

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 22, 2019
3:00 P.M.

AGENDA

1. **CALL TO ORDER** – 3:00 P.M.
 - a. Declaration of a quorum
 - b. Review of agenda
2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
3. **REVIEW OF MINUTES** – September 17, 2019 minutes
Recommended Action: Review and approve motion to file
4. **REVIEW OF FINANCIAL REPORTS** – September 30, 2019 financial reports
Recommended Action: Review and approve motion to file
5. **GENERAL MANAGER’S REPORT** – Information item presented by General Manager
Recommended Action: General Manager to summarize the report and respond to questions
6. **BROWN/GLEN REPLACEMENT PIPELINE PROJECT** – Memo from General Manager
Recommended Action: General Manager to respond to questions
7. **INFORMATION ITEMS** –
 - a. Kinneloa Irrigation District website – Presentation by General Manager
 - b. Water main leak – Memo from General Manager*Recommended Action: General Manager to respond to questions*
8. **DIRECTOR REPORTS AND/OR COMMENTS** – In accordance with Government Code §54954.2
Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.
9. **CALENDAR** – November 19, 2019
December 17, 2019
January 21, 2020

10. ADJOURNMENT

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

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Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 17, 2019, 3:00 pm
Minutes

DIRECTORS PRESENT: Gordon Johnson, Gerrie Kilburn, and Bill Opel
Frank Griffith (arrived at 3:03 pm)
Tim Eldridge (departed at 4:07 pm)

DIRECTORS ABSENT: None

STAFF PRESENT: General Manager Melvin Matthews, Administrative Assistant Joel Bundy

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:01 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: No members of the public were present.

3. REVIEW OF MINUTES: It was motioned/seconded/carried-(Eldridge/Kilburn-4/0/0/1):
“That the Board approves the August 20, 2019, minutes as presented for filing and posting on the website.”

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

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Bill Opel reviewed the August 31, 2019, financial reports. On the Income Statement, he pointed out that for the year to date variance, the net income is under budget by \$2,081.39 and the expenses are under budget by \$8,347.33.

(Director Griffith arrived.)

The General Manager responded to a question about line item 5005 Electricity over budget due to Edison catching up on billing for sites not billed in previous months and line item 5030 maintenance/repair contractors over budget due to leaks in the District.

On the Cash Flow Statement, Director Opel stated that there was a net increase in cash of \$57,951.61. He concluded with the Balance Sheet, stating that the Wells Fargo, LAIF and CalTrust accounts have been reconciled.

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

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

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

II.C. Truck Replacement: The original plan was to purchase one truck in 2019 and one in 2020, but he is considering getting both in 2020.

II.D. Website Redesign: Ongoing costs with Streamline for the platform and hosting will be \$200/month. Director Eldridge asked about the design cost. The General Manager stated that there is only a \$500 one-time fee to migrate the information and documents from the existing site. There is no design charge. He hopes to demonstrate the website to the Board before it goes live.

III.C.7: Test Advanced Water Meter Analytics: The components were delivered on September 16 and will be installed in October.

IV. Water Supply Summary...: The General Manager stated that the Facilities Maintenance Operator and he investigated House Tunnel. They made one repair, and as they were returning down the mountain, they found another water leak in the pipe. They were able to measure the

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flow at about 11 gallons/minute and the District will receive spreading credit, with a potential of 30 acre-feet and a value at imported water rates of \$30,000 or more. Fixing the pipeline will be hard to do economically, because it is in a canyon about 50 feet off the ground, from a suspension cable. The spreading credit for the tunnel does not count as production and will not show on the water supply summary table. He will continue investigating the pipeline repair. He emphasized that the tunnel sources are very valuable to the District.

6. BUDGET FOR 2020: The General Manager reviewed the budget documents.

It was motioned/seconded/carried-(Opel/Eldridge-4/1/0/0):

“That the Board adopts the Budget as presented.”

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

Discussion ensued. The Chair requested that the specific message to customers include examples of projects that are driving the increase. The General Manager replied that the next step is a letter to all customers that highlights any projects and he will seek input from the Directors. The Chair stated that the public understands that physical improvements take money, but general increase due to inflation raises questions of efficiency. Director Kilburn added that specific examples add transparency. Director Opel asked if a call for discussion occurred before the vote. The Chair said it did not. Director Griffith stated that had it been clear that the motion only applied to the Budget and not the rate increase, he probably would have voted aye. As a point of order, Director Opel requested another motion be made. It was motioned/seconded/carried-(Opel/Eldridge-5/0/0/0):

“That the Board adopts the Budget as presented.”

7. INFORMATION ITEMS:

a. Board of Directors Compensation: The General Manager reviewed the memo. The General Manager recommended an increase to \$150 per meeting, which is within the allowed increase of 5% per year and reflects the compensation in other districts. To adopt that, the next step is to prepare an ordinance, which states what the compensation will be and establishes the guidelines for determining director compensation thereafter.

It was motioned/seconded-(Opel/Eldridge):

“That the Board proceeds to embark on the process necessary to increase Directors’

compensation to bring the past amount current in terms of the CPI [Consumer Price Index] and then to maintain it current for the following 5 years, current with the CPI.”

Discussion ensued. Director Kilburn asked if the compensation has always been \$100 per meeting. The General Manager replied that as far as his research showed, the amount has been \$100 since the District was established in 1953. The code allows a 5% increase for every year since 1953, but that would probably bring the amount above what may be appropriate. As an example, Foothill Board compensation is slightly under \$150 and increases by a fraction of a percent.

Director Opel requested amending his motion, to add that the lookback period be no more than 10 years and withdraw the 5 year forward look and just keep it current with inflation.

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

“That the Board proceeds to embark on the process necessary to increase Directors’

compensation to bring the past amount current in terms of the CPI, with a lookback period no more than 10 years, and then to maintain it current with the CPI.”

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b. Privileged Information: The General Manager stated that the Board requested addressing privileged information and public record access. He added that the Board acts collectively, but an individual Director's request, unless it is for a committee, is the same procedure as a public information request. He stated that CSDA (California Special Districts Association) and ACWA (Association of California Water Agencies) work hard to keep districts compliant. He decided the best approach was to include the CSDA's Public Records Act Compliance Manual. He pointed out that the District's Rules and Regulations also have two articles regarding public records act and the steps in the Rules and Regulations are right in step with the requirements. After a request, the District has 10 days to decide whether the information is disclosable. There is always the balance between customer privacy and disclosing information that is useful for the public good. Director Opel requested that the staff have some sensitivity of the needs of individual Directors to information to maintain relations with their constituents, while not violating any good practices. Director Griffith pointed out, Item 7, page 8, right column: "Also, officials may access public records of their own agency that are otherwise exempt when authorized to do so as a part of their official duties." He requested that someone determine what that means. Director Eldridge added that sometimes a determination that is made can be challenged and be reversed by a judge.

c. Password Backup: The General Manager reviewed the computer and security procedures memo. Director Johnson asked: how many people have access to the usernames and passwords, are they kept up to date, and should there be a designated person on the Board? The General Manager stated that the entire staff has access to all the general passwords. There are also individual passwords to banks, and so forth, that are not general, but all three office staff have total access to those sites. Director Johnson asked if there are specific applications or data that is not available in the manner described. The General Manager said that performance evaluations would be an example of data that is not accessible. Those computer files are password protected. However, there are printed copies, so there is physical access to physical personnel records. There are not any other files that would not be accessible. Director Eldridge asked what would happen if the District was hacked and all the data was held hostage. The General Manager stated that there are off-site backups of all critical data and redundant backups of all data in the office. In other words, we are well protected. Director Griffith asked if other than staff, does anybody on the Board have access. Director Eldridge said, "No." The General Manager stated that he has always offered to the Board, the ability if they have a need, to come into the office and log on. Director Griffith asked if the General Manager had stated earlier that he did not want anybody leaving with a printed document. The General Manager stated that he did not want sensitive documents to leave in a printed or email form, like the securities procedure manual. Director Griffith stated that he thought there should be a Board member who could have access if the staff is not available. Director Kilburn stated that she could not think of any of the Directors really needing access, because they have three people with full access and cloud backups to data. The Chair summarized that staff have access to everything, except for personnel records, which the General Manager retains. Director Eldridge added that the District's back up is three staff members, and if something goes wrong, you call in people who are experts. The Chair requested a follow up discussion to having a backup redundancy to the personnel records in the personnel committee. Director Griffith stated that in the past, a copy of personnel files was retained by the Chair. The Chair stated that did not happen and decades and years are missing. Director Kilburn added that

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the personnel committee would like to schedule an interview time with each employee and have a closed meeting with the Board.

d. Management Report: The General Manager reviewed the report.

(Director Eldridge departed.)

He detailed the following figures:

Figure 2 shows an uptick in tunnel production, and well production was slightly lower.

Figure 3 shows that despite increased tunnel production, K-3 Well supplied 82% of production.

Tunnel production was a small percentage, but very important and valuable. Wilcox Well was virtually zero percent. The well is run once a week to keep it alive, and it is still an important emergency source. If needed, it could provide 15-20% of total production, but at a much higher cost due to lack of efficiency and cost of electricity.

Figure 4 shows retail customer sales are down and shows a downward trend line, which is problematic in terms of rates and revenue. Sales directly impacted the 2020 Budget and are very dependent upon weather.

Figure 5 shows the pattern of water sales, and though the exact sales amounts change, the pattern is almost identical every year.

Figure 6 shows the water usage of the District's customers. He pointed out that the majority of the District's customers, in the month of June 2019, used less than 50 units. Director Kilburn asked if some Divisions have a different variation of water usage. The General Manager stated that he has not analyzed usage based on different areas in the system. Director Griffith asked if an additional column could be added to reflect the monetary cost of the usage for each category.

Figure 7 shows monthly water sales. The table shows how the District is doing on the conservation front, from 2013 to June 2019. 2013 was the comparison year the state board selected to draft emergency conservation restrictions.

Figure 8 shows rainfall. The measurement is taken from Eaton Dam records.

Figure 9 shows power cost in dollars per acre and reflects the efficiency of the pumps and motors. There are trends. For example, if there is a lot of tunnel production and the pumps are not run as much, the District gets a lot of water at very little cost. There is a general increase in power cost over the years, but the District has done very well to keep increases to a minimum. Director Griffith asked if the District is still considering solar power. The General Manager stated that he continually evaluates solar power project or grant options, but currently there is very little incentive for utilities to adopt solar power. The two potential sites would be the reservoir roofs at Wilcox and Vosburg.

Figure 10 shows the long-term storage account. If a situation arises where the water is needed, it can be pumped.

Director Opel made the following suggestions: page 4, supply issues section, add water quality and testing information; page 4, capital improvement section, add distribution system project information, including the importance of fire protection, a looped system, and topographic challenges of the area; page 4, administrative activities, add governance information: an elected Board arranged by District, a non-profit public agency, governed by a Board, and operations under the control of the General Manager.

8. DIRECTOR REPORTS AND/OR COMMENTS: Director Griffith requested that the General Manager and he meet with Mr. Lofthouse. Director Griffith stated that the fire department is

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trying to determine who ordered the brush clearance that was done by the California Conservation Corps. The General Manager stated the District granted access to property, but the brush removal was not a District project. Director Griffith stated that he would speak with the president of the Pasadena Glen Firesafe Council who arranged for the work using grant funds from the State of California. The General Manager said that the work was a benefit to the District's property and was done using the same procedures as has been done in past years.

9. CALENDAR: No discussion.

10. ADJOURNMENT: The meeting was adjourned at 4:40 pm.

Prepared by:
Bernadette Allen, Office Manager/Board Secretary

Reviewed and submitted by:

Melvin L. Matthews

Melvin L. Matthews
General Manager

Kinneloa Irrigation District
Income Statement for the Nine Months Ending September 30, 2019

	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	199,765.08	150,000.00	49,765.08	1,143,623.68	1,161,000.00	(17,376.32)
4015 Wholesale Water Sales	0.00	0.00	0.00	27,003.03	0.00	27,003.03
4020 Service/Installation Charges	455.67	833.33	(377.66)	7,860.40	7,499.97	360.43
4035 Interest-Reserve Fund	3,249.01	1,250.00	1,999.01	36,251.30	11,250.00	25,001.30
4070 Misc. Income	0.00	0.00	0.00	5,969.27	0.00	5,969.27
Total Revenues	203,469.76	152,083.33	51,386.43	1,220,707.68	1,179,749.97	40,957.71
Expenses						
5005 Electricity	8,024.89	11,000.00	(2,975.11)	81,297.60	89,000.00	(7,702.40)
5010 Maintenance/Repair Supplies	6,222.63	2,083.33	4,139.30	32,148.46	18,749.97	13,398.49
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	7,499.97	(7,499.97)
5012 Safety Equipment	374.54	133.33	241.21	1,869.02	1,199.97	669.05
5015 Operations Labor	15,657.04	16,533.33	(876.29)	142,724.95	148,799.97	(6,075.02)
5016 Operations OT	2,776.68	750.00	2,026.68	12,733.24	6,750.00	5,983.24
5020 Stand-by Compensation	960.00	912.50	47.50	7,890.00	8,212.50	(322.50)
5022 Training/Certification	0.00	133.33	(133.33)	915.00	1,199.97	(284.97)
5025 Water Treatment/Analysis	1,549.04	1,833.33	(284.29)	17,879.79	16,499.97	1,379.82
5030 Maintenance/Repair Contractors	13,925.04	10,416.67	3,508.37	123,437.60	93,750.03	29,687.57
5034 Equipment Maintenance	0.00	1,041.67	(1,041.67)	11,285.61	9,375.03	1,910.58
5035 Vehicle Maintenance	39.67	833.33	(793.66)	6,488.98	7,499.97	(1,010.99)
5036 Fuel	873.62	1,250.00	(376.38)	10,687.72	11,250.00	(562.28)
5045 Insurance-Workers Comp.	5,050.14	2,670.00	2,380.14	19,413.84	9,340.00	10,073.84
5046 Insurance-Liability	1,144.14	1,333.33	(189.19)	10,833.50	11,999.97	(1,166.47)
5048 Insurance-Property	171.83	208.33	(36.50)	948.99	1,874.97	(925.98)
5049 Insurance-Medical	7,374.80	6,375.00	999.80	61,952.34	57,375.00	4,577.34
6000 Engineering Services	2,085.00	3,958.33	(1,873.33)	17,389.00	35,624.97	(18,235.97)
6005 Watermaster Services	880.33	1,000.00	(119.67)	7,926.01	9,000.00	(1,073.99)
6015 Administrative Salary	11,489.02	12,333.33	(844.31)	103,401.18	110,999.97	(7,598.79)
6017 Administrative Travel	103.30	250.00	(146.70)	780.34	2,250.00	(1,469.66)
6020 Board Compensation	400.00	466.67	(66.67)	3,700.00	4,200.03	(500.03)
6021 Administrative & Board Exp.	237.61	83.33	154.28	237.61	749.97	(512.36)
6024 Customer/Public Info. Prog.	788.88	166.67	622.21	821.95	1,500.03	(678.08)
6025 PERS - KID	2,744.68	3,000.00	(255.32)	23,342.13	27,000.00	(3,657.87)
6030 Social Security - KID	2,407.39	2,416.67	(9.28)	20,379.96	21,750.03	(1,370.07)
6031 Medicare - KID	563.01	516.67	46.34	4,766.35	4,650.03	116.32
6035 Office/Computer Supplies	1,006.33	583.33	423.00	5,804.03	5,249.97	554.06
6036 Postage/Delivery	724.90	416.67	308.23	3,649.28	3,750.03	(100.75)
6040 Professional Dues	1,154.41	1,000.00	154.41	10,521.07	9,000.00	1,521.07
6045 Legal Services	320.00	1,250.00	(930.00)	7,488.98	11,250.00	(3,761.02)
6050 Telephone	365.55	375.00	(9.45)	3,260.33	3,375.00	(114.67)
6051 Mobile Telephone	20.66	125.00	(104.34)	704.12	1,125.00	(420.88)
6052 Pagers	34.71	41.67	(6.96)	347.48	375.03	(27.55)
6053 Internet Service	69.99	83.33	(13.34)	573.79	749.97	(176.18)
6059 Computer Software Maintenance	353.75	1,000.00	(646.25)	5,459.24	9,000.00	(3,540.76)

Kinneloa Irrigation District
Income Statement for the Nine Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	361.34	749.97	(388.63)
6065 Accounting Services	0.00	0.00	0.00	7,100.00	7,000.00	100.00
6070 Office & Accounting Labor	8,487.75	8,045.83	441.92	65,947.00	72,412.47	(6,465.47)
6075 Professional/Contract Services	2,013.24	2,333.33	(320.09)	24,188.41	20,999.97	3,188.44
6080 Administrative Fees	795.83	750.00	45.83	7,075.36	6,750.00	325.36
6081 Permits/Fees	310.31	1,250.00	(939.69)	6,800.47	11,250.00	(4,449.53)
6086 Taxes - Sales	0.00	0.00	0.00	38.90	500.00	(461.10)
6088 Interest Expense	0.00	0.00	0.00	33,914.74	33,915.00	(0.26)
6120 Bank Service Charges	677.72	541.67	136.05	5,363.51	4,875.03	488.48
Total Expenses	102,178.43	100,411.64	1,766.79	913,849.22	920,429.76	(6,580.54)
Net Income	101,291.33	51,671.69	49,619.64	306,858.46	259,320.21	47,538.25
Other Expenditures						
1511 WaterTreatment Plant	0.00	0.00	0.00	1,750.80	2,000.00	(249.20)
1512 Water Meters	5,995.01	6,000.00	(4.99)	5,995.01	6,000.00	(4.99)
1514 Computer/Office Equipment	0.00	0.00	0.00	716.49	1,000.00	(283.51)
1527 SCADA Equipment	0.00	0.00	0.00	42,260.42	51,000.00	(8,739.58)
2400 Installment Purchase Agreement	0.00	0.00	0.00	66,186.24	66,186.00	0.24
Total Other Expenditures	5,995.01	6,000.00	(4.99)	116,908.96	126,186.00	(9,277.04)
Total Increase or (Drawdown)	95,296.32	45,671.69	49,624.63	189,949.50	133,134.21	56,815.29

Kinneloa Irrigation District Balance Sheet as of September 30, 2019

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 359,064.30
1012	Reserve Fund-LAIF	124,854.33
1014	Reserve Fund-CalTRUST	1,711,412.68
1015	Unrealized Gain(Loss)-CalTRUST	(13,121.57)
1016	Accrued Interest-LAIF	571.39
1100	Accts. Receivable-Water Sales	49,128.63
1101	Accts. Receiv.-Service Charges	412.01
1113	Employee Loans	1,053.92
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	200,945.86
1360	Prepaid Expenses	28,715.24

Total Current Assets

2,482,265.31

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,584,517.77
1505	Water Tunnels	729,074.60
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	189,139.08
1512	Water Meters	110,481.34
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

5,662,952.71

Other Assets

1901	PERS-Deferred Outflows	99,141.00
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Total Assets

\$ 8,244,359.02

Kinneloa Irrigation District
Balance Sheet as of September 30, 2019

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 37,115.73	
2272	Job Deposits	2,700.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	19,935.60	
	Total Current Liabilities		60,006.35

Long-Term Liabilities

2400	Installment Purchase Agreement	1,802,291.11	
2801	PERS- Net Liability	260,225.71	
2901	PERS- Deferred Inflows	36,648.00	
	Total Long-Term Liabilities		2,099,164.82
	Total Liabilities		2,159,171.17

Capital

3040	Fund Balance	5,778,329.39	
	Net Income	306,858.46	
	Total Capital		6,085,187.85
	Total Liabilities & Capital		\$ 8,244,359.02

Kinneloa Irrigation District
Statement of Cash Flow
For the Nine Months Ended September 30, 2019

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 101,291.33	\$ 306,858.46
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(5,685.02)	912.54
1101 Accts. Receiv.-Service Charges	0.00	(148.17)
1113 Employee Loans	173.01	(1,053.92)
1340 Accrued Water Sales	(47,577.11)	(66,283.58)
1350 Prepaid Insurance	1,315.97	9,720.48
1360 Prepaid Expenses	(3,711.76)	(7,270.42)
2000 Accounts Payable	4,912.68	1,871.43
2272 Job Deposits	900.00	1,800.00
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Total Adjustments	(49,672.23)	(60,451.64)
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Net Cash Provided by Operations	51,619.10	246,406.82
 Cash Flows from Investing Activities		
<i>Used for</i>		
1511 WaterTreatment Plant	0.00	(1,750.80)
1512 Water Meters	(5,995.01)	(5,995.01)
1514 Computer/Office Equipment	0.00	(716.49)
1527 SCADA Equipment	0.00	(42,265.68)
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Net Cash Used in Investing	(5,995.01)	(50,727.98)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(66,186.24)
2801 PERS- Net Liability	(1,436.25)	(11,103.03)
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Net Cash Used in Financing	(1,436.25)	(77,289.27)
	<hr/>	<hr/>
Net Increase (Decrease) in Cash	\$ 44,187.84	\$ 118,389.57
 Summary		
Cash Balance at End of Period	\$ 2,182,781.13	\$ 2,182,781.13
Cash Balance at Beg. of Period	(2,138,593.29)	(2,064,386.30)
	<hr/>	<hr/>
Net Increase (Decrease) in Cash	\$ 44,187.84	\$ 118,394.83
	<hr/>	<hr/>

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

Date	Check #	Payee	Amount	Description
9/5/19	EFT4015	CA Public Employees Ret. Sys.	700.00	Fees for GASB-68 Reports & Schedules
9/5/19	EFT4016	CA Public Employees Ret. Sys.	5,300.44	CalPERS August KID & employee contributions
9/5/19	EFT4017	Century Business Solutions	255.17	credit card processing fees
9/5/19	EFT4018	Charter Communications	346.41	phone and internet
9/5/19	EFT4019	VeriCheck, Inc.	96.21	echeck processing fees
9/5/19	9208	ACWA/JPIA	8,316.32	employee health benefits
9/5/19	9209	BrightView Landscape Services	1,490.00	landscape service
9/5/19	9210	Dig Safe Board	16.81	California State Fee for Regulatory Costs
9/5/19	9211	Melvin L. Matthews	22.91	mileage reimbursement
9/5/19	9212	Perry Thomas Construction Co.	8,743.14	Repair leak Villa Knolls @ Edgecliff
9/5/19	9213	Ultimate Cleaning Solutions, Inc.	75.00	janitorial services
9/5/19	9214	Underground Service Alert	47.95	digalert
9/5/19	9215	Utility Service Co., Inc.	5,001.90	tank maintenance agreement
9/15/19	EFT4020	Bernadette C. Allen	1,405.19	salary
9/15/19	EFT4021	Joel D. Bundy	1,398.37	salary
9/15/19	EFT4022	Christopher A. Burt	3,385.07	salary
9/15/19	EFT4023	Brian L. Fry	1,559.01	salary
9/15/19	EFT4024	Melvin L. Matthews	3,789.81	salary
9/15/19	EFT4025	Juan R. Tello	1,634.34	salary
9/15/19	EFT4026	Christopher A. Burt	150.00	salary
9/15/19	EFT4027	Automatic Data Processing, Inc.	5,640.38	payroll taxes and withholdings
9/17/19	EFT4028	Automatic Data Processing, Inc.	97.02	payroll processing fees
9/17/19	EFT4029	Arco Gaspro Plus	873.62	fuel for trucks
9/17/19	EFT4030	Century Business Solutions	15.00	banking service fee
9/17/19	EFT4031	Southern California Edison Co.	16,192.66	electricity for 2 sites June, 3 sites July, 11 sites Aug
9/17/19	9216	Civiltec Engineering, Inc.	2,085.00	Brown/Glen Replacement Pipeline Project
9/17/19	9217	Digital Deployment, Inc.	700.00	new website migration service and monthly fee
9/17/19	9218	Foothill Municipal Water District	795.83	administrative fee
9/17/19	9219	Lagerlof,Senecal,Gosney&Kruse	320.00	general matters re: election
9/17/19	9220	McMaster Carr	1,850.20	maintenance supplies
9/17/19	9221	Western Water Works	1,436.94	maintenance supplies
9/30/19	EFT4032	Automatic Data Processing, Inc.	87.58	payroll processing fees
9/30/19	EFT4033	American Messaging Services	34.71	pager service
9/30/19	EFT4034	AT&T Mobility	123.96	Firstnet cell phone service
9/30/19	EFT4035	Athens Services	215.69	trash pickup
9/30/19	EFT4036	Pasadena Municipal Services	1,761.42	electricity for Wilcox Well
9/30/19	EFT4037	Umpqua Bank	3,123.81	credit card - see attached detail August 2019
9/30/19	9222	AmeriPride Services	78.40	shop rag service
9/30/19	9223	Clinical Laboratory, SB	44.00	water sample analysis
9/30/19	9224	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis

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

Date	Check #	Payee	Amount	Description
9/30/19	9225	Hill Brothers Chemical Co.	236.52	Sodium hypochlorite
9/30/19	9226	McMaster Carr	865.65	Country Ln leak repair supplies
9/30/19	9227	National Meter & Automation	5,995.01	water meters and transponders
9/30/19	EFT4038	Bernadette C. Allen	1,558.71	salary
9/30/19	EFT4039	Joel D. Bundy	1,511.87	salary
9/30/19	EFT4040	Christopher A. Burt	3,325.90	salary
9/30/19	EFT4041	Timothy J. Eldridge	92.35	salary
9/30/19	EFT4042	Brian L. Fry	1,759.08	salary
9/30/19	EFT4043	Francis J. Griffith	92.35	salary
9/30/19	EFT4044	Gerrie G. Kilburn	92.35	salary
9/30/19	EFT4045	Melvin L. Matthews	3,851.78	salary
9/30/19	EFT4046	Arthur W. Opel	92.35	salary
9/30/19	EFT4047	Juan R. Tello	1,724.08	salary
9/30/19	EFT4048	Christopher A. Burt	150.00	salary
9/30/19	EFT4049	Automatic Data Processing, Inc.	5,918.18	payroll taxes and withholdings
	Total		<u>106,608.45</u>	

**Credit Card Detail Umpqua Bank
August 2019**

(Expenses incurred/billed in August and due/paid in September)

Acct. No.	Account Description	Additional Description	MLM	CAB	BLF	JDB	BCA	JRT	TOTAL
1514	Computer/Office Equip.								\$0.00
5010	Maintenance Supplies	motorized wheel for K-3 VFD repair; maintenance supplies; 2 irrigation controllers; landscape maintenance supplies and tools, floor dry, flashlight, water bottles		\$339.00	\$203.05	\$191.30		\$333.01	\$1,066.36
5012	Safety Equipment								\$0.00
5022	Training/Certification	CSDA conference registration	\$625.00						\$625.00
5025	Water Treatment/Analysis								\$0.00
5035	Vehicle Maintenance								\$0.00
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6035	Office/Computer Supplies	circle punch refund, pens, erasers, LED light bulbs				\$76.94			\$76.94
6036	Postage/Delivery	UPS shipping; postage		\$161.94			\$331.80		\$493.74
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.	GoDaddy SSL certificate renewal; 2 internal hard drives	\$561.77						\$561.77
6061	Office Equipment Maint.								\$0.00
6075	Outside Services	CSDA salary survey	\$225.00						\$225.00
6081	Permits/Fees								\$0.00
TOTAL			\$1,486.77	\$500.94	\$203.05	\$268.24	\$331.80	\$333.01	\$3,123.81

General Manager's Report for the Board of Directors Meeting on October 22, 2019

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 12 accounts received past-due notice
- 12 accounts received late charges in the total amount of \$205.67
- 4 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
January	\$19,576.69	\$3,491.39	\$0.00	\$0.00	\$23,068.08
February	\$32,588.72	\$4,502.38	\$381.98	\$0.00	\$37,473.08
March	\$18,623.41	\$2,023.53	\$64.12	\$59.92	\$20,770.98
April	\$35,258.88	\$1,661.07	\$247.83	\$124.04	\$37,291.82
May	\$29,629.02	\$1,897.19	\$98.82	\$216.54	\$31,841.57
June	\$30,403.95	\$3,358.89	\$0.00	\$0.00	\$33,762.84
July	\$36,644.36	\$2,775.65	\$0.00	\$0.00	\$39,420.01
August	\$42,059.76	\$1,383.85	\$0.00	\$0.00	\$43,443.61
September	\$46,553.77	\$2,574.86	\$0.00	\$0.00	\$49,128.63
October					
November					
December					

C. Internet Usage –

Month	Users	Page Views	Online Payments	Online Amount
January	227	657	76	\$19,881.25
February	171	414	58	\$10,629.13
March	226	457	77	\$12,350.13
April	196	483	61	\$9,696.11
May	223	517	66	\$14,734.69
June	231	465	64	\$12,255.22
July	183	397	71	\$17,881.28
August	224	621	82	\$22,512.60
September	249	661	69	\$17,427.71
October				
November				
December				
Year to Date	1,681	4,011	624	\$137,368.12

II. General Manager's Projects and Activities

A. Water Main Improvement Projects – Design work is in progress.

B. Website Redesign – The initial re-design of our website in order to comply with the transparency requirements and new Accessibility/ADA legislation has been completed. A demonstration will be done at this meeting.

C. 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 • Operations update • GM update • Safety topic
FMWD	La Cañada	Mon 9/16/2019 3:00 PM	Mon 9/16/2019 5:00 PM	<ul style="list-style-type: none"> • Regular board meeting
New Water Service	Old Grove Road	Tue 9/17/2019 8:00 AM	Tue 9/17/2019 8:30 AM	<ul style="list-style-type: none"> • Meet with contractor for service install estimate
Cyber Security	Webinar	Tue 9/17/2019 10:30 AM	Tue 9/17/2019 12:00 PM	<ul style="list-style-type: none"> • PWAG Training
KID	Office	Tue 9/17/2019 3:00 PM	Tue 9/17/2019 4:30 PM	<ul style="list-style-type: none"> • Regular board meeting
KID Website	Webinar	Wed 9/18/2019 10:00 AM	Wed 9/18/2019 11:00 AM	<ul style="list-style-type: none"> • Streamline web platform training
ACWA	Pasadena	Fri 9/20/2019 9:00 AM	Fri 9/20/2019 2:00 PM	<ul style="list-style-type: none"> • Region 8 Legislative Forum • Dave Pedersen, General Manager of Las Virgenes Municipal Water District, spoke on wildfire issues, as well as the problems he has encountered with AQMD concerning portable generator testing and use
Customer Meeting	Pasadena Glen	Tue 9/24/2019 3:00 PM	Tue 9/24/2019 3:30 PM	<ul style="list-style-type: none"> • Meet with Director Griffith and customer to discuss fence and wall adjacent to Glen Reservoir
ACONA	Altadena Community Center	Tue 9/24/2019 7:00 PM	Tue 9/24/2019 8:30 PM	<ul style="list-style-type: none"> • ADU's and code violations • Illegal dumping • Property rehabilitation
Citrus College		Wed 9/25/2019 12:00 PM	Wed 9/25/2019 2:00 PM	<ul style="list-style-type: none"> • Water Technology Meeting
CSDA	Anaheim	Thu 9/26/2019 7:30 AM	Fri 9/27/2019 9:00 PM	<ul style="list-style-type: none"> • Fall Conference and Exhibition
ACWA Region 8	Conference Call	Mon 9/30/2019 10:00 AM	Mon 9/30/2019 10:30 AM	<ul style="list-style-type: none"> • Discuss Fall ACWA Issue Forum

III. System and Facility Activities and Incident Reports

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

Location	Type	Date	Description
Fairpoint Street	Customer Contact	9/3/2019	Customer reported handle broken on shut off valve on his side of the meter. Chris determined that the valve can be operated with vise grips or channel lock pliers. Informed customer that replacement is his responsibility and that we could shut off water to facilitate a repair.
Doyme Road	Customer Contact	9/4/2019	Customer requested water shut off to facilitate leak repair. Upon inspection the next day to see if the water was turned back on, it was observed that plumber had cut the wires on the radio endpoint and that there was still a small leak. Customer will be billed for the repair.
Country Lane	Water Leak	9/7/2019	Customer's gardener called to request shut off to facilitate repair. Curb stop valve would not operate but another valve on customer's side of meter was found to shut off water. Replacement of the curb stop and re-installation of the meter was done later in the month by KID staff.
Pasadena Glen Road	Customer Contact	9/9/2019	Customer called concerning high water bill and asked us to verify that it was correct. Usage data was collected from the endpoint and presented to the customer. It appeared that he had a leak.
Kinclair Drive	Customer Contact	9/19/2019	Customer requested help in making online payment.
Cricklewood Path	Customer Contact	9/20/2019	Customer requested shut off to repair leak.
Edgecliff Lane	Customer Contact	9/23/2019	Customer reported bees in meter box. Upon investigation it was determined that the bees were in customer's irrigation valve box, not our meter box.
Pasadena Glen Road	Customer Contact	9/25/2019	Director Eldridge requested Chris' assistance in helping customer to determine the best method of replacing customer's service line that was broken by tree root. The KID will supply a special meter flange and re-install the meter to facilitate the installation of a new service line to the house.

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 September
 - a. Holly Cl2 maintenance
 - b. Vosburg Cl2 maintenance
 - c. K-3 Cl2 analyzer maintenance
 - d. Sage Generator battery replacement
 - e. K-3 VFD maintenance
 - f. Vosburg Booster phase failure
 - g. Eucalyptus Booster #3 failure troubleshooting
3. Completed Capital Improvement and Maintenance Projects
 - a. Inspection and cleanout of Eucalyptus and Wilcox Reservoirs
 - b. Repair leaks in Brown Reservoir
 - c. Replace 17 obsolete SCADA radios at all sites and install radio diagnostic program
 - d. Replace Glen Reservoir chlorination equipment
 - e. Install anti-slip treads to Vosburg warehouse stairs
 - f. Install advanced water meter analytics at 10 locations for cellular data collection test (in progress)

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

1. Install additional shelving at Vosburg Warehouse and organize inventory of maintenance parts
2. Replace chlorination equipment at Eucalyptus Reservoir
3. Install solar panel, battery and charger for utility power backup at Transfer Valve
4. Remove, replace and widen Office driveway and expand parking area
5. Replace 1996 Chevrolet and 1999 Ford pickups with new pickups and accessory equipment
6. Replace 50 hp booster (motor and pump) and sandblast and paint pump stand at Wilcox Reservoir
7. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Design phase in progress)
8. Brown/Glen Pipeline Improvement Project (Design phase in progress)

IV. Water Supply Summary as of August 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	3
Leases/Exchanges	0	House	0
Prior Year Spreading	88	Holly High/Low	5
Short Term Storage	128		
Current Year Spreading	0		
Total Allowable Extractions	629		
Less Water Extracted YTD This Watermaster Year	-124	Current Tunnel Monthly Production	15
Remaining Allowable Groundwater Extractions through June 2020	505	Remaining Estimated Tunnel Production through June 2020	150
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2020)		655 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2020		-425 Acre Feet	
Surplus Water through June 2020*		235 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. Information Items

A. 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)
01/04/19	Source	Weck	Title 22 DEHP	5	ND or A	4 ppb
01/04/19	Source	Weck	Title 22 nitrate	2	4.4 ppm	10 ppm
01/04/19	Source	Weck	Title 22 fluoride	5	1.1 - 2.7 ppm	3 ppm
01/08/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
01/08/19	Distribution	Clinical	fluoride	6	1.0 - 1.4 ppm	3 ppm
01/08/19	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
01/22/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
01/22/19	Source	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/04/19	Source	Weck	Title 22 VOC	67	ND or A	1 positive sample
02/04/19	Source	Weck	Title 22 1,2,3 TCP	1	ND or A	0.005ppb
02/04/19	Source	Weck	Title 22 DEHP	1	ND or A	4ppb
02/04/19	Source	Weck	Title 22 nitrate	1	2.7ppm	10ppm
02/04/19	Source	Weck	Title 22 fluoride	1	2.3ppm	2ppm
02/04/19	Source	Weck	Title 22 Uranium	1	2.7pCi/L	20pCi/L
02/06/19	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
02/06/19	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/07/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
02/07/19	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/07/19	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/19/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
03/04/19	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
03/05/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
03/06/19	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/07/19	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/19/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
04/02/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
04/02/19	Distribution	Clinical	fluoride	6	1.2 - 1.6 ppm	3 ppm
04/02/19	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
04/04/19	Source	Weck	Title 22 fluoride	3	1.1 - 2.6 ppm	3 ppm
04/04/19	Source	Weck	Title 22 nitrate	2	0.8 - 4.4 ppm	10 ppm
04/04/19	Source	Weck	Title 22 1,2,3 TCP	4	ND	80 ppb
04/15/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
05/08/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
05/08/19	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
05/08/19	Distribution	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
05/09/19	Distribution	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
05/21/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
06/04/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
06/04/19	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
06/18/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
07/08/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
07/08/19	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample

Attachment A

Water Samples and Test Results

Sample Date	Source or Distribution	Lab	Description	# of tests	Results**	Maximum Contaminant Level* (MCL)
07/23/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
07/25/19	Residences	Clinical	lead & copper***	20	ND-100ppb,ND-1.4ppm	15 ppb, 1.3 ppm
08/06/19	Both	Eurofins	coliform, e. coli	88	ND or A	1 positive sample
08/09/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
08/20/19	Both	Eurofins	coliform, e. coli	56	ND or A	1 positive sample
08/20/19	Residence	Clinical	lead & copper***	2	ND, 0.10ppm	15 ppb, 1.3 ppm
09/10/19	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
09/10/19	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
09/24/19	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample

Total samples as of 9/30/19: 1617

* 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

*** In July 2019, 10 residences were tested for lead and copper at the tap. Copper was detected in 7 samples. lead was detected in 2 samples. The 90th percentile values for the District were below the lead action level of 15 ppb and below the copper action level of 1.3 ppm. One residence exceeded both the lead and copper action level. Inquiry revealed sample was taken at a new faucet bathroom tap that was used infrequently. Resample of residence at kitchen tap in August 2019 resulted in ND for lead and 0.10 ppm for copper.



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017
TELEPHONE (626) 797-6295 • FAX (626) 794-5552
WEBSITE: kinneloairrigationdistrict.info

Memo

Date: October 15, 2019

To: Board of Directors

From: Mel Matthews

Subject: Brown/Glen Replacement Pipeline Project

Recommended Action: Discuss status and provide direction to Staff regarding this project

Background

Various phases of this project are on the *Water Master Plan of the Kinneloa Irrigation District*. On June 18, 2009 the Board of Directors approved starting on the design work to determine if fire flows could be increased to the current standards of the District and the County of Los Angeles Fire Department. The preliminary work involved running the hydraulic model to see if the proposed pipeline improvements would likely provide the desired results before starting on the plans and specifications. That work has now been completed by Civiltec Engineering.

Hydraulic Model Results

Flows at fire hydrants on Villa Knolls Drive, Edgecliff Lane and Hartwood Point were calculated from the model based on replacing the existing pipeline from Barhite Street south to Villa Knolls Drive, west to Edgecliff Lane and south on Edgecliff Lane to the cul-de-sac. Harwood Point was considered as a possible future project since it is currently protected by a City of Pasadena hydrant in addition to our existing hydrants. Therefore, the focus has been on improving the fire flow for hydrants on Villa Knolls Drive and Edgecliff Lane. Unfortunately, the calculated fire flow rates are only doubled by doing Phase 1 and 2 projects. The problem is the pipelines from the Brown and Glen reservoirs to the new 12-inch pipeline starting at Barhite Street and Sierra Madre Villa are only 6 inch and high flows in the Villa Knolls/Edgecliff area could create a negative pressure at GV- 3 on Barhite Street which is highest-elevation hydrant in the Brown/Glen system.

Summary and Conclusion

As currently planned, the Phase 1 and 2 projects do not achieve the desired results. Since additional projects such as the replacement of the Glen and/or Brown reservoir pipelines would add significant cost, we are exploring other options, such as an automatic valve between the Vosburg pressure zone to Glen zone that would supply water when the pressure dropped due to high flow. This option combined with the Phase 1 and 2 projects might yield the desired results without additional pipeline projects. In the meantime, it does not appear to be beneficial to proceed with the plans and specifications until other options are explored.



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017
TELEPHONE (626) 797-6295 • FAX (626) 794-5552
WEBSITE: kinneloairrigationdistrict.info

Memo

Date: October 15, 2019
To: Board of Directors
From: Mel Matthews
Subject: Major Water Main Leak on Mesaloe Lane

Bernadette received a call from Director Kilburn at 4:32 pm on October 4, 2019. She reported water was coming out of the pavement adjacent to a home on Mesaloe Lane. The customer at that location was aware of the leak earlier in the day but did not report it because he thought it was from his water service. When he called later, he was unable to get through to the office, so he went to Director Kilburn's home and she was able to reach the office. Although, the phones were normal at the office, apparently there was a problem in completing calls from cell phones, but not from land lines.

Bernadette called Chris and he was at the location at 4:45 pm and verified that we had a major leak. I also responded and we confirmed that the leak was not on the customer's side of the meter. Due the size of the leak it was determined that an emergency shut down of water service would be required on the entire portion of Mesaloe Lane west of Kinneloa Mesa Road. Bernadette prepared a OneCallNow notice and sent it immediately to all customers on Mesaloe Lane that the water would be turned off at 6:15 pm to customers on Mesaloe Lane west of Kinneloa Mesa Road. Chris notified Station 66 that some fire hydrants would be out of service. Chris also called our contractor to see if a crew would be available to provide equipment and labor to locate and fix the leak. Unfortunately, no crew was available until 8:00 am the next day.

On Saturday October 5, the crew arrived and located the leak at a coupling on the 4-inch water main that had been installed approximately 60 years ago. Although the coupling was physically intact, it appeared that the gasket had failed and the resulting small leak over time had caused erosion and eventually a hole in the pipe. The adjacent pipe was in "new" condition. The repair was completed at approximately 12:00 pm and water service was restored at approximately 1:00 pm to all customers. Backfill and cleanup was completed at 3:00 pm. On Monday October 7 the crew returned to do the base paving and final cleanup.

The leak and the resulting water flow damaged a portion of the driveway at the home and some mud flowed into the customer's fishpond. The District will be responsible for the cost of repairing the damage to the driveway, re-stocking the fishpond and general cleanup on the property. The District's ACWA JPIA liability insurance will cover the customer's property damage but not the cost to repair the water main.