWR*

- *If the project constitutes a phase of a larger, multi-phase project, including a discussion of how the phase of work supported by DWR funds can operate or be functional without the implementation of other phases of work*
- *A description of existing contracts, Memorandums of Understanding, Joint Powers Authorities, or other formal agreements with project partners, if applicable*
- *A description of the project location including overlying jurisdiction (city, county, state, or federal land), assessor parcel numbers, property addresses, and the latitude/longitude of the project site. It is suggested to include a project map that shows the project's geographical location and the boundaries of the work.*

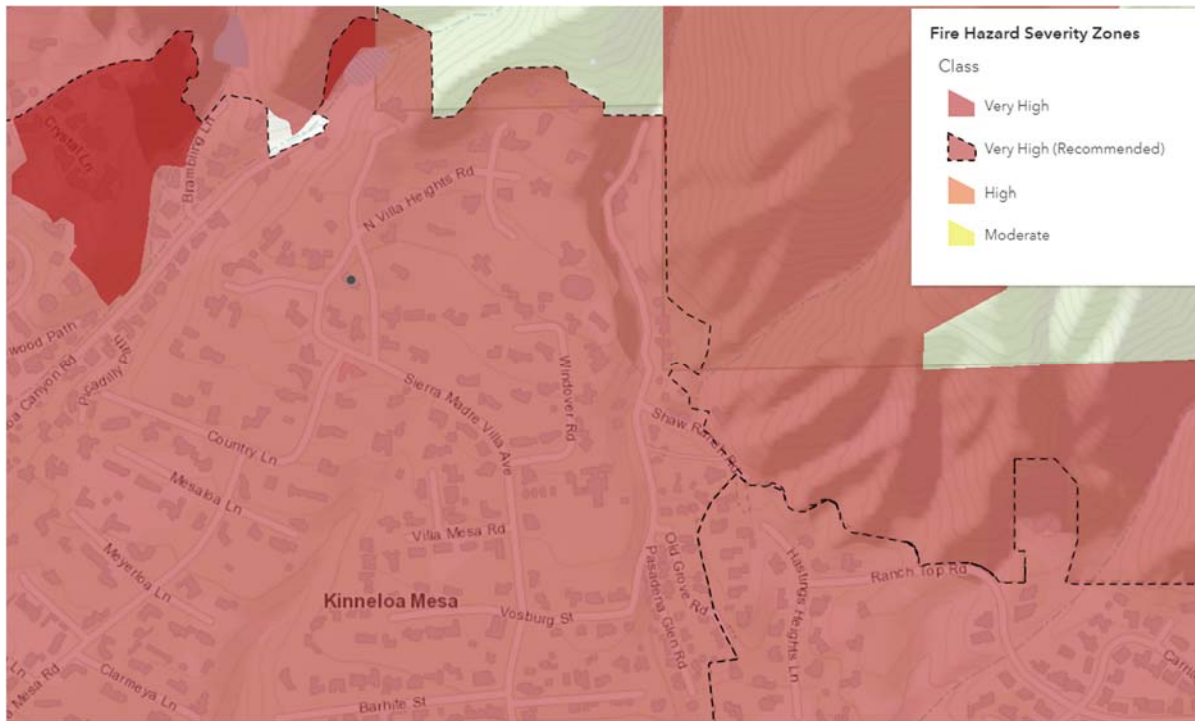
***Goals/Objectives/Purpose of Project:***

The Kinneloa Irrigation District's (District) updated Water Master Plan in 2018 indicates that many of the distribution and transmission facilities predate 1953 and "All the galvanized steel piping is old and obsolete. Some of the existing pipe is old and inadequate to provide current revised requirements for fire service." The Master Plan recommends that "All pipes that develop chronic leaks should be replaced to decrease waste of water and to achieve overall lower operational costs". Repair of the chronically leaking pipes is the top priority used in the Master Plan to recommend projects.

The Brown-Glen Water Line Improvement Project (Project) has been identified as a priority projects (priorities No. 3, 9 and 13) in the Water Master Plan. Many pipeline improvement projects have been completed to date, however, due to the age of the existing pipelines and the lack of available funding, the proposed Project is one of the few remaining due to the budgetary issues.

In addition, the District is located in Pasadena, CA which is a severe fire zone. In fact, the Project area is located in an area recommended by Cal Fire to be classified as a very high fire severity zone. Therefore, the Project will provide the District's service area with the firefighting capabilities needs that become more prevalent during drought events to protect lives and property.

Figure 1. Fire Hazard Severity Map



**Components of Project that will be funded by DWR:**

The District is requesting funding for all labor, equipment, materials, and services associated with upsizing the existing steel pipelines from Sierra Madre Villa at Barhite Street to Edge Cliff Lane. The Project will replace approximately 1,245 linear feet (LF) of the existing 8-inch pipeline with new 12, 10, and 6-inch ductile iron pipeline and respective service reconnections.

**Is this a multi-phase project? If so, explain how the DWR funded phase can be functional without completion of other phases:**

The proposed Project is a stand-alone project and will contribute to the District’s goal of reduced water losses due to leaks and improved safety associated with meeting fire flow requirements for increased fire response during drought events

**Contracts/Memorandums of Understand, Joint Power Authorities etc:**

Not applicable. The pipelines that will be replaced as part of the Project are owned by the District.

**Project City, County, State, Assessor Parcel Number, Address, Latitude/Longitude/Map:**

- The Project is located in Pasadena, Los Angeles County, CA. The Project will extend from Sierra Madre Villa at Barhite Street to Edge Cliff Lane with approximate longitude and latitude of 34.17285, -118.08161, respectively. Please see below vicinity map.



Figure 2. Project Location



Figure 3. Project Vicinity Map

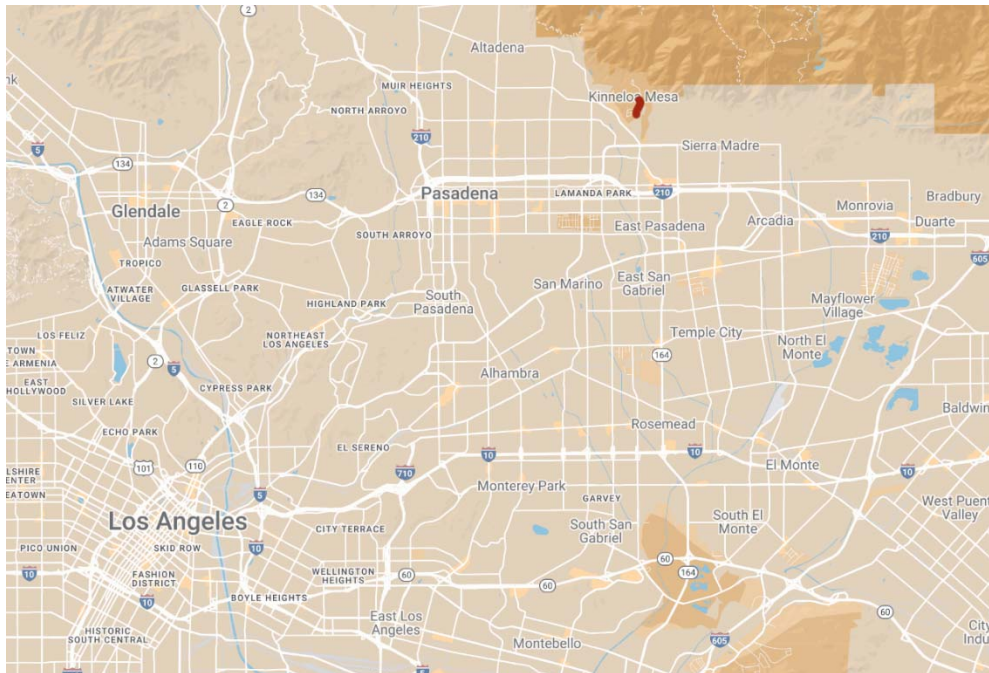
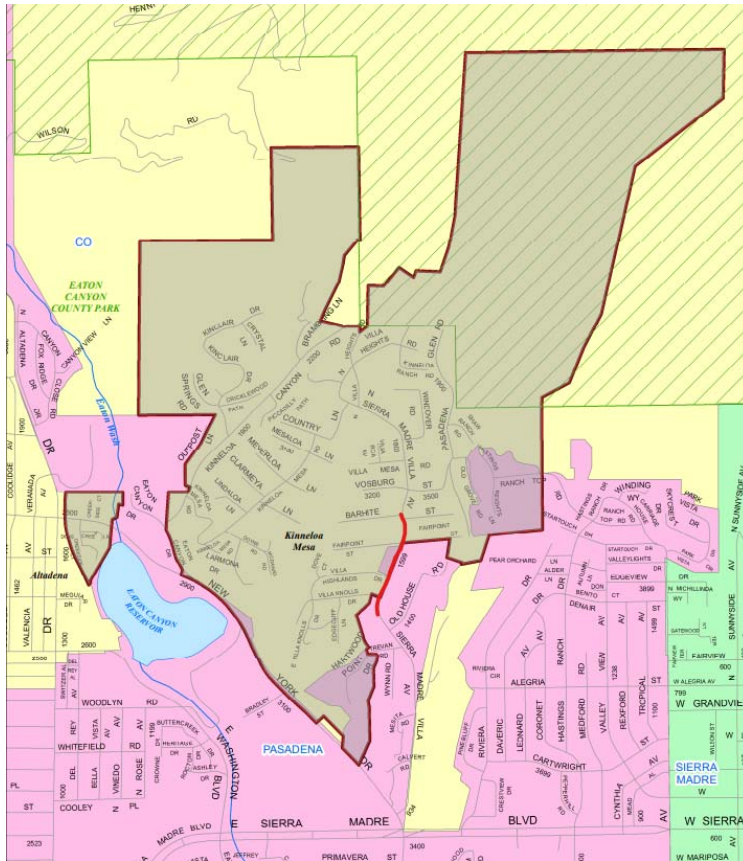


Figure 4. Kinneloa Irrigation District Service Area and Project Location



## PROJECT OBJECTIVES

*Project goals and objectives should be clearly described, adequately developed, and appropriate to help achieve the stated program objectives. When possible, quantifiable objectives should be proposed. Objectives may be presented in a tabular or bulleted format to aid in the review and presentation of the information.*

*The proposal should identify if the proposed project meets and of the stated program objectives and to what extent they are met. Describe and provide sufficient documentation to support how the project meets one or more of the program objectives stated in the Guidelines.*

The following are the main objectives for the replacement of the pipeline in the proposed project:

1. **Avoid Water Waste:** Chronic leaking of these timeworn pipelines is a source of substantial water waste that can be prevented immediately by implementation of the Project. Chronic leaks are still occurring even after several repairs and maintenance calls have been made to the pipeline.

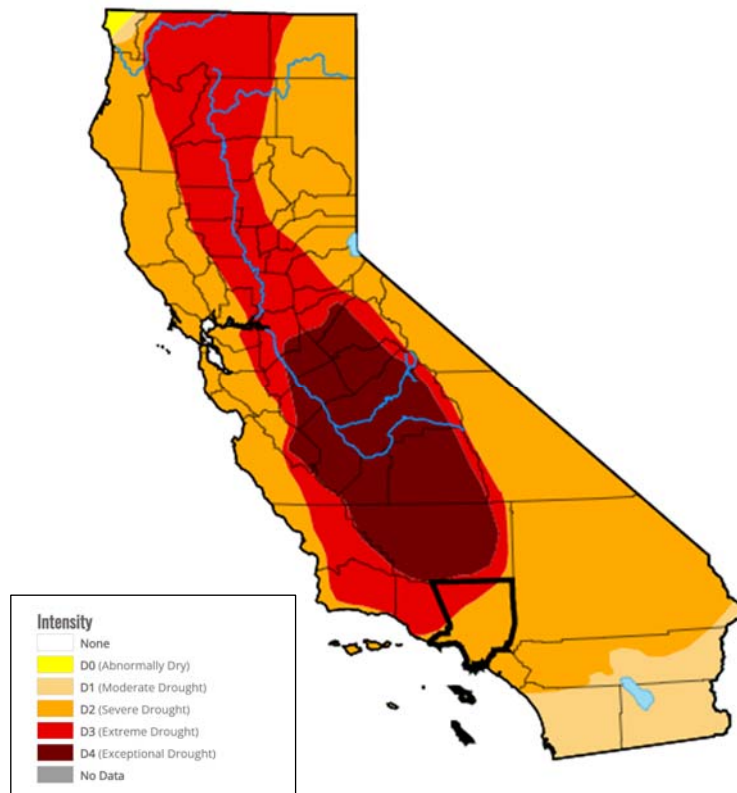
The entirety of the state of California has been enduring some level of drought conditions since 2000, with its most current drought beginning in 2020 and is ongoing.

As of 2022, the State is entering its third year of persistent drought. In fact, conditions in January, February, and March 2022 are the driest that have been reported in over a century. These warm and arid months overshadowed any gains in precipitation for the State and

snowpack melted significantly faster than normal, with snowpack being only [38% of average by April 1](#). This is California's second extreme drought in 10 years, making further reductions in imported water allocations inevitable.

According to the U.S. Drought Monitor, Los Angeles County (project location), has been experiencing Category D2 Severe Drought and D3 Extreme Drought conditions for prolonged periods of time. Figure 5 is the current map from the U.S. Drought Monitor.

Figure 5. U.S. Drought Monitor Map



Additionally, the U.S. Secretary of Agriculture has listed Los Angeles County on its 2022 Disaster Designation for high risk of drought-induced disasters.

These conditions make it dire to reduce operational water losses to ensure the service area is not detrimentally impacted during drought disasters.

- Water Supply Reliability:** The only source of water for KID are two wells that draw water from the Raymond Basin, where one of the wells supplies for only 4 months every year and KID is totally dependent on one well for the remainder of the year. In 2007 a study commissioned by the Raymond Basin Management Board found that in the main part of the Raymond Basin groundwater production has been greater than net recharge from rainfall, causing lower groundwater levels and increased pumping costs. To remedy this, The current pumping allowance has been reduced by 30% by informal agreement among water agencies to help maintain basin water levels.

3. **Increased Capacity To Meet Water Demand:** many of the distribution and transmission facilities in the KID service area predate 1930 and are nearing the end of their useful service life. As the population of the KID has grown over the years, the demand placed upon the entire system, including distribution and transmission mains have encroached upon the ability of the system to meet the required demands. The proposed Project will replace the existing lines with new and designed pipeline based on the hydraulic modeling of the system, that will ensure delivery of water to meet the health and safety needs at each connection.
4. **Increased Fire Fighting Ability:** The persistent drought events have emphasized the need for increased fire flow to meet the minimum Los Angeles County Fire Department requirements. Drought events increase the potential for fire and implementation of this Project being located in an area recommended by Cal Fire to be classified as a very high fire severity zone is of top priority. Figure 1 shows the fire risk severity for the service area.

## TASK BREAKDOWN

*The task breakdown should contain descriptions of all tasks necessary to complete the proposed project. The descriptions must contain enough detail to sufficiently explain all the work necessary to complete each task, to demonstrate that the tasks are ready for implementation, to prove that there is a high expectation of successful implementation, and to show that the tasks are consistent with the project schedule and budget. Project tasks may be broken into subtasks for additional clarification of the project components. The tasks breakdown shall include, at a minimum, the following elements:*

- *Description of the tasks and subtasks required to complete the project*
- *Identification of the budget and costs associated with each task. Proposed costs should be detailed and specific and should be reasonable for the proposed work*
- *Schedule for implementing each task, including the start and end date for each task*
- *Summary of deliverables and reporting tasks, including quarterly progress reports, invoices, a final report, and a post-completion report*

**A. Bid & Award:** Upon notice of award of this grant request, KID will advertise the Project to receive construction bids and will award the Project to the lowest responsible and responsive bidder according to KID's procurement policy and DWR grant requirements.

### **B. Construction**

#### **Mobilization Tasks:**

1. Mobilization- \$25,000
2. Safety and Traffic Control Measures- \$15,000
3. Trench and Excavation Safety Measures- \$10,000

#### **Construction Tasks:**

1. Furnish and Install 12" Ductile Iron pipe in improve street right of way, pressure class 350, including excavation, bedding, backfill, compaction, tracer wire, etc.- \$365,400
2. Furnish and Install 10" Ductile Iron pipe in improve street right of way, pressure class 350, including excavation, bedding, backfill, compaction, tracer wire, etc.- \$5,100
3. Furnish and Install 8" Ductile Iron pipe in improve street right of way, pressure class 350, including excavation, bedding, backfill, compaction, tracer wire, etc.- \$102,750

4. Furnish and Install 6" Ductile Iron pipe in improve street right of way, pressure class 350, including excavation, bedding, backfill, compaction, tracer wire, etc.- \$1,400
5. Furnish and Install 6 Fire Hydrant Assembly with valve box and cover, including fittings, gaskets, etc. per KID Standard- \$20,000
6. Furnish and Install 4" Ductile Iron pipe in improve street right of way, pressure class 350, including excavation, bedding, backfill, compaction, tracer wire, etc.- \$1,080
7. Furnish and Install 10"x 8" Ductile Iron Reducer, fittings, gaskets, etc.- \$200
8. Furnish and Install 10" Flange Coupling Adaptor with gaskets etc.- \$200
9. Furnish and Install 6" Transition Coupling, fittings, etc.- \$200
10. Furnish and Install 12" Butterfly Valve, valve box and cover, fittings, gaskets, etc.- \$22,000
11. Furnish and Install 12"x 8" hot-tap sleeve, 8" tapping gate valve, etc.- \$1,500
12. Furnish and Install 10" Butterfly Valve, valve box and cover per KID Standard- \$1,500
13. Furnish and Install 8" Butterfly Valve, valve box, and cover per KID Standard- \$7,000
14. Furnish and Install ¾" Air release valve assembly with valve box and cover, including fittings, gaskets, etc. per KID Standard-\$3,500
15. Furnish and Install 8" Pressure Sustaining Valve, including concrete pad, steel cage with cover, doors, locks, fittings, gaskets, etc.- \$10,000
16. Furnish and install new 1" copper domestic service lateral (long and short) side, and reconnect to meter- \$36,000
17. Furnish and install new 2" copper domestic service lateral and reconnect to meter- \$2,000
18. Furnish and install asphalt concrete trench resurfacing for pipe and services per detail as shown on the plans-\$15,970
19. Furnish and install slurry seal coat per cross sections shown on the plans- \$11,475

#### **Demobilization Tasks:**

1. Pressure test, disinfect, flush, sample, disinfection testing of water lines- \$10,000
2. Demobilization- \$25,000

**C. Project and Grant Closeout:** will include finalizing construction information. KID's Project Manager will ensure final inspections have been completed and all revisions have been recorded on as-built drawings. Final payment will be processed, and contract retention funds will be released.

Grant close-out actions will follow DWR guidelines and the grant agreement.

## SCHEDULE

*Provide a schedule for implementation of the project showing the sequence of tasks and timing. The schedule should be detailed and specific. The schedule must show the start and end dates as well as milestones for each task and should be formatted in a horizontal bar or GANTT chart. The schedule should also illustrate dependencies on preceding tasks by showing appropriate linkages. The schedule must be consistent with the task breakdown and the budget. Assume a realistic start date for your proposed project and anticipate a 2-year performance period. The schedule must indicate readiness to start the project when funding becomes available.*

**This project is shovel ready.** Construction documents have been prepared and the signed plans and specifications are attached. Upon notice of award of this grant request, District will start

implementation of the Project by advertising for construction bids. It is anticipated that 8 months will be required to fully implement the Project.

## BUDGET

*The budget should include a tabular summary of project costs. This section of the proposal should serve as a budget summary section, while the task breakdown should include a detailed explanation of the task item costs and documentation of costs and billing rates.*

*The tabular cost estimate should be organized by task breakdown and should indicate a funding source for the costs attributed to each task. Subtasks and their relative costs should also be included, if applicable. Consistency with the work items shown in the task breakdown should be apparent. The funding source breakdown included in the budget table should indicate costs from the following types of sources: grant amount requested, cost-share (if applicable), federal contribution, in-kind contributions, and other contributions. A column indicating total project cost should also be included.*

Table 1. Project Budget

<b>Brown-Glen Water Line Improvement Project- CONSTRUCTION COSTS</b>					
ENGINEERS ESTIMATE OF CONSTRUCTION COST					
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
	<b>Mobilization Tasks:</b>				
1	Mobilization and Demobilization	L.S.	1	\$50,000.00	\$50,000.00
2	Safety and Traffic Control Measures	L.S.	1	\$15,000.00	\$15,000.00
3	Provide Trench and Excavation Safety Measures	L.S.	1	\$10,000.00	\$10,000.00
	<b>Construction Tasks:</b>				
4	Furnish and Install 12-inch Ductile Iron pipe in improved street r/w, pressure class 350, including: excavation, bedding, backfill, compaction, tracer wire, etc.	L.F.	1,827	\$200.00	\$365,400.00
5	Furnish and Install 10-inch Ductile Iron pipe in improved street r/w, pressure class 350, including: excavation, bedding, backfill, compaction, tracer wire, etc.	L.F.	34	\$150.00	\$5,100.00
6	Furnish and Install 8-inch Ductile Iron pipe in improved street r/w, pressure class 350, including: excavation, bedding, backfill, compaction, tracer wire, etc.	L.F.	822	\$125.00	\$102,750.00
7	Furnish and Install 6-inch Ductile Iron pipe in improved street r/w, pressure class 350, including: excavation, bedding, backfill, compaction, tracer wire, etc.	L.F.	14	\$100.00	\$1,400.00
8	Furnish and Install 6 Fire Hydrant Assembly with valve box and cover, including fittings, gaskets, etc. per KID Std.	EA.	4	\$5,000.00	\$20,000.00

9	Furnish and Install 4-inch Ductile Iron pipe in improved street r/w, pressure class 350, including: excavation, bedding, backfill, compaction, tracer wire, etc.	L.F.	12	\$90.00	\$1,080.00
10	Furnish and Install 10"x8" Ductile Iron Reducer, fittings, gaskets, etc.	EA.	1	\$200.00	\$200.00
11	Furnish and Install 10-inch Flange Coupling Adaptor with gaskets, etc.	EA.	1	\$200.00	\$200.00
12	Furnish and Install 6-inch Transition Coupling, fittings, etc.	EA.	1	\$200.00	\$200.00
13	Furnish and Install 12-inch Butterfly Valve, valve box and cover, fittings, gaskets, etc.	EA.	11	\$2,000.00	\$22,000.00
14	Furnish and Install 12-inch by 8-inch hot-tap sleeve, 8-inch tapping gate valve, etc.	EA.	1	\$1,500.00	\$1,500.00
15	Furnish and install 10-Inch Butterfly Valve, valve box and cover per KID Std.	EA.	1	\$1,500.00	\$1,500.00
16	Furnish and install 8-Inch Butterfly Valve, valve box and cover per KID Std.	EA.	7	\$1,000.00	\$7,000.00
17	Furnish and Install 3/4-inch Air Release valve Assembly with valve box and cover, including fittings, gaskets, etc. per KID Std.	EA	1	\$3,500.00	\$3,500.00
18	Furnish and Install 8-inch Pressure Sustaining Valve, including concrete pad, steel cage with cover, doors, locks, fittings, gaskets, etc.	EA	1	\$10,000.00	\$10,000.00
19	Furnish and install new 1-inch copper domestic service lateral (long and short) side, and reconnect to meter	EA	24	\$1,500.00	\$36,000.00
20	Furnish and install new 2-inch copper domestic service and reconnect to meter	EA	1	\$2,000.00	\$2,000.00
21	Furnish and Install asphalt concrete trench resurfacing for pipe and services per detail as shown on the plans	L.F.	3,194	\$5.00	\$15,970.00
22	Furnish and Install slurry seal coat per cross sections shown on the plans	SF	25,500	\$0.45	\$11,475.00
23	Pressure test, disinfect, flush, sample, disinfection testing of, water lines.	L.S.	1	\$10,000.00	\$10,000.00
	Contingency (15%)	L.S.	1	\$103,841	\$103,841
	<b>TOTAL ESTIMATE</b>				<b>\$796,116</b>

<b>Brown-Glen Water Line Improvement Project- SOFT COSTS</b>					
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Project Management, testing and inspection (15%)	HOUR			\$107,725.00
	Contingency (15%)	L.S.	1	\$16,159	\$16,159

				<b>TOTAL</b>	<b>\$123,884</b>
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<b>Brown-Glen Water Line Improvement Project-TOTAL COSTS</b>					
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Construction	L.S.	1	\$ 796,116	\$ 796,116
2	Project Management	L.S.	1	\$ 123,884	\$ 123,884
				<b>TOTAL</b>	<b>\$ 920,000</b>

Kinneloa Irrigation District is requesting funding for 75% of project components or \$690,000. The remaining project costs will be covered by the District with Reserve funds.

## DELIVERABLES

*Mandatory grant reporting tasks include the submittal of quarterly progress reports, invoices, a final report, and a post-completion report. Other additional deliverables may be applicable to the project, including technical studies, technical memorandums, and other documents useful for reporting the progress of the project. Provide a discussion of proposed project deliverables, proposed timelines for the deliverables (the schedule may be referenced), and other deliverables, if appropriate to the project.*

The District will keep all records, such as invoices, available for review at all times. The District will have its grants consultant (ESS) prepare all required quarterly reporting following notice of award.