

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 17, 2020
3:00 P.M.

AGENDA

1. **CALL TO ORDER – 3:00 P.M.**
 - a. Declaration of a quorum
 - b. Review of agenda
2. **PUBLIC COMMENT –** Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
3. **REVIEW OF MINUTES –** February 18, 2020
Recommended Action: Review and approve motion to file
4. **REVIEW OF FINANCIAL REPORTS –** February 29, 2020
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. **OFFICE DRIVEWAY PROJECT –** Presentation by the General Manager of the completed replacement and widening of office driveway.
7. **PUBLIC HEARING –** Board of Directors Compensation
Recommended Action: Receive public comment on proposed Ordinance 2020-03-17
8. **BOARD OF DIRECTORS COMPENSATION –** Ordinance 2020-03-17
Recommended Action: After discussion, consider motion to approve
9. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e):** Title: General Manager
10. **OPEN SESSION – REPORT ON CLOSED SESSION**
11. **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.
12. **CALENDAR –** April 21, 2020 May 19, 2020 June 16, 2020
13. **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, February 18, 2020, 3:00 pm
Minutes

DIRECTORS PRESENT: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn, and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: District resident Stephen Brown was present. No public comments.

3. REVIEW OF MINUTES: For Item 6, second paragraph, Director Griffith asked if the Chair's question about the House Tunnel project was correctly placed in the middle of the Office Driveway project discussion. The Board Secretary stated that the question was asked by the Chair at that point in the discussion and stated that paragraph formatting could have made the discussion clearer. The Chair added that he recalled asking the question because he was interested in determining which projects were going to be performed by District staff and which by contractors. It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

“That the Board approves the January 21, 2020, minutes as presented for filing and posting on the website.”

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

4. REVIEW OF FINANCIAL REPORTS: The Director/Treasurer Moritz reviewed the January 31, 2020, financial reports. On the Income Statement, he highlighted that the water sales revenue was higher than the previous month, but wholesale water sales was lower, with an overall total revenue of \$13,000 lower in January as compared to December. He asked if wholesale water sales is negotiated or on demand? The Chair replied that it is negotiated. The General Manager added that surplus water is offered to the City of Pasadena, and the District is in control of the delivery. City of Pasadena is contacted when we want to deliver water and they confirm the amounts. The City of Pasadena cannot take an unlimited quantity.

Director Moritz stated that some expense accounts were higher than budget, such as maintenance repair, water treatment and fuel. The General Manager commented that many expenses are budgeted evenly throughout the year. Director Moritz asked if the new truck expense is shown on the statement. The General Manager replied that it is budgeted and will not show until paid. Director Griffith asked if the Credit Card Detail expense for the 99 truck was for the truck that the District was selling. The General Manager replied that money had to be spent for repairs in order to pass the smog test. It has good tires and brakes, so the plan is to keep the truck. Director Griffith asked where the sign and post was installed. The General Manager stated that it was for Long Tunnel signage in Pasadena Glen as requested by Director Eldridge. Director Griffith stated that there is a new no parking sign on the Brown Well site. He added that the homeowner does not park against the building door, but now parks right in front of the drive. The General Manager

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stated that occasionally there is a vehicle. The resident was notified of the no parking area and there have not been any problems.

It was motioned/seconded/carried unanimously-(Griffith/Eldridge-5/0/0/0):

“That the Board approves the financial reports as presented for filing.”

5. GENERAL MANAGER’S REPORT: The General Manager and the Board reviewed the report.

I.C. Website Usage and Online Payments: Director Griffith requested that this section of the report be a rolling 12-month period. The Board agreed that would be a useful change.

II.E. Advanced Meter Analytics: Testing at 12 sites resulted in 9 that work well and 3 that do not work well. The next step is consultation with Badger meter to determine if the problem with poor cell phone reception can be overcome. Director Griffith asked if it is possible for an individual person to see their own usage. The General Manager said that the customer can get near real-time usage information.

III.C.1. Future Capital Improvement Projects...: Director Kilburn asked when the installation of shelving at the Vosburg Warehouse will be completed. The General Manager stated that he already addressed the safety issues and he will ask the Sr. Facilities Operator for a status update on the project.

IV. Water Supply Summary...: Director Griffith asked if the overall water level in Raymond Basin is going down or going up. The General Manager stated that in the District’s area and K-3 well, the water level has been very stable. In other areas, there is greater variance, but on average, the level is still going down. The 30 percent voluntary reduction in pumping rights is not quite enough to stabilize or raise the level. There is still a need to reduce pumping or find replenishment water.

6. ANNUAL REPORT: The General Manager and the Board reviewed the Annual Report. The General Manager stated that the Annual Report is intended to highlight capital projects and preventative maintenance, as well as present the unaudited financial report for the year. In 2019, the emphasis was primarily on facilities maintenance, as opposed to capital improvement. He added that the goal for 2020 is to have at least one of the water main replacement and improvement projects ready for bidding and construction this summer. On the financial reports, he highlighted that water sales were down and despite the rate increase, revenue was down. The water sales revenue of 1,515,911 was very close to the budgeted \$1,500,000. For 2019, there was a positive net income.

Director Griffith asked how many more payments remain on the loan [installment purchase agreement]. The General Manager replied that he did not recall exactly, but the District has paid for about 5 years and has about 10 years to go. The District can pay it off at any time, but it is at a very affordable interest rate.

The General Manager concluded with the Water Sales graph, which shows that water sales are going down, and there has been a 23.3 percent reduction in water usage in 2019 as compared to 2013. Director Moritz asked why there is a reduction and the General Manager replied that it is due to the District’s efforts to encourage customers to reduce water usage, which was triggered by the drought and drought regulations that went into effect in 2015.

The Chair asked if the Annual Report was already posted on the website. The General Manager stated that he wanted to present it to the Board first, but as soon as the meeting was concluded, it

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Minutes

could be posted to the website. The Chair suggested that the General Manager may want to send out an email to customers letting them know that the report is available.

7. OFFICE DRIVEWAY PROJECT: The General Manager stated that at the Board's request, he sought additional quotations for paving the office driveway. He sent out six requests and met with two additional company representatives. He received those quotes and they were both higher than the Mission Paving quote. One was \$35,780 and the other was \$48,900. The General Manager said that it is his plan to give the job to Mission Paving and he thanked the Board for their direction and the reassurance that the quote was reasonable. The Chair said that considering the spread of the bids, it reinforces that the District wants to get multiple bids. Director Eldridge asked if there is an actual drain at the swale in the driveway. The General Manager said that it is a Los Angeles County storm drain. Director Kilburn asked when the project would be scheduled. The General Manager stated that he did not expect any delay, and he plans to schedule it right away.

8. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – 54954.5(e):

Title: General Manager. At 4:00 pm, the Chair adjourned the meeting to closed session for the General Manager's performance evaluation.

9. OPEN SESSION – REPORT ON CLOSED SESSION: The Chair reconvened to open session at 5:37 pm. The Chair stated that no actions were taken. He stated that the Personnel Committee would like to meet with the General Manager at a time to be scheduled and the Board would like to schedule a Special Board meeting, hopefully within two weeks, to continue in closed session the General Manager's performance evaluation. He requested that the General Manager provide salary ranges for all District staff and the CPI [Consumer Price Index] update.

10. DIRECTOR REPORTS AND/OR COMMENTS: Director Moritz stated that his neighbor requested that he share firefighting equipment information with the Board. The information was given to the General Manager for consideration.

Director Kilburn shared that the Huntington Library has a plant exhibit and the whole entry is drought tolerant plants. They also have plant sales. If the plants are labeled, it means they have thrived. There are also classes held on Saturdays. The General Manager stated that the information would be a good newsletter item and he would also like to add links on the website.

11. CALENDAR: The next meeting will be a Special Meeting at a date and time to be determined and the Regular Meeting on March 17, 2020.

12. ADJOURNMENT: It was motioned/seconded/carried-(Eldridge/Moritz-5/0/0/0):
"That the Board adjourns the meeting."

The meeting was adjourned at 5:47 pm.

Respectfully submitted by,



Bernadette C. Allen

Office Manager/Board Secretary

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 29, 2020

| | 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 | 112,485.80 | 112,000.00 | 485.80 | 219,235.28 | 224,000.00 | (4,764.72) |
| 4015 Wholesale Water Sales | 14,850.48 | 0.00 | 14,850.48 | 35,406.96 | 0.00 | 35,406.96 |
| 4020 Service/Installation Charges | 699.85 | 833.33 | (133.48) | 1,085.06 | 1,666.66 | (581.60) |
| 4035 Interest-Reserve Fund | 2,699.07 | 2,500.00 | 199.07 | 5,690.72 | 5,000.00 | 690.72 |
| 4036 Unrealized Gain(Loss)-CalTRU | 7,303.27 | 0.00 | 7,303.27 | 12,146.98 | 0.00 | 12,146.98 |
| Total Revenues | 138,038.47 | 115,333.33 | 22,705.14 | 273,565.00 | 230,666.66 | 42,898.34 |
| Expenses | | | | | | |
| 5005 Electricity | 11,042.93 | 9,000.00 | 2,042.93 | 19,166.86 | 18,000.00 | 1,166.86 |
| 5010 Maintenance/Repair Supplies | 2,395.07 | 2,083.33 | 311.74 | 7,112.56 | 4,166.66 | 2,945.90 |
| 5011 Material and Labor for Install | 0.00 | 833.33 | (833.33) | 0.00 | 1,666.66 | (1,666.66) |
| 5012 Safety Equipment | 0.00 | 133.33 | (133.33) | 0.00 | 266.66 | (266.66) |
| 5015 Operations Labor | 14,650.88 | 17,200.00 | (2,549.12) | 31,425.88 | 34,400.00 | (2,974.12) |
| 5016 Operations OT | 1,701.54 | 1,125.00 | 576.54 | 3,612.18 | 2,250.00 | 1,362.18 |
| 5020 Stand-by Compensation | 990.00 | 915.00 | 75.00 | 1,950.00 | 1,830.00 | 120.00 |
| 5022 Training/Certification | 0.00 | 133.33 | (133.33) | 0.00 | 266.66 | (266.66) |
| 5025 Water Treatment/Analysis | 1,819.39 | 1,833.33 | (13.94) | 7,949.29 | 3,666.66 | 4,282.63 |
| 5030 Maintenance/Repair Contractors | 8,801.90 | 10,833.33 | (2,031.43) | 23,193.83 | 21,666.66 | 1,527.17 |
| 5034 Equipment Maintenance | 0.00 | 1,250.00 | (1,250.00) | 0.00 | 2,500.00 | (2,500.00) |
| 5035 Vehicle Maintenance | 63.89 | 1,250.00 | (1,186.11) | 328.85 | 2,500.00 | (2,171.15) |
| 5036 Fuel | 1,199.65 | 1,250.00 | (50.35) | 3,660.29 | 2,500.00 | 1,160.29 |
| 5046 Insurance-Liability | 1,294.79 | 1,333.33 | (38.54) | 2,589.58 | 2,666.66 | (77.08) |
| 5048 Insurance-Property | 171.83 | 208.33 | (36.50) | 343.66 | 416.66 | (73.00) |
| 5049 Insurance-Medical | 7,349.40 | 7,375.00 | (25.60) | 14,698.80 | 14,750.00 | (51.20) |
| 6000 Engineering Services | 4,458.75 | 3,958.33 | 500.42 | 8,976.25 | 7,916.66 | 1,059.59 |
| 6005 Watermaster Services | 880.33 | 1,000.00 | (119.67) | 1,760.66 | 2,000.00 | (239.34) |
| 6015 Administrative Salary | 11,489.02 | 12,833.33 | (1,344.31) | 22,978.04 | 25,666.66 | (2,688.62) |
| 6017 Administrative Travel | 131.19 | 250.00 | (118.81) | 204.59 | 500.00 | (295.41) |
| 6020 Board Compensation | 400.00 | 700.00 | (300.00) | 700.00 | 1,400.00 | (700.00) |
| 6021 Administrative & Board Exp. | 107.00 | 83.33 | 23.67 | 107.00 | 166.66 | (59.66) |
| 6022 Board of Directors Election | 0.00 | 0.00 | 0.00 | 211.03 | 0.00 | 211.03 |
| 6024 Customer/Public Info. Prog. | 472.00 | 166.67 | 305.33 | 672.00 | 333.34 | 338.66 |
| 6025 PERS - KID | 2,658.31 | 3,000.00 | (341.69) | 5,576.11 | 6,000.00 | (423.89) |
| 6030 Social Security - KID | 2,262.68 | 2,416.67 | (153.99) | 4,741.41 | 4,833.34 | (91.93) |
| 6031 Medicare - KID | 529.19 | 566.67 | (37.48) | 1,108.90 | 1,133.34 | (24.44) |
| 6035 Office/Computer Supplies | 400.38 | 583.33 | (182.95) | 743.70 | 1,166.66 | (422.96) |
| 6036 Postage/Delivery | 331.80 | 416.67 | (84.87) | 508.40 | 833.34 | (324.94) |
| 6040 Professional Dues | 1,175.58 | 1,000.00 | 175.58 | 2,351.16 | 2,000.00 | 351.16 |
| 6045 Legal Services | 1,376.82 | 1,250.00 | 126.82 | 1,802.82 | 2,500.00 | (697.18) |
| 6050 Telephone | 362.69 | 375.00 | (12.31) | 725.38 | 750.00 | (24.62) |
| 6051 Mobile Telephone | 20.84 | 125.00 | (104.16) | 41.68 | 250.00 | (208.32) |
| 6052 Pagers | 34.61 | 41.67 | (7.06) | 69.22 | 83.34 | (14.12) |
| 6053 Internet Service | 69.99 | 83.33 | (13.34) | 139.98 | 166.66 | (26.68) |
| 6059 Computer Software Maintenance | 368.33 | 1,000.00 | (631.67) | 736.66 | 2,000.00 | (1,263.34) |

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 29, 2020

| | Current Month Actual | Current Month Budget | Current Month Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|-------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|
| 6061 Office Equipment Maintenance | 0.00 | 83.33 | (83.33) | 0.00 | 166.66 | (166.66) |
| 6070 Office & Accounting Labor | 8,192.50 | 9,125.00 | (932.50) | 17,666.50 | 18,250.00 | (583.50) |
| 6075 Professional/Contract Services | 2,018.19 | 2,333.33 | (315.14) | 4,149.22 | 4,666.66 | (517.44) |
| 6080 Administrative Fees | 953.73 | 750.00 | 203.73 | 1,749.56 | 1,500.00 | 249.56 |
| 6081 Permits/Fees | 427.23 | 1,250.00 | (822.77) | 766.89 | 2,500.00 | (1,733.11) |
| 6120 Bank Service Charges | 736.94 | 541.67 | 195.27 | 1,135.89 | 1,083.34 | 52.55 |
| Total Expenses | 91,339.37 | 100,689.97 | (9,350.60) | 195,654.83 | 201,379.94 | (5,725.11) |
| Net Income | 46,699.10 | 14,643.36 | 32,055.74 | 77,910.17 | 29,286.72 | 48,623.45 |
| Other Expenditures | | | | | | |
| 1511 WaterTreatment Plant | 2,933.76 | 3,000.00 | (66.24) | 4,329.95 | 5,000.00 | (670.05) |
| Total Other Expenditures | 2,933.76 | 3,000.00 | (66.24) | 4,329.95 | 5,000.00 | (670.05) |
| Total Increase or (Drawdown) | 43,765.34 | 11,643.36 | 32,121.98 | 73,580.22 | 24,286.72 | 49,293.50 |

Kinneloa Irrigation District Balance Sheet as of February 29, 2020

ASSETS

Current Assets

| | | |
|------|--------------------------------|---------------|
| 1010 | Checking-Wells Fargo Bank | \$ 432,106.18 |
| 1012 | Reserve Fund-LAIF | 126,345.07 |
| 1014 | Reserve Fund-CalTRUST | 1,737,359.38 |
| 1016 | Accrued Interest-LAIF | 468.40 |
| 1100 | Accts. Receivable-Water Sales | 25,058.75 |
| 1102 | Accts. Receiv.-Wholesale Water | 20,556.48 |
| 1113 | Employee Loans | 802.97 |
| 1190 | Allowance for Bad Debts | (771.48) |
| 1200 | Inventory | 20,000.00 |
| 1340 | Accrued Water Sales | 129,033.37 |
| 1350 | Prepaid Insurance | 8,204.40 |
| 1360 | Prepaid Expenses | 21,426.70 |

Total Current Assets

2,520,590.22

Property and Equipment

| | | |
|------|-------------------------------|----------------|
| 1501 | Water Rights | 52,060.41 |
| 1503 | Land Sites | 96,700.08 |
| 1504 | Water Mains | 3,584,517.77 |
| 1505 | Water Tunnels | 729,074.60 |
| 1506 | K-3 Well | 89,543.06 |
| 1507 | Improvement District #1 | 602,778.12 |
| 1508 | Mountain Property | 6,620.00 |
| 1509 | Wilcox Well/Wilcox Booster | 94,030.98 |
| 1510 | Interconnections | 14,203.27 |
| 1511 | Water Treatment Plant | 195,955.77 |
| 1512 | Water Meters | 112,592.71 |
| 1513 | Electrical/Electronic Equip. | 256,918.72 |
| 1514 | Computer/Office Equipment | 75,922.12 |
| 1515 | Vehicles & Portable Equipment | 242,548.91 |
| 1516 | Water Company Facilities | 70,422.20 |
| 1517 | KID Office | 54,741.36 |
| 1518 | Shaw Ranch | 280,789.92 |
| 1519 | Dove Creek Project | 487,383.87 |
| 1520 | Glen Reservoir/Booster | 24,190.86 |
| 1521 | Kinneloa Ridge Project | 690,492.58 |
| 1522 | Eucalyptus Booster Station | 532,342.43 |
| 1526 | Vosburg Booster | 1,647,215.66 |
| 1527 | SCADA Equipment | 350,158.34 |
| 1528 | Tanks and Reservoirs | 119,491.90 |
| 1529 | Holly Tanks | 181,113.76 |
| 1530 | Tools | 6,273.13 |
| 1600 | Accum. Depreciation | (4,926,201.76) |

Total Property and Equipment

5,671,880.77

Other Assets

| | | |
|------|------------------------|-----------|
| 1901 | PERS-Deferred Outflows | 99,141.00 |
|------|------------------------|-----------|

Total Assets

\$ 8,291,611.99

Kinneloa Irrigation District
Balance Sheet as of February 29, 2020

LIABILITIES AND CAPITAL

Current Liabilities

| | | | |
|------|---------------------------|--------------|-----------|
| 2000 | Accounts Payable | \$ 32,420.35 | |
| 2272 | Job Deposits | 1,800.00 | |
| 2275 | Deposits-Water Customers | 255.02 | |
| 2290 | Accrued Vacation | 19,935.60 | |
| | | | |
| | Total Current Liabilities | | 54,410.97 |

Long-Term Liabilities

| | | | |
|------|--------------------------------|--------------|--------------|
| 2400 | Installment Purchase Agreement | 1,733,076.13 | |
| 2801 | PERS- Net Liability | 253,044.46 | |
| 2901 | PERS- Deferred Inflows | 36,648.00 | |
| | | | |
| | Total Long-Term Liabilities | | 2,022,768.59 |
| | | | |
| | Total Liabilities | | 2,077,179.56 |

Capital

| | | | |
|------|-----------------------------|--------------|-----------------|
| 3040 | Fund Balance | 6,136,522.26 | |
| | Net Income | 77,910.17 | |
| | | | |
| | Total Capital | | 6,214,432.43 |
| | | | |
| | Total Liabilities & Capital | | \$ 8,291,611.99 |
| | | | |

Kinneloa Irrigation District
Statement of Cash Flow
For the Two Months Ended February 29, 2020

| | Current Month | Year to Date |
|---|---------------------|---------------------|
| Cash Flows from Operating Activities | | |
| Net Income | \$ 46,699.10 | \$ 77,910.17 |
| <i>Adjustments to reconcile net income to net cash provided by operating activities</i> | | |
| 1100 Accts. Receivable-Water Sales | (7,677.56) | 18,820.93 |
| 1101 Accts. Receiv.-Service Charges | 0.00 | 494.19 |
| 1102 Accts. Receiv.-Wholesale Water | 21,896.72 | (20,556.48) |
| 1113 Employee Loans | 50.19 | 100.38 |
| 1340 Accrued Water Sales | (373.66) | (754.07) |
| 1350 Prepaid Insurance | 1,466.62 | 2,933.24 |
| 1360 Prepaid Expenses | 4,183.34 | 8,366.68 |
| 2000 Accounts Payable | 10,564.94 | 228.11 |
| 2272 Job Deposits | 0.00 | 900.00 |
| | <hr/> | <hr/> |
| Total Adjustments | 30,110.59 | 10,532.98 |
| | <hr/> | <hr/> |
| Net Cash Provided by Operations | 76,809.69 | 88,443.15 |
| Cash Flows from Investing Activities | | |
| <i>Used for</i> | | |
| 1511 WaterTreatment Plant | (2,952.98) | (4,376.79) |
| | <hr/> | <hr/> |
| Net Cash Used in Investing | (2,952.98) | (4,376.79) |
| | <hr/> | <hr/> |
| Cash Flows from Financing Activities | | |
| <i>Proceeds from</i> | | |
| <i>Used for</i> | | |
| 2801 PERS- Net Liability | (1,436.25) | (2,872.50) |
| | <hr/> | <hr/> |
| Net Cash Used in Financing | (1,436.25) | (2,872.50) |
| | <hr/> | <hr/> |
| Net Increase (Decrease) in Cash | \$ 72,420.46 | \$ 81,193.86 |
| | <hr/> <hr/> | <hr/> <hr/> |
| Summary | | |
| Cash Balance at End of Period | \$ 2,296,279.03 | \$ 2,296,279.03 |
| Cash Balance at Beg. of Period | (2,223,839.35) | (2,215,038.33) |
| | <hr/> | <hr/> |
| Net Increase (Decrease) in Cash | \$ 72,439.68 | \$ 81,240.70 |
| | <hr/> <hr/> | <hr/> <hr/> |

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2020 to February 29, 2020

| Date | Check # | Payee | Amount | Description |
|-------------|----------------|-----------------------------------|---------------|---|
| 2/5/20 | EFT4194 | Spectrum | 357.68 | phone and internet |
| 2/5/20 | EFT4195 | VeriCheck, Inc. | 72.86 | echeck processing fee |
| 2/5/20 | 9363 | ACWA/JPIA | 8,278.40 | KID and employee health benefits contributions |
| 2/5/20 | 9364 | BrightView Landscape Services | 1,490.00 | landscape services |
| 2/5/20 | 9365 | Underground Service Alert | 52.90 | digalert |
| 2/5/20 | 9366 | Dig Safe Board | 104.38 | California State Fee for Regulatory Costs |
| 2/5/20 | 9367 | McMaster Carr | 1,582.15 | Eucalyptus Cl2 building and upgrade supplies |
| 2/5/20 | 9368 | McMaster Carr | 169.25 | K-3 Cl2 leak repair, storage supplies |
| 2/5/20 | 9369 | Red Supply | 59.76 | maintenance parts |
| 2/5/20 | 9370 | Ultimate Cleaning Solutions, Inc. | 75.00 | janitorial services |
| 2/5/20 | 9371 | Utility Service Co., Inc. | 5,001.90 | tank maintenance agreement |
| 2/12/20 | 9372 | Max Pellegrini | 650.00 | net refund on deposit |
| 2/14/20 | EFT4196 | Arco Gaspro Plus | 1,199.65 | fuel for trucks |
| 2/14/20 | EFT4197 | CA Public Employees Ret. Sys. | 5,464.58 | employer & employee retirement contributions |
| 2/14/20 | EFT4198 | Century Business Solutions | 226.29 | credit card payment processing fee |
| 2/14/20 | EFT4199 | Century Business Solutions | 15.00 | credit card payment processing fee |
| 2/14/20 | EFT4200 | Southern California Edison Co. | 6,430.72 | electricity for 1 site December, 11 sites January |
| 2/14/20 | EFT4201 | Umpqua Bank | 2,388.53 | credit card - see attached detail |
| 2/15/20 | EFT4202 | Bernadette C. Allen | 1,412.77 | salary |
| 2/15/20 | EFT4203 | Joel D. Bundy | 1,401.00 | salary |
| 2/15/20 | EFT4204 | Christopher A. Burt | 3,062.22 | salary |
| 2/15/20 | EFT4205 | Brian L. Fry | 1,694.14 | salary |
| 2/15/20 | EFT4206 | Gerrie G. Kilburn | 92.35 | salary |
| 2/15/20 | EFT4207 | Melvin L. Matthews | 3,810.82 | salary |
| 2/15/20 | EFT4208 | Juan R. Tello | 1,424.17 | salary |
| 2/15/20 | EFT4209 | Christopher A. Burt | 150.00 | salary |
| 2/15/20 | EFT4210 | Automatic Data Processing, Inc. | 5,345.32 | payroll taxes and withholdings |
| 2/18/20 | 9373 | AmeriPride Services | 78.40 | shop rag service |
| 2/18/20 | 9374 | Byrd Industrial Electronics | 180.00 | recalibrate Flo-loc valve sensor |
| 2/18/20 | 9375 | Civiltec Engineering, Inc. | 4,458.75 | Brown/Glen Replacement Pipeline Project |
| 2/18/20 | 9376 | Clinical Laboratory of SB | 84.00 | water sample analysis |
| 2/18/20 | 9377 | Eurofins Eaton Analytical, Inc. | 171.60 | water sample analysis |
| 2/18/20 | 9378 | Foothill Municipal Water District | 953.73 | administrative fee |
| 2/18/20 | 9379 | Melvin L. Matthews | 45.59 | mileage reimbursement |
| 2/18/20 | 9380 | McMaster Carr | 711.71 | Eucalyptus Cl2 upgrade supplies and maint. Suppli |
| 2/18/20 | 9381 | McMaster Carr | 297.72 | maintenance supplies and pump parts |
| 2/28/20 | EFT4211 | Automatic Data Processing, Inc. | 94.66 | payroll processing fee |
| 2/28/20 | EFT4212 | American Messaging Services | 34.61 | pager service |
| 2/28/20 | EFT4213 | AT&T Mobility | 125.04 | FirstNet phone service |
| 2/28/20 | EFT4214 | Athens Services | 215.69 | trash pickup |

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2020 to February 29, 2020

| Date | Check # | Payee | Amount | Description |
|--------------|----------------|---------------------------------|-------------------------|--------------------------------|
| 2/28/20 | EFT4215 | Pasadena Municipal Services | 1,693.21 | power for Wilcox Well |
| 2/29/20 | EFT4216 | Bernadette C. Allen | 1,476.12 | salary |
| 2/29/20 | EFT4217 | Joel D. Bundy | 1,423.13 | salary |
| 2/29/20 | EFT4218 | Christopher A. Burt | 2,621.91 | salary |
| 2/29/20 | EFT4219 | Timothy J. Eldridge | 92.35 | salary |
| 2/29/20 | EFT4220 | Brian L. Fry | 1,837.32 | salary |
| 2/29/20 | EFT4221 | Francis J. Griffith | 92.35 | salary |
| 2/29/20 | EFT4222 | Gerrie G. Kilburn | 92.35 | salary |
| 2/29/20 | EFT4223 | Melvin L. Matthews | 3,873.35 | salary |
| 2/29/20 | EFT4224 | Juan R. Tello | 1,481.88 | salary |
| 2/29/20 | EFT4225 | Christopher A. Burt | 150.00 | salary |
| 2/29/20 | EFT4226 | Automatic Data Processing, Inc. | 5,284.25 | payroll taxes and withholdings |
| 2/29/20 | EFT4227 | Automatic Data Processing, Inc. | <u>89.94</u> | payroll processing fee |
| Total | | | <u><u>79,671.50</u></u> | |

Credit Card Detail Umpqua Bank
January 2020
(Expenses incurred/billed in January and due/paid in February)

| Acct. No. | Account Description | Additional Description | MLM | CAB | BLF | JDB | BCA | JRT | TOTAL |
|--------------|--------------------------|---|----------|------------|----------|----------|----------|----------|------------|
| 1514 | Computer/Office Equip. | | | | | | | | \$0.00 |
| 5010 | Maintenance Supplies | gas cans, motor control solid state relays, maintenance supplies, paint supplies; tarp, bolts, screws, paint supplies | | \$1,158.06 | \$167.14 | | | | \$1,325.20 |
| 5012 | Safety Equipment | | | | | | | | \$0.00 |
| 5022 | Training/Certification | | | | | | | | \$0.00 |
| 5025 | Water Treatment/Analysis | | | | | | | | \$0.00 |
| 5035 | Vehicle Maintenance | motor oil, engine additive; antifreeze, motor oil, hand cleaner | | \$112.01 | | | | \$156.40 | \$268.41 |
| 5036 | Fuel | | | | | | | | \$0.00 |
| 6017 | Adm. Travel | | | | | | | | \$0.00 |
| 6021 | Adm. & Bd. Exp. | | | | | | | | \$0.00 |
| 6024 | Customer/Public Info | Streamline monthly website fee | | | | | \$200.00 | | \$200.00 |
| 6035 | Office/Computer Supplies | printer toner; batteries, ac/dc adapter, copy paper, cleaning supplies | \$239.92 | | | \$103.40 | | | \$343.32 |
| 6036 | Postage/Delivery | postage, certified mail | | | | | \$176.60 | | \$176.60 |
| 6040 | Professional Dues | | | | | | | | \$0.00 |
| 6050 | Telephone | answering service | \$75.00 | | | | | | \$75.00 |
| 6051 | Mobile Phone | | | | | | | | \$0.00 |
| 6053 | Internet Service | | | | | | | | \$0.00 |
| 6059 | Computer/Software Maint. | | | | | | | | \$0.00 |
| 6061 | Office Equipment Maint. | | | | | | | | \$0.00 |
| 6075 | Outside Services | | | | | | | | \$0.00 |
| 6081 | Permits/Fees | | | | | | | | \$0.00 |
| TOTAL | | | \$314.92 | \$1,270.07 | \$167.14 | \$103.40 | \$376.60 | \$156.40 | \$2,388.53 |

General Manager's Report for the Board of Directors Meeting on March 17, 2020

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 18 accounts received past-due notice
- 18 accounts received late charges in the total amount of \$289.85
- 5 accounts received door hanger shut off notice
- 0 account was shut off for non-payment
- 0 account remain shut off for non-payment

B. Aged Receivables –

| Month | Current | 30 days | 60 days | 90 days or greater | Total |
|----------------|-------------|------------|----------|--------------------|-------------|
| March 2019 | \$18,623.41 | \$2,023.53 | \$64.12 | \$59.92 | \$20,770.98 |
| April 2019 | \$35,258.88 | \$1,661.07 | \$247.83 | \$124.04 | \$37,291.82 |
| May 2019 | \$29,629.02 | \$1,897.19 | \$98.82 | \$216.54 | \$31,841.57 |
| June 2019 | \$30,403.95 | \$3,358.89 | \$0.00 | \$0.00 | \$33,762.84 |
| July 2019 | \$36,644.36 | \$2,775.65 | \$0.00 | \$0.00 | \$39,420.01 |
| August 2019 | \$42,059.76 | \$1,383.85 | \$0.00 | \$0.00 | \$43,443.61 |
| September 2019 | \$46,553.77 | \$2,574.86 | \$0.00 | \$0.00 | \$49,128.63 |
| October 2019 | \$60,921.43 | \$4,985.08 | \$264.23 | \$0.00 | \$66,170.74 |
| November 2019 | \$54,389.42 | \$5,897.73 | \$492.72 | \$0.00 | \$60,779.87 |
| December 2019 | \$39,429.62 | \$4,242.43 | \$207.63 | \$0.00 | \$43,879.68 |
| January 2020 | \$57,804.78 | \$2,029.61 | \$0.00 | \$0.00 | \$59,834.39 |
| February 2020 | \$43,425.93 | \$2,189.30 | \$0.00 | \$0.00 | \$45,615.23 |

C. Website Usage and Online Payments –

| Month | Users | Page Views | Online Payments | Online Amount |
|----------------|-------|------------|-----------------|---------------|
| March 2019 | 226 | 457 | 77 | \$12,350.13 |
| April 2019 | 196 | 483 | 61 | \$9,696.11 |
| May 2019 | 223 | 517 | 66 | \$14,734.69 |
| June 2019 | 231 | 465 | 64 | \$12,255.22 |
| July 2019 | 183 | 397 | 71 | \$17,881.28 |
| August 2019 | 224 | 621 | 82 | \$22,512.60 |
| September 2019 | 249 | 661 | 69 | \$17,427.71 |
| October 2019 | 202 | 548 | 78 | \$21,966.42 |
| November 2019 | * | * | 82 | \$23,583.46 |
| December 2019 | * | * | 77 | \$18,103.56 |
| January 2020 | 222 | 633 | 86 | \$16,487.54 |
| February 2020 | 302 | 792 | 79 | \$15,576.49 |

* No data due to transition to new website

II. General Manager's Projects and Activities

- A. **2019 Audit** – On site work completed by auditor and management discussion and analysis is in progress
- B. **Water Main Improvement Projects** – 60% submittal on Sierra Madre Villa and Villa Heights Pipeline Improvement Project is being reviewed and revisions have been submitted to the engineer
- C. **Truck Replacement** – Estimated delivery date is March 20, 2020
- D. **Advanced Meter Analytics** – Waiting for response from vendor regarding the test results
- E. **Office Driveway** – Removal and replacement project has been completed
- F. **Local Agency Ethics Training (AB 1234)** – I completed the course
- G. **Activities/Meetings/Webinars/Conferences**

| Subject or Organization | Location | Start | End | Purpose/Notes/Action/Benefit |
|--|-----------------|---------------------------|---------------------------|---|
| Staff Meetings | Office | Mondays 9:00 AM | Mondays 10:00 AM | <ul style="list-style-type: none"> • Tasks for the week • Projects -- current and future • Operations update • Customer service update • GM update • Safety topic |
| Personnel Committee | Office | Wed 2/5/2020 2:00 PM | Wed 2/5/2020 3:30 PM | <ul style="list-style-type: none"> • General Manager's performance evaluation |
| PWAG | Conference Call | Thu 2/13/2020 8:30 AM | Thu 2/13/2020 9:30AM | <ul style="list-style-type: none"> • Board meeting |
| KID | Office | Tue 2/18/2020 3:00 PM | Tue 2/18/2020 5:40 PM | <ul style="list-style-type: none"> • Board meeting |
| System Tour | KID Facilities | Fri 2/21/2020 9:00 AM | Fri 2/21/2020 12:00 PM | <ul style="list-style-type: none"> • Tour for Director Moritz |
| PWAG | Rowland Heights | Wed 2/26/2020 10:00 AM | Wed 2/26/2020 12:00 PM | <ul style="list-style-type: none"> • Member meeting |
| Sage Designs | Office | Wed 2/26/2020 1:30 PM | Wed 2/26/2020 2:30 PM | <ul style="list-style-type: none"> • Discuss options for SCADA alarm system software |
| Southern California Water Utilities Association (SCWUA) | Pomona | Thu 2/27/2020 11:30 AM | Thu 2/27/2020 1:30 PM | <ul style="list-style-type: none"> • CalOES Earthquake preparedness presentation |
| Audit | Office | Fri 2/28/2020 8:00 AM | Fri 2/28/2020 5:00 PM | <ul style="list-style-type: none"> • Annual audit by Egan CPA |

III. Incident Reports and Facility Activities for February

A. Incident Reports –

| Customer Leak | System Leak | Water Waste | Water Quality | Customer Service* | Comments |
|---------------|-------------|-------------|---------------|-------------------|---|
| 1 | 0 | 1 | 1 | 5 | One customer inquired whether the pH or alkalinity had changed in our water sources because she was getting “green oatmeal” on a couple of occasions. We informed the customer that the test results show that the levels have remained virtually constant over decades of tests. |

* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, leak tests and inquiries about water bills

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
 - 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 February
 - a. Sage Tank washout
 - b. Improve Holy Tanks site drainage
 - c. K-3 Cl2 line and float switch failure
 - d. SCADA programming changes

3. Capital Improvement and Maintenance Projects for 2020 (Completed or in progress)
 - a. Two replacement pickup trucks (order has been placed)
 - b. Replace chlorination equipment at Eucalyptus Reservoir for Eucalyptus Tunnel water
 - c. Solar power supplies for West Tank and Transfer Valve (proposal received)
 - d. Office driveway remove and replace

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

1. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Design phase in progress)
2. Brown/Glen Pipeline Improvement Project (Design phase in progress)
3. House Tunnel Pipeline repair

IV. Water Supply Summary as of January for the Watermaster Year July 2019 through June 2020

| 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 | 0 | House | 0 |
| Prior Year Spreading | 88 | Holly High/Low | 4 |
| Short Term Storage | 128 | | |
| Current Year Spreading | 0 | | |
| Total Allowable Extractions | 629 | | |
| Less Water Extracted YTD This Watermaster Year | -447 | Current Tunnel Monthly Production | 12 |
| Remaining Allowable Groundwater Extractions through June 2020 | 182 | Remaining Estimated Tunnel Production through June 2020 | 60 |
| Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2020) | | 242 Acre Feet | |
| Less Remaining Forecasted Retail Water Sales through June 2020 | | -209 Acre Feet | |
| Surplus Water through June 2020* | | 33 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 2018-2019 year, 134 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2019-2020 and 128 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 782 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.

V. Water Samples and Test Results – See Attachment A

Attachment A

Water Samples and Test Results

| Sample Date | Source or Distribution | Lab | Description | # of tests | Results** | Maximum Contaminant Level* (MCL) |
|-------------|------------------------|----------|-------------------------|------------|---------------|----------------------------------|
| 01/07/20 | Both | Eurofins | coliform, e. coli | 80 | ND or A | 1 positive sample |
| 01/08/20 | Distribution | Clinical | color, odor, turbidity* | 18 | <MCL | 15 units, 3 units, 5 units |
| 01/08/20 | Distribution | Clinical | fluoride | 6 | 1.2 - 1.7 ppm | 3 ppm |
| 01/21/20 | Both | Eurofins | coliform, e. coli | 64 | ND or A | 1 positive sample |
| 02/04/20 | Distribution | Clinical | color, odor, turbidity* | 18 | <MCL | 15 units, 3 units, 5 units |
| 02/04/20 | Both | Eurofins | coliform, e. coli | 72 | ND or A | 1 positive sample |
| 02/12/20 | Both | Eurofins | coliform, e. coli | 16 | ND or A | 1 positive sample |
| 02/13/20 | Both | Eurofins | coliform, e. coli | 16 | ND or A | 1 positive sample |
| 02/19/20 | Both | Eurofins | coliform, e. coli | 72 | ND or A | 1 positive sample |

Total samples: 362

* Color, odor, and turbidity are regulated by a secondary standard to maintain aesthetic qualities.

** ppm = parts-per-million, ppb = parts-per-billion, pCi/L = picocuries per liter, <MCL = less than Maximum Contaminant Level, ND = not detected, A = Absence

Pasadena Star-News

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Pasadena, CA 91109
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5266311

KINNELOA IRRIGATION DISTRICT
1999 KINCLAIR DRIVE
PASADENA, CA 91107-1017

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States, and a resident of the county aforesaid. I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of PASADENA STAR-NEWS, a newspaper of general circulation for the City of Pasadena, by the Superior Court of the County of Los Angeles, State of California, on the date of June 22, 1927, Case Number 225647. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/28/2020, 03/06/2020

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Monrovia, LA Co. California
On this 6th day of March, 2020.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011367980**

NOTICE OF PUBLIC HEARING

KINNELOA IRRIGATION DISTRICT will hold a public hearing to receive public comments on a proposed Ordinance that would increase Board members' compensation to \$150.00 per meeting or day of service, as authorized by California Water Code Section 20202, and provide for subsequent annual increases based on the Consumer Price Index for All Urban Consumers (CPI-U) for Los Angeles-Long Beach-Anaheim (October to October), but not to exceed five percent per year. The public hearing will take place during the KID Regular Board of Directors meeting on March 17, 2020 beginning at 3:00 p.m. at the District office at 1999 Kinclair Drive, Pasadena, California 91107. A copy of the proposed Ordinance can be received by calling the District at (626) 797-6295.
Pub: Feb. 28 & March 6, 2020
Pasadena Star News Ad#11367980

ORDINANCE NO. 2020-03-17

ORDINANCE OF THE KINNELOA IRRIGATION DISTRICT
INCREASING THE COMPENSATION PAID
TO MEMBER OF THE BOARD OF DIRECTORS
OF SAID DISTRICT PURSUANT TO
CALIFORNIA WATER CODE §§20201, et seq.

WHEREAS, Kinneloa Irrigation District (“District”) is an irrigation district formed pursuant to Division 11 of the California Water Code (“Water Code”); and

WHEREAS, as an irrigation district, District is a “water district” within the meaning of Water Code §20200 and is therefore subject to the terms and provisions of Division 10 of said Water Code; and

WHEREAS, Division 10 of the Water Code governs the process by which water districts may increase the compensation received by members of their governing board; and

WHEREAS, members of the Board of Directors of the District (“Board”) are currently compensated at the rate of One Hundred Dollars (\$100) per day for attendance at meetings and for a day of service rendered as a member of the Board, and have been compensated at that rate for over 20 years; and

WHEREAS, the Board has determined that, in the best interests of the District, and in fairness to members serving on the Board, the rate of compensation for attendance at meetings and a day of service, should be increased as allowed by law; and

WHEREAS, Division 10 of the Water Code requires that action increasing the compensation for Board members be done by an ordinance adopted at a duly noticed and conducted public hearing of the Board.

NOW, THEREFORE, BE IT ORDAINED THAT, upon the effective date of this Ordinance as hereinafter provided, the compensation payable to members of the Board

of Directors of the District for attendance at meetings of the Board and for each day of service rendered as a member of the Board, shall be increased to One Hundred Fifty Dollars (\$150.00) per meeting or day of service, such amount being less than the cumulative amount of permissible increases of up to five percent (5%) per year since the last increase in Board member compensation that the District adopted.

BE IT FURTHER ORDAINED THAT, effective January 1 of each year, commencing on January 1, 2021, by a motion duly approved by the Board of Directors of the District, the compensation payable to members of the Board of Directors of the District for attendance at meetings of the Board and for each day of service rendered as a member of the Board shall be increased by the Consumer Price Index for All Urban Consumers (CPI-U) for Los Angeles-Long Beach-Anaheim based on the 12-month index for October of the immediately preceding calendar year (e.g., October 2020 for the 2021 calendar year), but not to exceed five percent (5%) of the prior year's rate of compensation.

BE IT FURTHER ORDAINED THAT, this Ordinance shall become effective sixty (60) days from the date of its final passage by the Board of Directors of the District.

Passed and adopted at a regular meeting of the Board of Directors of Kinneloa Irrigation District held on March 17, 2020.

Chair

ATTEST:

Secretary