KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 19, 2021
3:00 P.M.

AGENDA

This meeting will be conducted by teleconference under the provisions of Executive Order N-29-20 and at the District office. Public comment may be made in person or may be submitted via email to kinneloa@outlook.com prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:
https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09
+1 669 900 9128
Meeting ID: 858 2371 8385
Passcode: 647890

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

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

3. **REVIEW OF MINUTES –** September 28, 2021 and October 5, 2021
   Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS –** September 30, 2021
   Recommended Action: Review and approve motion to file

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

6. **PROPOSED BUDGET FOR 2022 –** General Manager to present proposed 2022 budget
   Recommended Action: General Manager to answer questions and request motion to approve the 2022 Budget

7. **GENERAL MANAGER'S GOALS AND OBJECTIVES FOR 2021-2022 –**

   a. **STANDARD OPERATING PROCEDURES –** General Manager to present ***Kinneloa Irrigation District Field Checklists and Procedures***
   Recommended Action: General Manager to answer questions from the Board

   b. **EMERGENCY REPSONSE PLAN –** Emergency Preparedness Committee to report on status of the ***Emergency Response Plan (ERP)***
   Recommended Action: Committee will report on the status of the ERP and request a motion to change the name of the Emergency Preparedness ad hoc committee" to "Emergency Response Plan (ERP) ad hoc committee" to better reflect the purpose of committee

8. **SYSTEM MAP UPDATE –** Progress report by General Manager and Director Eldridge
   Recommended Action: General Manager and Director Eldridge to review memo, answer questions and receive input from the Board

9. **RESOLUTION 2021-10-19 –** A resolution of the Board of Directors formalizing the customer outreach initiatives
   Recommended Action: Directors to review resolution and approve motion to accept

10. **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.

11. **CALENDAR –** November 16, 2021 December 21, 2021 January 18, 2022

12. **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

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 28, 2021, 3:00 P.M.
MINUTES

Meeting was conducted by teleconference under the provisions of Executive Order N-29-20.
The meeting was available by teleconference pursuant to the Brown Act Waivers provided for under the Governor's Executive Orders in response to COVID-19 State of Emergency as well as in the District's Board Room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

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

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon; Field Staff, Michele Ferrell; Attorney, William Kruse

PUBLIC PRESENT: (In -Person): Donna Matthews

1. **CALL TO ORDER:**
   Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

2. **PUBLIC COMMENT**: None

3. **REVIEW OF MINUTES:**
   August 24, 2021 – Stephen Brown motioned to accept the minutes as presented for filing and seconded by Tim Eldridge. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

   August 31, 2021 – Tim Eldridge motioned to accept the minutes as presented for filing and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

   September 14, 2021 – Tim Eldridge motioned to accept the minutes as presented for filing and seconded by Stephen Brown. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

4. **REVIEW OF FINANCIAL REPORTS:**
   Director Dave Moritz reviewed the Financial Reports. Gerrie Kilburn motioned to approve Financial Reports for filing and seconded by Tim Eldridge. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

5. **GENERAL MANAGER'S REPORT:**

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

6. **PRODUCTION AND SALES REPORT FOR 2020 -2021:**

General Manager Mel Matthews presented the Production and Sales Report, and the Board recommended no action.

7. **PROPOSED BUDGET FOR 2022:**

General Manager Mel Matthews presented the Proposed Budget for 2022, and the Board recommended no action.

8. **CUSTOMER AND PUBLIC OUTREACH:**

Director Stephen Brown presented an enhanced approach to Public Outreach. The Board agreed to place a formalized Public Outreach Resolution on the agenda for the October 19th Regular Meeting. The Board would then review the Resolution for consideration.

9. **INFORMATION ITEMS**:

General Manager, Mel Matthews announced that the L.A. County Registrar-Recorder/County Clerk had delivered a Certificate stating that there would be no election in November, since only two persons had been nominated for the two offices of Director representing Divisions 2 and 3. As a result, the Board of Supervisors will appoint Stephen Brown and Gordon Johnson to the position of Director for the respective Divisions 2 and 3. The appointment will be a full four-year term ending December 5, 2025.

The Board discussed how a water shortage could impact development in the Kinneloa District Service area and how the District might mitigate such concerns.

Mel Matthews announced that the Public Water Agencies Group is working with the AQMD to ease the rules allowing us to operate our Generators during a Public Safety Power Shutoff event.

10. **DIRECTOR REPORTS AND/OR COMMENTS:**

The Board did not present any reports or comments

11. **TELECONFERENCING PROCEDURES AND REQUIREMENTS**:

If the Board continues to meet in person, then The Board would adhere to Brown Act rules. If there are Board members that would like to participate in the meeting via teleconference, then the AB 361 rules would apply.

KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 28, 2021, 3:00 P.M.
MINUTES

Meeting was conducted by teleconference under the provisions of Executive Order N-29-20.
The meeting was available by teleconference pursuant to the Brown Act Waivers provided for under the Governor's Executive Orders in response to COVID-19 State of Emergency as well as in the District's Board Room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

12. EMERGENCY PREPARATION AD-HOC COMMITTEE REPORT:

Director Eldridge requested that the Board provide a commitment to updating the system maps to enhance emergency preparation. Tim Eldridge motioned to provide Mel Matthews with the approval to start updating the systems maps with the as-built plans and was seconded by Gerrie Kilburn. The Board Conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

13. ADJOURNMENT

Director Johnson adjourned the meeting at 5:54 pm.
Prepared and submitted by,

Martin Aragon

Martin Aragon
Office Manager/Board Clerk

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KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 5, 2021, 3:00 P.M.
MINUTES

Meeting was conducted by teleconference under the provisions of Executive Order N-29-20. The Board held the meeting by teleconference pursuant to the Brown Act Waivers provided for under the Governor's Executive Orders in response to COVID-19 State of Emergency as well as in the District's Board Room. The Kinneloa Irrigation District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

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

DIRECTORS ABSENT: None

STAFF PRESENT: (In-House) General Manager Mel Matthews, Office Manager, Martin Aragon, Senior Facilities Operator, Chris Burt & Attorney, William Kruse

PUBLIC PRESENT: (In-House): Donna Matthews

1. **CALL TO ORDER:**
   Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

2. **PUBLIC COMMENT**:
   There was no public comment.

3. **SYSTEM MAPS UPDATE PROJECT -** Report from emergency Preparation Committee
   Chris Burt, Senior Facilities Operator gave an oral report on the status of system maps update project.
   Chris reported that he had called SA Associates regarding updating the system maps. However, he did not receive a written proposal due to staffing problems at SA Associates. Chris estimated that the cost would be $125/hour based upon time and material. His best guess was that it would take at least 40 hours to update twenty sheets for the four completed pipeline projects and other needed corrections since the last update in May of 2015. The System Map Project will provide a training opportunity to enhance Michele's knowledge of the system and the process used for updating the maps.
   Director Eldridge asked Chris to include a large new map for the Boardroom.
   Director Eldridge requested that a written estimate of the System Map Project be presented at the October meeting.

4. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e):** Title: General Manager
   Participants: Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn & David Moritz. Attorney Willaim Kruse.

5. **REPORT ON CLOSED SESSION:**

There was no action taken by the Directors.

6. **DIRECTOR REPORTS AND/OR COMMENTS:**

The Directors had no comments to offer.

7. **ADJOURNMENT**

Director Johnson adjourned the meeting at 4:42 pm.
Prepared and submitted by,

Martin Aragon
Office Manager/Board Clerk

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Kinneloa Irrigation District
Income Statement for the Nine Months Ending September 30, 2021

		Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues							
4000	Water Sales	168,465.32	150,000.00	18,465.32	1,391,847.99	1,161,000.00	230,847.99
4015	Wholesale Water Sales	0.00	25,000.00	(25,000.00)	58,033.60	25,000.00	33,033.60
4020	Service/Installation Charges	74.08	833.33	(759.25)	9,277.02	7,499.97	1,777.05
4035	Interest-Reserve Fund	352.95	1,250.00	(897.05)	5,046.94	11,250.00	(6,203.06)
4036	Unrealized Gain(Loss)-CalTRU	(1,217.92)	2,083.33	(3,301.25)	(4,863.14)	18,749.97	(23,613.11)
4050	Capacity Charge	0.00	0.00	0.00	3,000.00	0.00	3,000.00
4070	Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
	Total Revenues	**167,674.43**	**179,166.66**	**(11,492.23)**	**1,470,297.49**	**1,223,499.94**	**246,797.55**
Expenses							
5000	Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005	Electricity	17,963.40	11,000.00	6,963.40	132,318.42	93,000.00	39,318.42
5010	Maintenance/Repair Supplies	5,532.96	2,500.00	3,032.96	26,523.99	22,500.00	4,023.99
5011	Material and Labor for Install	0.00	833.33	(833.33)	0.00	7,499.97	(7,499.97)
5012	Safety Equipment	117.93	133.33	(15.40)	2,289.74	1,199.97	1,089.77
5015	Operations Labor	21,823.68	25,708.33	(3,884.65)	191,567.08	213,374.97	(21,807.89)
5016	Operations OT	2,398.80	1,291.67	1,107.13	13,138.80	11,625.03	1,513.77
5020	Stand-by Compensation	900.00	915.00	(15.00)	8,010.00	8,235.00	(225.00)
5022	Training/Certification	334.99	133.33	201.66	1,396.39	1,199.97	196.42
5025	Water Treatment/Analysis	781.87	1,833.33	(1,051.46)	11,467.24	16,499.97	(5,032.73)
5030	Maintenance/Repair Contractors	10,674.72	11,666.67	(991.95)	104,658.44	105,000.03	(341.59)
5034	Equipment Maintenance	0.00	1,666.67	(1,666.67)	11,496.19	15,000.03	(3,503.84)
5035	Vehicle Maintenance	233.51	1,250.00	(1,016.49)	11,491.55	11,250.00	241.55
5036	Fuel	1,601.37	1,666.67	(65.30)	11,432.77	15,000.03	(3,567.26)
5040	Equipment Rental	0.00	0.00	0.00	13,257.26	0.00	13,257.26
5045	Insurance-Workers Comp.	2,431.83	5,000.00	(2,568.17)	9,372.15	15,000.00	(5,627.85)
5046	Insurance-Liability	1,387.54	1,333.33	54.21	12,487.22	11,999.97	487.25
5048	Insurance-Property	255.28	208.33	46.95	1,942.08	1,874.97	67.11
5049	Insurance-Medical	7,680.89	8,604.17	(923.28)	66,873.95	77,437.53	(10,563.58)
6000	Engineering Services	0.00	3,958.33	(3,958.33)	20,695.00	35,624.97	(14,929.97)
6005	Watermaster Services	1,304.42	1,000.00	304.42	9,133.74	9,000.00	133.74
6015	Administrative Salary	12,063.48	13,216.67	(1,153.19)	108,571.32	118,950.03	(10,378.71)
6017	Administrative Travel	1,429.97	250.00	1,179.97	1,971.43	2,250.00	(278.57)
6020	Board Compensation	900.00	700.00	200.00	5,700.00	6,300.00	(600.00)
6021	Administrative & Board Exp.	0.00	83.33	(83.33)	274.36	749.97	(475.61)
6024	Customer/Public Info. Prog.	0.00	166.67	(166.67)	1,032.00	1,500.03	(468.03)
6025	PERS - KID	3,311.52	3,500.00	(188.48)	32,151.02	31,500.00	651.02
6030	Social Security - KID	2,762.56	2,833.33	(70.77)	25,529.61	25,499.97	29.64
6031	Medicare - KID	646.12	666.67	(20.55)	5,970.81	6,000.03	(29.22)
6035	Office/Computer Supplies	231.62	583.33	(351.71)	6,148.00	5,249.97	898.03
6036	Postage/Delivery	290.00	416.67	(126.67)	2,656.65	3,750.03	(1,093.38)
6040	Professional Dues	1,109.00	1,250.00	(141.00)	11,486.60	11,250.00	236.60
6045	Legal Services	336.58	1,250.00	(913.42)	6,194.22	11,250.00	(5,055.78)
6050	Telephone	314.94	375.00	(60.06)	2,902.41	3,375.00	(472.59)

Kinneloa Irrigation District
Income Statement for the Nine Months Ending September 30, 2021

		Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6051	Mobile Communications	228.10	41.67	186.43	1,146.08	375.03	771.05
6052	Pagers	34.99	41.67	(6.68)	315.09	375.03	(59.94)
6053	Internet Service	299.98	83.33	216.65	2,029.36	749.97	1,279.39
6059	Computer Software Maintenance	482.08	1,000.00	(517.92)	7,888.05	9,000.00	(1,111.95)
6061	Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	749.97	(749.97)
6065	Accounting Services	0.00	0.00	0.00	7,100.00	7,000.00	100.00
6070	Office & Accounting Labor	7,146.20	10,479.17	(3,332.97)	90,747.11	94,312.53	(3,565.42)
6075	Professional/Contract Services	2,032.00	2,333.33	(301.33)	18,945.51	20,999.97	(2,054.46)
6080	Administrative Fees	1,036.66	1,036.67	(0.01)	9,247.01	9,330.03	(83.02)
6081	Permits/Fees	323.40	1,250.00	(926.60)	7,162.21	11,250.00	(4,087.79)
6086	Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	2,625.03	(2,625.03)
6088	Interest Expense	0.00	0.00	0.00	28,977.21	28,978.00	(0.79)
6120	Bank Service Charges	991.84	750.00	241.84	7,991.02	6,750.00	1,241.02
	Total Expenses	**111,394.23**	**123,385.00**	**(11,990.77)**	**1,114,824.09**	**1,155,578.00**	**(40,753.91)**
	Net Income	**56,280.20**	**55,781.66**	**498.54**	**355,473.40**	**67,921.94**	**287,551.46**
Other Expenditures							
1504	Water Mains	0.00	0.00	0.00	352,750.25	500,000.00	(147,249.75)
1505	Water Tunnels	4,298.69	0.00	4,298.69	8,760.13	10,000.00	(1,239.87)
1511	WaterTreatment Plant	663.57	500.00	163.57	2,561.50	4,500.00	(1,938.50)
1512	Water Meters	0.00	0.00	0.00	37,149.87	20,000.00	17,149.87
1514	Computer/Office Equipment	0.00	416.67	(416.67)	1,276.00	3,750.03	(2,474.03)
2400	Installment Purchase Agreement	0.00	0.00	0.00	71,123.77	71,124.00	(0.23)
	Total Other Expenditures	**4,962.26**	**916.67**	**4,045.59**	**473,621.52**	**609,374.03**	**(135,752.51)**
	Total Increase or (Drawdown)	**51,317.94**	**54,864.99**	**(3,547.05)**	**(118,148.12)**	**(541,452.09)**	**423,303.97**

Kinneloa Irrigation District
Balance Sheet as of September 30, 2021

ASSETS

Current Assets			
1010	Checking-Wells Fargo Bank	$ 358,409.60	
1012	Reserve Fund-LAIF	128,161.13	
1014	Reserve Fund-CalTRUST	1,764,015.22	
1016	Accrued Interest-LAIF	91.83	
1100	Accts. Receivable-Water Sales	34,416.29	
1190	Allowance for Bad Debts	(771.48)	
1200	Inventory	20,000.00	
1340	Accrued Water Sales	170,259.08	
1350	Prepaid Insurance	750.97	
1360	Prepaid Expenses	8,836.75	
	Total Current Assets		2,484,169.39
Property and Equipment			
1501	Water Rights	52,060.41	
1503	Land Sites	96,700.08	
1504	Water Mains	3,937,268.35	
1505	Water Tunnels	737,834.73	
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	WaterTreatment Plant	206,015.06	
1512	Water Meters	155,885.40	
1513	Electrical/Electronic Equip.	256,918.72	
1514	Computer/Office Equipment	75,654.20	
1515	Vehicles & Portable Equipment	308,656.75	
1516	Water Company Facilities	104,222.20	
1517	KID Office	54,741.36	
1518	Shaw Ranch	280,789.92	
1519	Dove Creek Project	487,383.87	
1520	Glen Reservoir/Booster	24,190.86	
1521	Kinneloa Ridge Project	690,492.58	
1522	Eucalyptus Booster Station	532,342.43	
1523	Constr. in Progress-Vosburg	53,875.00	
1526	Vosburg Booster	1,647,215.66	
1527	SCADA Equipment	362,117.90	
1528	Tanks and Reservoirs	119,491.90	
1529	Holly Tanks	181,113.76	
1530	Tools	6,273.13	
1600	Accum. Depreciation	(5,602,579.76)	
	Total Property and Equipment		5,575,839.94
Other Assets			
1901	PERS-Deferred Outflows	93,686.00	
	Total Assets		$ 8,153,695.33

Kinneloa Irrigation District
Balance Sheet as of September 30, 2021

LIABILITIES AND CAPITAL

Current Liabilities				
2000	Accounts Payable	$ 42,632.02		
2275	Deposits-Water Customers	255.02		
2290	Accrued Vacation	18,854.60		
	Total Current Liabilities			61,741.64
Long-Term Liabilities				
2400	Installment Purchase Agreement	1,523,485.86		
2801	PERS- Net Liability	324,214.72		
2901	PERS- Deferred Inflows	35,841.00		
	Total Long-Term Liabilities			1,883,541.58
	Total Liabilities			1,945,283.22
Capital				
3040	Fund Balance	5,852,938.71		
	Net Income	355,473.40		
	Total Capital			6,208,412.11
	Total Liabilities & Capital		$	8,153,695.33

Kinneloa Irrigation District
Statement of Cash Flow
For the Nine Months Ended September 30, 2021

		Current Month	Year to Date
Cash Flows from Operating Activities			
	Net Income	$ 56,280.20	$ 355,473.40
Adjustments to reconcile net income to net cash provided by operating activities			
1100	Accts. Receivable-Water Sales	(14,516.87)	(2,934.31)
1113	Employee Loans	0.00	301.07
1340	Accrued Water Sales	48,149.13	20,615.46
1350	Prepaid Insurance	1,642.82	11,365.97
1360	Prepaid Expenses	(4,709.85)	12,572.77
2000	Accounts Payable	(44,932.18)	6,673.08
2250	PERS Withholding-Employee	(0.01)	0.00
2272	Job Deposits	0.00	(3,600.00)
	Total Adjustments	(14,366.96)	44,994.04
	Net Cash Provided by Operations	**41,913.24**	**400,467.44**
Cash Flows from Investing Activities			
Used for			
1504	Water Mains	0.00	(352,750.25)
1505	Water Tunnels	(4,298.69)	(8,760.13)
1511	WaterTreatment Plant	(663.57)	(2,561.50)
1512	Water Meters	0.00	(37,149.87)
1514	Computer/Office Equipment	0.00	(1,321.00)
	Net Cash Used in Investing	(4,962.26)	(402,542.75)
Cash Flows from Financing Activities			
Proceeds from			
Used for			
2400	Installment Purchase Agreement	0.00	(71,123.77)
2801	PERS- Net Liability	(2,203.58)	(17,005.68)
	Net Cash Used in Financing	(2,203.58)	(88,129.45)
	Net Increase (Decrease) in Cash	**$ 34,747.40**	**$ (90,204.76)**
Summary			
	Cash Balance at End of Period	$ 2,250,677.78	$ 2,250,677.78
	Cash Balance at Beg. of Period	(2,215,930.38)	(2,340,837.54)
	Net Increase (Decrease) in Cash	**$ 34,747.40**	**$ (90,159.76)**

Kinneloa Irrigation District

Check Register

For the Period from Sept 1, 2021 to Sept 30 , 2021

Date	Check #	Payee	Amount	Description
9/14/21	9910	ACWA-JPIA	8,355.73	KID Health Benefits- Sept.
9/14/21	9911	Applied Techology Group, Inc.	100.96	PWAG: Handheld Emergency Communication
9/14/21	9912	Martin Aragon	334.99	Educational Reimbursement
9/14/21	9913	BluSky Restoration Contr, LLC	1,745.00	Hazardous Waste Removal
9/14/21	9914	Underground Service Alert	34.75	Digalert
9/14/21	9915	Geotab USA, Inc	98.75	Vehicle Maintenance
9/14/21	9916	Lagerlof, LLP	47.50	Law Services
9/14/21	9917	McMaster Carr	372.90	Fittings, Multimeter - K3 VFD
9/14/21	9918	NKRPOA	100.00	Two Gate Clickers
9/14/21	9919	Public Water Agencies Group	289.08	August - Emergency Preparedness Program
9/14/21	9920	Red Supply	23.13	Glue
9/14/21	9921	SWRCB-DWOCP	165.00	Water Distribution 2 Test Payment - J. Tello
9/14/21	9922	Ultimate Cleaning Solutions, Inc.	75.00	Janitorial Services
9/14/21	9923	Western Water Works	732.50	Gate Valve Key, Manhole Hook, Speed Handle
9/14/21	9924	Big Ben Engineering Inc.	58,574.15	SMV-VH Project
9/14/21	EFT4901	Automatic Data Processing, Inc.	109.58	Payroll Processing Fee
9/14/21	EFT4902	Arco Gaspro Plus	1,601.37	Fleet Fuel
9/14/21	EFT4903	CA Public Employees Ret. Sys.	2,173.25	Unfunded Accrued Liability
9/14/21	EFT4904	Century Business Solutions	414.89	Credit Card Payment processing Fee
9/14/21	EFT4905	Pasadena Municipal Services	4,946.36	Electricity - Wilcox Well
9/14/21	EFT4906	Southern California Edison Co.	12,420.38	Electricity - District (Pumping)
9/14/21	EFT4907	Spectrum	339.92	Internet Service
9/14/21	EFT4908	Streamline	200.00	Website Service
9/14/21	EFT4909	VeriCheck, Inc.	105.19	E-Check Payment Processing Fee
9/14/21	EFT4910	CA Public Employees Ret. Sys.	6,340.11	Payroll Taxes & Withholdings
9/14/21	EFT4911	Century Business Solutions	15.00	Electronic Business Charge
9/14/21	EFT4912	CA Public Employees Ret. Sys.	700.00	Gov. Accounting Standards Board - GASB 68
9/14/21	EFT4913	CA Public Employees Ret. Sys.	30.33	Unfunded Accrued Liability
9/14/21	9925	Foothill Municipal Water District	1,036.66	Administrative Fee
9/15/21	EFT4914	Bernadette C. Allen	690.59	Salary
9/15/21	EFT4915	Arthur M. Aragon	1,956.17	Salary
9/15/21	EFT4916	Stephen Brown	138.53	Salary
9/15/21	EFT4917	Christopher A. Burt	2,889.69	Salary
9/15/21	EFT4918	Timothy J. Eldridge	138.52	Salary
9/15/21	EFT4919	Michele M. Ferrell	1,725.23	Salary
9/15/21	EFT4920	Brian L. Fry	2,006.08	Salary
9/15/21	EFT4921	Gerrie G. Kilburn	138.52	Salary
9/15/21	EFT4922	Melvin L. Matthews	4,036.72	Salary
9/15/21	EFT4923	Juan R. Tello	1,219.31	Salary
9/15/21	EFT4923a	Juan Tell	353.00	Salary

Kinneloa Irrigation District

Check Register

For the Period from Sept 1, 2021 to Sept 30 , 2021

Date	Check #	Payee	Amount	Description
9/15/21	EFT4924	Christopher A. Burt	150.00	Salary
9/15/21	EFT4925	Automatic Data Processing, Inc.	6,446.72	Payroll Taxes & Withholdings
9/30/21	9926	Aramark Uniform Services	80.74	Shop Towel Service
9/30/21	9927	Byrd Industrial Electronics	592.36	Holly Valve Repair
9/30/21	9928	Griswold Industries	4,320.94	Repair of Transfer Valve @ SMV dr.
9/30/21	9929	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
9/30/21	9930	Hill Brothers Chemical Co.	467.00	Water Treatment
9/30/21	9931	McMaster Carr	137.97	Pressure Regulating Valve - CL2 Maint
9/30/21	9932	J.A. Salazar Construction	4,200.00	House Tunnel Repair
9/30/21	9933	Ultimate Cleaning Solutions, Inc.	75.00	Janitorial Services
9/30/21	9934	Western Water Works	1,146.32	Flex Couplings
9/30/21	9935	Byrd Industrial Electronics	332.32	Master Transmitting Unit Reload
9/30/21	9936	Melvin L. Matthews	1,429.97	Aug-Sept Mileage & CSDA Conference
9/30/21	9937	McMaster Carr	299.55	Fittings, coupling Guage - CL2 Maint
9/30/21	9938	McMaster Carr	92.80	Fiitings, Strainer - Wilcox Well CL2 Maint
9/30/21	9939	McMaster Carr	218.36	Fittings - Holly/K3 CL2 Maint
9/30/21	9940	McMaster Carr	529.49	Tools - Holly Tanks Maint
9/30/21	9941	McMaster Carr	164.83	Fittings- Holly Tanks CL2 Maint
9/30/21	9942	Matt Chlor Inc.	663.57	Pump - K3
9/30/21	EFT4926	Automatic Data Processing, Inc.	106.98	Payroll Processing Fee
9/30/21	EFT4927	American Messaging Services	34.99	Pager Service
9/30/21	EFT4928	AT&T Mobility	148.33	Telephone Service
9/30/21	EFT4929	Athens Services	215.69	Trash Collection
9/30/21	EFT4930	Umpqua Bank	3,941.22	Credit Card Payment (Staff)
9/30/21	EFT4931	Bernadette C. Allen	385.94	Salary
9/30/21	EFT4932	Arthur M. Aragon	2,048.04	Salary
9/30/21	EFT4933	Stephen Brown	138.52	Salary
9/30/21	EFT4934	Christopher A. Burt	3,468.20	Salary
9/30/21	EFT4935	Timothy J. Eldridge	117.34	Salary
9/30/21	EFT4936	Michele M. Ferrell	2,586.64	Salary
9/30/21	EFT4937	Brian L. Fry	1,785.12	Salary
9/30/21	EFT4938	Gerrie G. Kilburn	138.53	Salary
9/30/21	EFT4939	Melvin L. Matthews	4,036.74	Salary
9/30/21	EFT4940	Juan R. Tello	1,005.44	Salary
9/30/21	EFT4940a	Juan Tello	353.00	Salary
9/30/21	EFT4941	Christopher A. Burt	150.00	Salary
9/30/21	EFT4942	Automatic Data Processing, Inc.	7,119.03	Payroll Taxes & Withholdings
			166,102.53	

Kinneloa Irrigation District

Check Register

For the Period from Sept 1, 2021 to Sept 30 , 2021

Date	Check #	Payee	Amount	Description
* Gap in check sequence: checks # - # damaged by printer and were not assigned.				
9/30/21	9943	Umpqua	3,941.22	Misprint
9/30/21	9943V	Umpqua	3,941.22	Misprint
9/30/21	9944	VOID		Misprint

Credit Card Detail Umpqua Bank
SEPTEMBER 2021
(Expenses incurred/billed in Sept. and due/paid in Oct.)

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1505	House Tunnel Project	**MF:** Primer, PVC						$98.69		$98.69
1511	Water Treatment Plant	**BLF**:								$0.00
1514	Computer/Office Equip.									$0.00
5010	Maintenance Supplies	**BLF:** Small tools **CAB:** Roto X Root Killer **JRT:** Small Tools **MF:** Battery Pack, Pipe wrench, vinyl tubing, Alum Floor plate **MM**: Hand Operated Drum Pump		$96.17	$519.00	$181.15		$552.62	$64.73	$1,413.67
5012	Safety Equipment	**BLF:** Safety Glasses **JT**: Air Horns **MM**: Wyze Camera		$39.40		$52.27			$26.26	$117.93
5022	Training/Certification	**MLM:**								$0.00
5025	Water Treatment/Analysis	**BLF**: CL2 Maint.				$30.87				$30.87
5035	Vehicle Maintenance	**JT:** Cleaning Products, Battery							$233.51	$233.51
5036	Fuel									$0.00
5030	Maintenance/Repair contracto	**M:**								$0.00
6021	Adm. & Bd. Exp.									$0.00
6024	Customer/Public Info	**M:**								$0.00
6035	Office/Computer Supplies	**MLM:** Toner **MA:** Cleaning Supplies, Paper		$175.89			$55.73			$231.62
6036	Postage/Delivery	**MA:** Stamps,					$290.00			$290.00
6040	Professional Dues									$0.00
6050	Telephone	**MLM**: Answering Service(Alert)		$75.00						$75.00
6051	Mobile Phone									$0.00
6053	Internet Service									$0.00
6059	Computer/Software Maint.	**M**:								$0.00
6061	Office Equipment Maint.									$0.00
6075	Outside Services	**M**:								$0.00
6081	Permits/Fees									$0.00
TOTAL			$0.00	$386.46	$519.00	$264.29	$345.73	$651.31	$324.50	$2,491.29

General Manager's Report
for the
Board of Directors Meeting on October 19, 2021

I. Customer Account Information and Internet Usage

A. Customer Accounts –

Active accounts: 587
Delinquent accounts receiving late charges: 16
Accounts shut off for non-payment: None

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
October 2020	$35,165.98	$3,020.50	$1,102.31	$97.99	$39,386.78
November 2020	$31,925.74	$6,497.96	$98.72	$0.00	$38,522.42
December 2020	$28,288.75	$3,101.55	$91.68	$0.00	$31,481.98
January 2021	$28,043.73	$2,463.01	$0.00	$0.00	$30,506.74
February 2021	$57,645.25	$4,554.82	$0.00	$0.00	$62,200.07
March 2021	$31,003.72	$2,623.39	$0.00	$0.00	$33,627.11
April 2021	$36,226.02	$1,243.69	$0.00	$0.00	$37,469.71
May 2021	$26,360.19	$3,534.96	$290.84	$0.00	$30,185.99
June 2021	$16,933.11	$2,091.84	$783.73	$0.00	$19,808.68
July 2021	$34,129.88	$2,694.38	$1,134.17	653.89	$38,612.32
August 2021	$17,411.06	$1,756.57	$373.22	$0.00	$19,540.85
September 2021	$32,036.26	$2,380.03	$0.00	$0.00	$34,416.29

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
October 2020	278	654	109	$35,098.93
November 2020	248	591	93	$29,258.42
December 2020	253	560	110	$33,318.03
January 2021	245	555	101	$28,824.49
February 2021	287	551	104	$27,957.69
March 2021	398	892	103	$20,741.82
April 2021	274	1,538	106	$27,464.40
May 2021	292	1,616	112	$27,299.87
June 2021	262	1,409	109	$26,067.48
July 2021	251	1,217	120	$34,674.20
August 2021	374	1,682	105	$34,635.70
September 2021	291	1,424	115	$36,546.23

II. General Manager's Projects and Activities

A. Advanced Meter Infrastructure (AMI) Project – The design of the billing interface has been completed and was tested successfully

B. Budget – The proposed 2022 Budget has been completed and an will be presented to the Board at this meeting

C. Pipeline Project – Sierra Madre Villa & Villa Heights Pipeline Project has been completed and we are waiting for redline as-build drawings to be submitted before final payment

D. House Tunnel Pipeline Repair – Construction of tunnel entrance enclosure is needed before water is delivered to the system

E. General Manager's Goals and Objective – I reviewed the completed associated documents and will present them at this and future meetings for the Board's information

F. Emergency Radio Project – Two handheld radios will be tested by the participating PWAG agencies in October

G. Activities/Meetings/Webinars/Conferences*

1. KID Staff Meetings
2. KID Board Meetings
3. FMWD Board Meeting
4. FMWD Managers Meeting
5. LAFCO Board Meeting
6. Subeca Billing Interface
7. FMWD Drought Messaging Campaign Meeting
8. Administrative Assistant Candidate Interviews
9. RBMB Finance and Administrative Committee
10. ACWA JPIA Inspection

* Organization Acronyms:
ACWA – Association of California Water Agencies
ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
AMI – Advanced Meter Infrastructure
AWWA – American Water Works Association
CalTRUST – Investment Trust of California Joint Powers Authority
CSDA – California Special Districts Association
CUEA – California Utilities Emergency Association
FMWD – Foothill Municipal Water District
KCA – Kinneloa Canyon Association
KEPOA – Kinneloa Estates Property Owners' Association
KID – Kinneloa Irrigation District
LAFCO – Local Agency Formation Commission of Los Angeles County
NKRPOA – North Kinneloa Ranch Property Owners' Association
PWAG – Public Water Agencies Group
RBMB – Raymond Basin Management Board
RCAC – Rural Community Assistance Corporation
SCADA – Supervisory Control and Data Acquisition System
SMVA – Sierra Madre Villa Avenue

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
1	0	0	0	5	Holly Tanks overflowed due to SCADA failure; one meter gasket replaced; customer reported brown water but field check at outside faucet was clear.

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

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

1. Routine daily and monthly activities
    a. Operator training
    b. Meter and transmitter maintenance and replacement
    c. Water samples
    d. Vehicle and equipment maintenance and testing
    e. Facility cleanup
    f. Production meter readings and report to RBMB
    g. Chlorine generator maintenance
    h. Meter reading
    i. Customer service calls
    j. Responding to Underground Service Alerts (USA's) to mark our pipelines

2. Facility and Equipment Repair and Maintenance for July
    a. Continued work on House Tunnel
    b. Wilcox Well Cl2 system salt level switch repaired
    c. Wilcox Well Cl2 leaks repaired
    d. Wilcox Well bellows pump replaced
    e. K3 VFD cooling fan replaced

3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress) *
    a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Completed) (CIP, EP, OPS)
    b. Reservoir inspection and washout (Completed) (MR)
    c. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 53 locations (Completed) (CIP, OPS, MR)
    d. Annual service on six generators (Completed) (MR)
    e. Efficiency tests and preventative maintenance on all pumps and motors (Completed) (MR)
    f. Production meter tests for accuracy (Completed) (MR)
    g. House Tunnel Pipeline repair (In Progress) (MR)

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

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

*Project Categories
CIP – Capital improvement or replacement of equipment or facilities at end of useful life
EP – Emergency preparedness
OPS – Operational improvement
MR – Maintenance and repair

IV. Water Supply Summary as of August for the Watermaster Year July 2021 through June 2022

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	**Eucalyptus**	9
Prior Year Carryover	52	**Far Mesa**	5
Less Temporary 30% Reduction in Water Rights	-155	**Delores**	1
Leases/Exchanges**	207	**House**	
Prior Year Spreading	77	**Holly High/Low**	6
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	**742**		
Less Water Extracted YTD This Watermaster Year	-144	**Year to Date Tunnel Production**	20
Remaining Allowable Groundwater Extractions through June 2022	**598**	**Remaining Estimated Tunnel Production through June 2022**	**100**
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022)		**698 Acre Feet**	
Less Remaining Forecasted Retail Water Sales through June 2022		-546 Acre Feet	
Estimated Surplus Water through June 2022*		**152 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 2020-2021 year, 103 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2021-2022 and 45 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 767 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.**
**** Expected lease of groundwater pumping rights for 2021-2022.**

KINNELOA IRRIGATION DISTRICT
SPECIAL DISTRICT • PUBLIC WATER AGENCY

Memo

Date: September 10, 2021

To: Board of Directors

From: Mel Matthews, General Manager

Subject: Proposed 2022 Budget

Attached for your review are five documents to aid in our discussion of the proposed 2021 budget:

- **10-year Actual and Forecasted Income and Expenses**
- **2022 Budget Worksheet**
- **Proposed 2022 Budget**
- **Water Sales January 2013 through June 2021**
- **Water Rate Survey**

The ***10-year Actual and Forecasted Income and Expense*** document shows the actual income and expenses for the past five years and the forecasted income and expenses for the next five years including the proposed budget for 2022.

The ***2022 Budget Worksheet*** provides a comparison of the 2020 budget, the 2020 yearend forecast and the proposed 2021 budget with explanatory notes.

The ***Proposed 2022 Budget*** provides a summary of the budget, a breakdown of the revenues, expenses, recommended capital expenditures and the reserve balance. This becomes the official budget of the District when approved. No change in water rates is proposed.

The ***Water Sales January 2013 through June 2021*** provides a monthly snapshot of water usage and shows the variability of water sales within each month primarily due to weather. The trend for annual water sales is downward but the drought conditions and weather patterns have caused a significant increase in water sales as compared to last year. The budgeted usage for 2022 of 212,477 units is the same as last year.

The ***Water Rate Survey*** provides a comparison of the proposed rates for the KID to the seven other Foothill Municipal Water District agencies plus the Cities of Sierra Madre and Pasadena. Since this comparison does not present the most recent or the proposed rates for several agencies, be aware that the current rates for some agencies are higher than shown in this table. Furthermore, some of the rates do not include fees for capital improvements, fire protection and reserve funds.

The example of monthly charges shown at the bottom of the table is based on a 1" meter which is the most common size used in the Kinneloa Irrigation District. Monthly charges increase substantially for larger meters for agencies that base service charges on meter size. Also, water agencies that read meters bi-monthly and bill bi-monthly may base the charges on two months of usage which usually moves the customer into higher tier rates. For example, a customer that uses 10 units per month and 20 units for two months may be billed for the first 10 units at lowest tier rate and 10 units at the next higher tier rate. Since cities usually add other taxes and fees to the bill such as capital improvement fees and utility users' tax, comparison of rates is difficult. Crescenta Valley's typical monthly charges have been adjusted to reflect the difference in billing units (1000 gallons vs. ccf) so that the typical charges are uniform for all agencies.

Revenue

The projected 2022 revenue is based on the current rates which were effective on January 1, 2021 and the forecasted water sales for 2021. An increase in rates has not been proposed since the forecasted revenue for 2021 is significantly higher than the budgeted amount and the forecasted expenditures for 2021 are lower than budgeted. If conservation by our customers and/or weather conditions reduces water sales in 2022, we would have water available for sale to Pasadena. Therefore, an amount for wholesale water sales is in the budget for 2022. If customer demand increases over my projection, the revenue generated by our customers will make up for any revenue shortfall in wholesale water sales.

Expenses

The proposed 2022 expenses are mostly the same as those approved for the 2021 budget. The difference (if any) and an explanation is provided on expenses that are changed from the 2021 budget. The increase in salary for operations labor includes the additional facilities operator position which was filled in September 2020. The increase in other salary categories is for the anticipated cost of living and merit increases.

The recommended capital improvement and maintenance expenditures for 2022 include $700,000 for the construction of a pipeline project. The engineering of this major project is still in progress and bidding to determine actual costs is anticipated to be in the 1st quarter of 2022. So, consider this expense to be placeholder. As in past years, some projects can be deferred if necessary to maintain the desired net cash flow and all projects will be evaluated and prioritized as the year progresses. Additional projects may be presented during the year for approval if the actual cash flow exceeds the budgeted amount.

The current recommendation is to continue to use reserves for capital improvement and maintenance projects. However, to maintain our reserve funds at current levels and accomplish the capital and preventative maintenance projects, it may be necessary to increase rates about 3% a year in future years to rebuild our reserve fund and cover our existing debt service payments. I used a 2.5% annual increase in most expense categories in the ***10-year Actual and Forecasted Income and Expense*** document. This is consistent with the average annual inflation rate as measured by the Consumer Price Index over the past few years.

10-Year Actual and Forecasted Income and Expenses

Account	Account Description	2026 Forecast	2025 Forecast	2024 Forecast	2023 Forecast	2022 Budget	2021 Forecast	2020 Actual	2019 Actual	2018 Actual	2017 Actual	5-Year Average	10-Year Total
4000	Water Sales	1,688,263	1,639,091	1,591,350	1,545,000	1,500,000	1,662,238	1,549,100	1,432,859	1,579,233	1,521,355	1,548,957	15,708,489
4015	Wholesale Water Sales	112,551	109,273	106,090	103,000	100,000	148,034	125,407	112,003	92,049	88,347	113,168	1,096,753
4020	Service/Installation Charges	11,255	10,927	10,609	10,300	10,000	11,765	8,805	10,738	19,449	26,959	15,543	130,808
4025	Asset Sale	0	0	0	0	0	0	0	0	0	0	0	0
4035	Interest-Reserve Fund	7,879	7,649	7,426	7,210	7,000	6,872	27,155	38,002	13,250	13,010	19,658	135,453
4036	Unrealized Gain(Loss)-CalTRUST	25,000	25,000	25,000	25,000	25,000	-3,697	26,557				11,430	147,860
4050	Capacity Charge	0	0	0	0	0	3,000	0	0	0		750	3,000
4070	Misc. Income	0	0	0	0	0	7,955	0	5,969	10,845	3,943	5,742	28,712
	Total Income	**1,844,948**	**1,791,940**	**1,740,475**	**1,690,510**	**1,642,000**	**1,836,167**	**1,737,023**	**1,599,571**	**1,714,826**	**1,653,613**	**1,708,240**	**17,251,074**
5000	Leased Water Rights	0	0	0	0	63,135	63,135	63,135	63,135	63,135	0	50,508	315,675
5005	Electricity	120,000	120,000	120,000	120,000	150,000	152,134	128,858	120,273	127,199	122,814	130,256	1,281,278
5010	Maintenance Supplies	33,114	32,307	31,519	30,750	30,000	31,465	36,558	34,259	35,425	28,159	33,173	323,557
5011	Material and Labor for Install	11,038	10,769	10,506	10,250	10,000	3,333	3,333	3,333	1,481	10,703	4,437	74,747
5012	Safety Equipment	2,208	2,154	2,101	2,050	2,000	1,997	1,215	2,028	362	452	1,211	16,567
5015	Operations & Maintenance Labor	332,910	324,790	316,869	309,140	301,600	262,261	196,772	193,201	168,869	133,728	190,966	2,540,140
5016	Operations & Maintenance OT	17,109	16,692	16,285	15,888	15,500	15,495	15,033	12,957	8,123	22,983	14,918	156,064
5020	Stand-by Compensation	10,950	10,950	10,950	10,950	10,980	10,980	11,190	10,580	7,350	7,410	9,502	102,290
5022	Training/Certification	1,766	1,723	1,681	1,640	1,600	698	683	1,448	850	725	881	12,815
5025	Water Treatment/Analysis	27,595	26,922	26,266	25,625	25,000	19,490	28,588	23,664	22,540	15,108	21,878	240,799
5030	Maintenance Contractors	154,534	150,765	147,088	143,500	140,000	138,889	131,876	151,179	114,816	129,294	133,211	1,401,940
5034	Equipment Maintenance	22,076	21,538	21,013	20,500	20,000	16,496	18,466	15,452	9,002	10,140	13,911	174,682
5035	Vehicle Maintenance	17,661	17,230	16,810	16,400	16,000	16,063	10,649	9,783	8,219	5,040	9,951	133,855
5036	Fuel - All Equipment	22,076	21,538	21,013	20,500	20,000	14,655	15,304	14,814	11,712	7,849	12,867	169,460
5040	Equipment Rental	500	500	500	500	500	12,479	0	500	0	0	2,596	15,479
5045	Insurance-Workers Comp.	22,076	21,538	21,013	20,500	20,000	14,340	15,279	19,694	14,300	9,434	14,609	178,174
5046	Insurance-Liability	18,765	18,307	17,861	17,425	17,000	16,650	15,418	14,534	14,285	14,264	15,030	164,508
5048	Insurance-Property	2,760	2,692	2,627	2,563	2,500	2,708	2,110	1,464	1,767	1,925	1,995	23,115
5049	Insurance-Medical	113,969	111,189	108,477	105,831	103,250	89,830	88,193	84,077	77,370	68,322	81,558	950,508
6000	Engineering Services	52,431	51,152	49,905	48,688	47,500	30,153	43,625	31,137	4,770	10,955	24,128	370,316
6005	Watermaster Services	12,000	12,000	12,000	12,000	16,000	13,047	11,022	10,567	10,740	11,039	11,283	120,415
6015	Administrative Salary	175,065	170,795	166,629	162,565	158,600	144,760	143,324	137,868	134,291	130,064	138,062	1,523,961
6017	Administrative Travel	3,311	3,231	3,152	3,075	3,000	1,482	1,403	1,677	1,399	2,933	1,779	24,663
6020	BofD Compensation	5,600	5,600	5,600	5,600	8,400	6,150	7,300	5,167	5,000	5,200	5,763	59,617
6021	Administrative & Board Exp.	1,104	1,077	1,051	1,025	1,000	358	365	333	0	953	402	7,266
6022	B of D Election	12,500	12,500	12,500	0	12,500	0	211	12,500	81	0	2,558	62,792
6024	Customer/Public Information	4,415	4,308	4,203	4,100	4,000	2,400	2,480	700	1,688	1,533	1,760	29,826
6025	PERS - KID	52,983	51,691	50,430	49,200	48,000	46,662	37,565	32,597	32,381	225,918	75,025	627,427
6030	Social Security - KID	39,737	38,768	37,823	36,900	36,000	34,983	29,069	27,639	24,807	21,569	27,614	327,296
6031	Medicare - KID	9,382	9,154	8,930	8,713	8,500	8,174	6,805	6,270	5,837	5,058	6,429	76,823
6035	Office/Computer Supplies	7,727	7,538	7,354	7,175	7,000	6,683	6,530	7,131	6,406	7,296	6,809	70,841
6036	Postage/Delivery	5,519	5,384	5,253	5,125	5,000	4,085	4,343	4,591	2,883	3,803	3,941	45,987
6040	Professional Dues	17,661	17,230	16,810	16,400	16,000	14,650	14,107	13,367	10,644	10,608	12,675	147,477
6045	Legal	16,557	16,153	15,759	15,375	15,000	11,819	12,374	12,169	8,425	2,205	9,399	125,838
6050	Telephone	4,967	4,846	4,728	4,613	4,500	4,050	4,467	4,395	4,276	3,995	4,237	44,836
6051	Mobile Telephone	552	538	525	513	500	272	250	1,183	920	804	686	6,057
6052	Pagers	552	538	525	513	500	418	415	479	340	431	417	4,712
6053	Internet Service	1,766	1,723	1,681	1,640	1,600	2,929	840	744	1,205	1,006	1,345	15,134
6059	Computer/Software Maintenance	13,246	12,923	12,608	12,300	12,000	10,119	9,454	9,105	14,832	5,544	9,811	112,130
6061	Office Equipment Maintenance	1,104	1,077	1,051	1,025	1,000	333	333	695	0	129	298	6,746
6065	Accounting Services	7,727	7,538	7,354	7,175	7,000	6,400	7,700	7,100	6,750	6,750	6,940	71,494
6070	Office & Accounting Labor	144,599	141,073	137,632	134,275	131,000	121,704	111,077	89,643	93,934	61,425	95,557	1,166,362
6075	Professional/Contract Services	30,907	30,153	29,418	28,700	28,000	25,923	26,039	31,509	28,996	27,980	28,089	287,624
6080	Capital and Administrative Fee	13,731	13,397	13,070	12,751	12,440	12,357	11,287	9,280	8,470	8,109	9,901	114,892
6081	Permits/Fees	16,557	16,153	15,759	15,375	15,000	10,338	10,888	11,490	7,308	7,333	9,471	126,202
6086	Taxes - Use	3,863	3,769	3,677	3,588	3,500	3,388	3,499	39	84	276	1,457	25,684
6088	Interest Expense	28,379	34,447	40,304	45,955	51,406	59,222	61,735	66,628	71,290	75,916	66,958	535,282

10-Year Actual and Forecasted Income and Expenses

Account	Account Description	2026 Forecast	2025 Forecast	2024 Forecast	2023 Forecast	2022 Budget	2021 Forecast	2020 Actual	2019 Actual	2018 Actual	2017 Actual	5-Year Average	10-Year Total
6120	Bank Service Charges	11,038	10,769	10,506	10,250	10,000	9,247	8,357	6,852	6,546	6,646	7,530	90,212
	Total Expenses	**1,626,089**	**1,597,129**	**1,568,812**	**1,528,623**	**1,614,011**	**1,475,204**	**1,359,526**	**1,319,231**	**1,181,111**	**1,233,830**	**1,313,780**	**14,503,565**
	NET REVENUES	**218,859**	**194,811**	**171,664**	**161,887**	**27,989**	**360,963**	**377,497**	**280,340**	**533,715**	**419,783**	**394,460**	**2,747,509**
	Capital and Planned Maintenance Expenditures												
1504	Water Mains	20,000	20,000	20,000	100,000	700,000	368,793	443,464	0	0	1,099,600	382,371	2,751,856
1505	Water Tunnels	0	0	0	0	10,000	4,200	0	0	0	23,089	5,458	37,289
1506	K-3 Well	50,000	50,000	50,000	0	0	0	0	0	0	6,695	1,339	106,695
1511	Water Treatment Plant	1,000	1,000	1,000	1,000	6,000	1,898	9,626	5,751	1,990	0	3,853	28,265
1512	Water Meters	5,000	5,000	5,000	5,000	200,000	37,150	2,996	9,000	16,158	5,509	14,163	285,813
1513	Electrical/Electronic Equipment	5,000	5,000	5,000	5,000	5,000	0	0	5,000	0	0	1,000	25,000
1514	Computer/Office Equipment	5,000	5,000	5,000	5,000	5,000	1,276	0	4,716	8,035	3,629	3,531	37,656
1515	Vehicles & Portable Equipment	40,000	40,000	40,000	0	45000	0	68,054	0	0	0	13,611	193,054
1516	Water Company Facilities	10,000	10,000	10,000	10,000	30,000	0	33,800	20,000	0	0	10,760	113,800
1517	KID Office									538		538	538
1523	Construction in Progress - Vosburg	0	0	0	0	0	0	0	0	0	-1,555,035	-311,007	-1,555,035
1524	Construction in Progress - East/We	0	0	0	0	0	0	0	0	0	-713,677	-142,735	-713,677
1526	Vosburg Booster	0	0	0	0	0	0	0	0	0	1,555,035	311,007	1,555,035
1527	SCADA	10,000	10,000	10,000	10,000	10,000	0	11,960	42,260	29,853	23,318	21,478	147,391
1528	Tank and Reservoir Maintenance	0	0	0	0	0	0	0	0	0	0	0	0
1530	Tools	1,500	1,500	1,500	1,500	3,000	0	0	0	0	0	0	7,500
2400	Installment Purchase Agreement	171,824	165,754	159,896	154,546	148,796	143,124	138,467	133,574	128,912	124,286	133,673	1,297,356
	Total Other Expenditures	**319,324**	**313,254**	**307,396**	**292,046**	**1,162,796**	**556,441**	**708,366**	**220,301**	**185,486**	**572,448**	**448,609**	**4,318,536**
	NET CASH FLOW	**-100,465**	**-118,443**	**-135,733**	**-130,159**	**-1,134,807**	**-195,478**	**-330,869**	**60,039**	**348,229**	**-152,665**	**-54,149**	**-1,789,886**

Kinneloa Irrigation District 2021 Budget Worksheet (Proposed Rates)

Account	Account Description	Adopted 2021 Budget	2021 FYE Forecast as of 7/31/2020	Variance of 2021 FYE Forecast to 2021 Budget	Proposed 2022 Budget	Variance of Proposed 2022 Budget to 2021 Budget	Notes
4000	Water Sales	1,500,000	1,662,238	162,238	1,500,000	0	
4015	Wholesale Water Sales	100,000	148,034	48,034	100,000	0	
4020	Service Charges	10,000	11,765	1,765	10,000	0	
4035	Interest-Reserve Fund	15,000	6,872	-8,128	7,000	-8,000	Lower interest/dividend rate
	Unrealized Gain(Loss)-Cal TRUST	25,000	-3,697	-28,697	25,000	0	
	Capacity Chare	0	3,000	3,000	0	0	
4036	Misc. Income	0	7,955	7,955	0	0	
	Total Income	**1,650,000**	**1,836,167**	186,167	**1,642,000**	-8,000	
5000	Leased Water Rights	63,135	63,135	0	63,135	0	
5005	Electricity	125,000	152,134	27,134	150,000	25,000	Expected rate increase
5010	Maintenance Supplies	30,000	31,465	1,465	30,000	0	
5011	Material and Labor for Install	10,000	3,333	-6,667	10,000	0	
5012	Safety Equipment	1,600	1,997	397	2,000	400	Replace obsolete PPE
5015	Operations & Maintenance Labor	290,500	262,261	-28,239	301,600	11,100	Cost of living and merit increases
5016	Non-Emergency Operations OT	15,500	15,495	-5	15,500	0	
5020	Stand-by Compensation	10,980	10,980	0	10,980	0	
5022	Training/Certification	1,600	698	-902	1,600	0	
5025	Water Treatment/Analysis	22,000	19,490	-2,510	25,000	3,000	Price increases on laboratory analysis and chemicals
5030	Maintenance Contractors	140,000	138,889	-1,111	140,000	0	
5034	Equipment Maintenance	20,000	16,496	-3,504	20,000	0	
5035	Vehicle Maintenance	15,000	16,063	1,063	16,000	1,000	One additional vehicle in fleet
5036	Fuel - All Equipment	20,000	14,655	-5,345	20,000	0	
5040	Equipment Rental	500	12,479	11,979	500	0	
5045	Insurance-Workers Comp.	20,000	14,340	-5,660	20,000	0	
5046	Insurance-Liability	16,000	16,650	650	17,000	1,000	Premium Increase
5048	Insurance-Property	2,500	2,708	208	2,500	0	
5049	Insurance-Medical	103,250	89,830	-13,420	103,250	0	
6000	Engineering Services	47,500	30,153	-17,347	47,500	0	
6005	Watermaster Services	12,000	13,047	1,047	16,000	4,000	Assessment increase to fund future RBMB projects to replenish basin
6015	Administrative Salary	158,600	144,760	-13,840	158,600	0	
6017	Administrative Travel	3,000	1,482	-1,518	3,000	0	
6020	BofD Compensation	8,400	6,150	-2,250	8,400	0	
6021	Administrative & Board Expense	1,000	358	-642	1,000	0	
6022	Board of Directors Election	12,500	0	-12,500	12,500	0	
6024	Customer/Public Information	2,000	2,400	400	4,000	2,000	Increased customer outreach
6025	PERS - KID	42,000	46,662	4,662	48,000	6,000	Increased payroll taxes
6030	Social Security - KID	34,000	34,983	983	36,000	2,000	Increased payroll taxes
6031	Medicare - KID	8,000	8,174	174	8,500	500	Increased payroll taxes
6035	Office/Computer Supplies	7,000	6,683	-317	7,000	0	
6036	Postage/Delivery	5,000	4,085	-915	5,000	0	
6040	Professional Dues	15,000	14,650	-350	16,000	1,000	Dues increase
6045	Legal Services	15,000	11,819	-3,181	15,000	0	
6050	Telephone	4,500	4,050	-450	4,500	0	
6051	Mobile Communications	500	272	-228	500	0	
6052	Pagers	500	418	-82	500	0	
6053	Internet Service	1,000	2,929	1,929	1,600	600	Increase in remote access service
6059	Computer/Software Maintenance	12,000	10,119	-1,881	12,000	0	
6061	Office Equipment Maintenance	1,000	333	-667	1,000	0	
6065	Accounting Services	7,000	6,400	-600	7,000	0	

Kinneloa Irrigation District 2021 Budget Worksheet (Proposed Rates)

Account	Account Description	Adopted 2021 Budget	2021 FYE Forecast as of 7/31/2020	Variance of 2021 FYE Forecast to 2021 Budget	Proposed 2022 Budget	Variance of Proposed 2022 Budget to 2021 Budget	Notes
6070	Office & Accounting Labor	125,750	121,704	-4,046	131,000	5,250	Cost of living and merit increases
6075	Professional/Contract Services	28,000	25,923	-2,077	28,000	0	
6080	Administrative Fees	12,440	12,357	-83	12,440	0	
6081	Permits/Fees	15,000	10,338	-4,662	15,000	0	
6086	Taxes - Sales/Use	3,500	3,388	-112	3,500	0	
6088	Interest Expense	56,664	59,222	2,558	51,406	-5,258	Interest expense decreases with remaining balance
6120	Bank Service Charges	9,000	9,247	247	10,000	1,000	Increased bank fees and credit card processing fees
	Total Expenses	**1,555,419**	**1,475,205**	**-80,214**	**1,614,011**	58,592	
	NET REVENUES	**94,581**	**360,962**	**266,381**	**27,989**	**-66,592**	
	Other Expenditures						
1504	Water Mains	500,000	368,793	-131,207	700,000	200,000	Brown/Glen Pipeline Project
1505	Water Tunnels	10,000	4,200	-5,800	10,000	0	
1511	Water Treatment Plant	6,000	1,898	-4,102	6,000	0	
1512	Water Meters	20,000	37,150	17,150	200,000	180,000	Advanced water meter project
1513	Electrical/Electronic Equipment	5,000	0	-5,000	5,000	0	
1514	Computer/Office Equipment	5,000	1,276	-3,724	5,000	0	
1515	Vehicles/Portable Equipment	45,000	0	-45,000	45,000	0	
1516	Water Company Facilities	30,000	0	-30,000	30,000	0	
1527	SCADA	10,000	0	-10,000	10,000	0	
1530	Tools	3,000	0	-3,000	3,000	0	
2400	Installment Purchase Agreement	143,538	143,124	-414	148,796	5,258	Principal increases with remaining balance
	Total Other Expenditures	**777,538**	**556,441**	-221,097	**1,162,796**	385,258	
	NET CASH FLOW	**-682,957**	**-195,479**	**487,478**	**-1,134,807**	**-451,850**	**RESERVE FUNDS WILL BE USED FOR CAPITAL IMPROVEMENT PROJECTS AS NEEDED**

Kinneloa Irrigation District 2022 Budget (Proposed)

Account	Account Description	2021 Budget
4000	Water Sales	1,500,000
4015	Wholesale Water Sales	100,000
4020	Service Charges	10,000
4035	Interest-Reserve Fund	7,000
4036	Unrealized Gain(Loss)-Cal TRUST	25,000
	Total Income	**1,642,000**
5000	Leased Water Rights	63,135
5005	Electricity	150,000
5010	Maintenance Supplies	30,000
5011	Material and Labor for Installs	10,000
5012	Safety Equipment	2,000
5015	Operations & Maintenance Labor	301,600
5016	Operations & Maintenance OT	15,500
5020	Stand-by Compensation	10,980
5022	Training/Certification	1,600
5025	Water Treatment/Analysis	25,000
5030	Maintenance Contractors	140,000
5034	Equipment Maintenance	20,000
5035	Vehicle Maintenance	16,000
5036	Fuel - All Equipment	20,000
5040	Equipment Rental	500
5045	Insurance-Workers Compensation	20,000
5046	Insurance-Liability	17,000
5048	Insurance-Property	2,500
5049	Insurance-Medical	103,250
6000	Engineering Services	47,500
6005	Watermaster Services	16,000
6015	Administrative Salary	158,600
6017	Administrative Travel	3,000
6020	Board of Directors Compensation	8,400
6021	Administrative & Board Expenses	1,000
6022	Board of Directors Election	12,500
6024	Customer/Public Information	4,000
6025	PERS - KID	48,000
6030	Social Security - KID	36,000
6031	Medicare - KID	8,500
6035	Office/Computer Supplies	7,000
6036	Postage/Delivery	5,000
6040	Professional Dues	16,000
6045	Legal Services	15,000
6050	Telephone	4,500
6051	Mobile Telephone	500
6052	Pagers	500
6053	Internet Service	1,600
6059	Computer/Software Maintenance	12,000
6061	Office Equipment Maintenance	1,000
6065	Accounting Services	7,000
6070	Office & Accounting Labor	131,000
6075	Professional/Contract Services	28,000
6080	Administrative Fees	12,440
6081	Permits/Fees	15,000
6086	Sales/Use Tax	3,500
6088	Interest Expense	51,406
6120	Bank Service Charges	10,000
	Total Expenses	**1,614,011**
	NET REVENUES	**27,989**

Account	Account Description	2021 Budget
Recommended Expenditures for Capital Improvement Projects*		
1504	Water Mains	700,000
1505	Water Tunnels	10,000
1511	Water Treatment Plant	6,000
1512	Water Meters	200,000
1513	Electrical/Electronic Equipment	5,000
1514	Computer/Office Equipment	5,000
1515	Vehicles/Portable Equipment	45,000
1516	Water Company Facilities	30,000
1527	SCADA	10,000
1530	Tools	3,000
2400	Installment Purchase Agreement	148,796
	Total Other Expenditures	**1,162,796**
	NET CASH FLOW	**-1,134,807**

*Major projects will be prioritized during the year based on urgency and available funds and presented to the Board of Directors for approval.

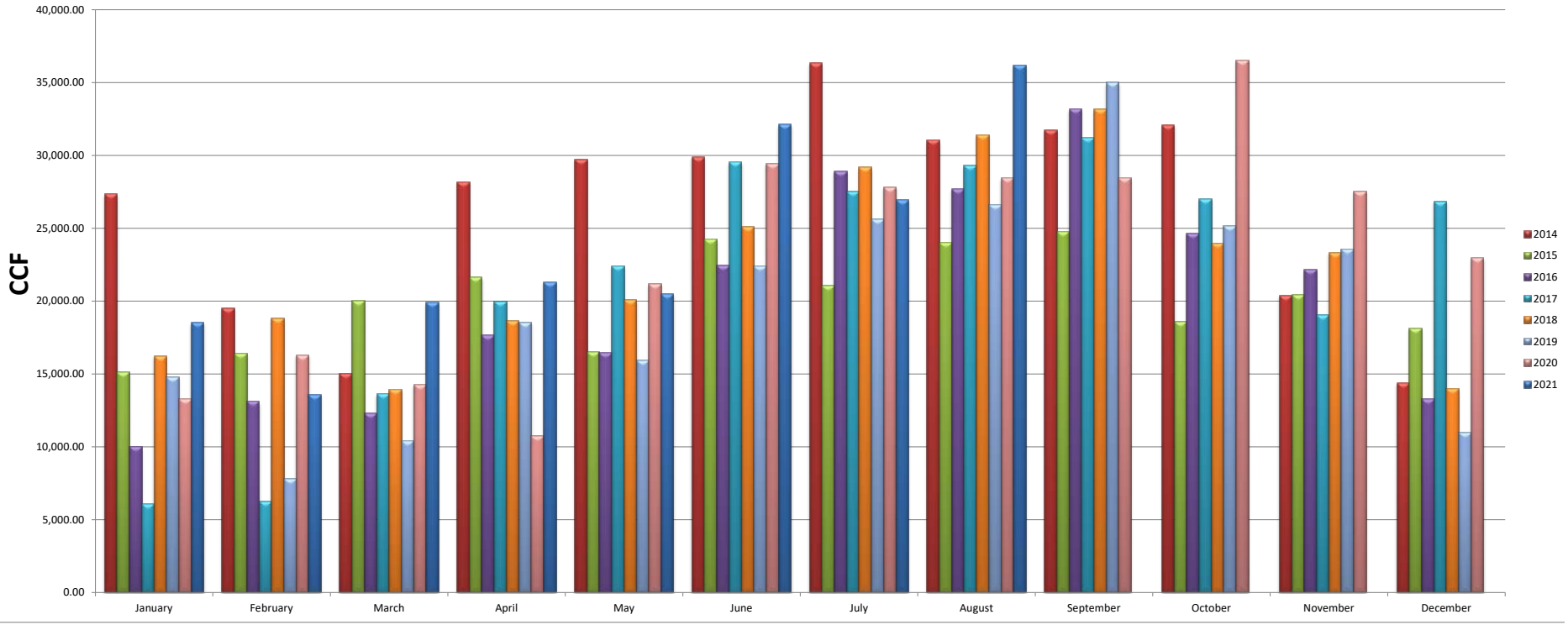
PROPOSED RATES FOR 2022 (No Change)

Daily Service Charge (Charge Per Average Month)	$2.34 ($71.18)
Usage Charge	$4.70 per unit

Water Sales, Units	212,477
Usage Charge Per Unit	$4.70
Annual Usage (Commodity) Revenue	$998,643
Daily Service Charge	$2.34
Annual Daily Service Charge Revenue	$501,357
Annual Water Sales	$1,500,000
Wholesale Water Sales	$100,000
Other Annual Revenue	$42,000
Total Revenue	$1,642,000
Total Expenses	$1,614,011
Net Revenues	$27,989
Improvement Projects and Debt Service	$1,162,796
Annual Net Cash Flow	-$1,134,807
Reserve Fund Balance (Beginning)*	$2,069,594
Reserve Fund Balance (Year End)*	$934,787
Average Monthly Charge for Low Usage (10 units)	$118
Average Monthly Charge for Medium Usage (50 units)	$306
Average Monthly Charge for High Usage (100 units)	$541

*Reserve fund balance includes targets of $100,000-$200,000 for operating reserve, $200,000-$400,000 for emergency repairs, $200,000-$400,000 for replacement of existing facilities equipment and vehicles and $500,000-$4,5000,000 for future capital improvement projects. The total target reserve fund range is $1,000,000-$5,500,000.

Water Sales
January 2013 through August 2021



Month\Year	2014	2015	Percentage 2015 vs. 2014	2016	Percentage 2016 vs. 2015	2017	Percentage 2017 vs. 2016	2018	Percentage 2018 vs. 2017	2019	Percentage 2019 vs. 2018	2020	Percentage 2020 vs. 2019	2021	Percentage 2021 vs. 2020
January	27,346.09	15,139.14	-44.6%	9,976.03	-34.1%	6,087.44	-39.0%	16,209.81	166.3%	14,799.07	-8.7%	13,257.20	-10.4%	18,537.86	39.8%
February	19,531.19	16,426.97	-15.9%	13,087.06	-20.3%	6,260.89	-52.2%	18,825.09	200.7%	7,814.78	-58.5%	16,296.98	108.5%	13,558.64	-16.8%
March	14,992.66	20,017.80	33.5%	12,329.17	-38.4%	13,607.67	10.4%	13,905.15	2.2%	10,428.68	-25.0%	14,285.12	37.0%	19,891.95	39.2%
April	28,144.68	21,618.07	-23.2%	17,691.97	-18.2%	19,985.39	13.0%	18,676.28	-6.6%	18,528.34	-0.8%	10,780.05	-41.8%	21,303.24	97.6%
May	29,731.87	16,540.07	-44.4%	16,451.27	-0.5%	22,399.45	36.2%	20,065.74	-10.4%	15,942.43	-20.5%	21,173.67	32.8%	20,512.14	-3.1%
June	29,878.35	24,248.07	-18.8%	22,444.33	-7.4%	29,548.21	31.7%	25,095.13	-15.1%	22,403.98	-10.7%	29,448.17	31.4%	32,119.81	9.1%
July	36,366.62	21,045.33	-42.1%	28,938.82	37.5%	27,507.42	-4.9%	29,171.12	6.0%	25,606.25	-12.2%	27,820.42	8.6%	26,919.11	-3.2%
August	31,022.84	24,001.09	-22.6%	27,685.37	15.4%	29,322.57	5.9%	31,398.23	7.1%	26,596.35	-15.3%	28,451.82	7.0%	36,195.86	27.2%
September	31,754.34	24,753.39	-22.0%	33,175.96	34.0%	31,192.59	-6.0%	33,153.90	6.3%	34,990.24	5.5%	28,451.82	-18.7%		-100.0%
October	32,084.57	18,597.68	-42.0%	24,632.13	32.4%	27,026.88	9.7%	23,936.21	-11.4%	25,178.15	5.2%	36,520.21	45.0%		-100.0%
November	20,371.82	20,412.15	0.2%	22,153.05	8.5%	19,043.64	-14.0%	23,302.79	22.4%	23,561.50	1.1%	27,531.69	16.9%		-100.0%
December	14,383.35	18,124.47	26.0%	13,295.95	-26.6%	26,845.02	101.9%	13,968.63	-48.0%	10,982.31	-21.4%	22,972.40	109.2%		-100.0%
Total	**315,608.38**	**240,924.23**	**-23.7%**	**241,861.11**	**0.4%**	**258,827.17**	**7.0%**	**267,708.08**	**3.4%**	**236,832.08**	**-11.5%**	**276,989.55**	**17.0%**	**189,038.61**	**-31.8%**

SURVEY OF FEES AND CHARGES FOR WATER SERVICE

	Crescenta Valley Water District	La Cañada Irrigation District	Las Flores Water Company	Lincoln Avenue Water Company	Liberty Utilities	Rubio Cañon Land & Water Association	Valley Water Company	City of Pasadena	City of Sierra Madre	Kinneloa Irrigation District
Monthly or Bimonthly	Monthly (billed bimonthly)	Monthly (billed bimonthly)	monthly	monthly	monthly	monthly	monthly	Monthly (billed bimonthly)	Monthly (billed bimonthly)	monthly
Service charges each meter size	3/4" - 27.05 1" - 40.35 1-1/2" - 73.60 2" - 113.51 3" - 239.96 4" - 412.59	5/8 & 3/4" - 27.80 1-1/4" & 1" - 57.63 1-1/2" - 107.34 2" - 166.99 3" - 355.92	$28.88 service charge all sizes	$29.90 monthly standby fee +$5 for multiple dwelling $3.75 monthly Catastrophic Loss Fund	5/8" - 22.00 3/4" – 33.00 1" – 55.00 1-1/2" – 110.00 2" – 176.00 3" – 330.00 4" – 550.00 6" – 1100.00 8" – 1760.00	5/8 &3/4"- $28.50 1" - 34.15 1-1/2" - 38.20 2" - 47.00 over 2" - 52.00 $10 each addl unit with only one meter	3/4" - $10.18 1" - 15.95 1-1/2" - 44.00 2" - 68.75 3" - 143.00 4" - 220.00 6" - 297.00 8" - 357.50	5/8 & 3/4" - $24.66 1" - 46.83 1-1/2" - 97.37 2" -- 221.99 3" -- 542.31 4" - 830.22 6" - 1289.37 8" - 2090.33 10" - 2721.21	5/8 & 3/4" - 39.84 1" - 53.50 1-1/2" - 76.27 2" - 103.59 3" - 180.26 4" - 303.09	$71.18/month service charge all sizes
Commodity rates	1 - 10 units @ $5.17/unit (1 Unit = 1,000 gal) 11 - 26 Units @ $8.14/unit 27 Units and over @ $12.26/unit	1st 14 units (ccf) $3.79 ea 15 to 70 units @ $4.81 ea Over 70 units @ $5.37 ea	1 to 10 units $3.66 ccf 11 to 20 units $4.02 ccf 21 to 40 units $4.62 ccf Over 40 units $5.78 ccf Foothill MWD Charge: $0.53/unit (ccf) Energy Surcharge $0.15 ccf	1 to 7 units (ccf) $3.30 ea* 8 to 20 units @ $3.89 ea 21 to 40 units @ $4.32 ea 41 units and over @ $4.79 ea *Tier 1 allocation is 7 units per share of stock (i.e. 2 shares receive 14 units at tier 1 rate, 3 shares receive 21 units, etc..)	1 to 9 units (ccf) $5.46 10 units and over $6.28	1 -12 units (ccf) $3.00 13 - 26 units (ccf) $3.65 27 units and over $4.00	1 - 50 Units (ccf) @ $4.282/unit 51 to 100 units @ $4.677/unit 100 units and over @ $5.471 ea	1st 8 units (ccf) $2.45 ea 9 to 15 units @ $4.08 ea 16 to 19 units @ $4.61 ea greater than 20 units @ $5.38 ea A capital improvement charge of $1.25 per unit is included in above commodity rates. However, rates do not include purchased water adjustment, utility users' tax of 7.67% or other fees.	1st 11 units (ccf) $2.70 ea 12 to 33 units @ $4.23 ea 34 to 66 units @ $4.23 ea greater than 66 units @ $5.55 ea non-residential uniform @ 3.89 ea.	$4.70/unit (ccf)
	Eff. 9/1/19	Eff. 5/1/20	Eff. 1/1/2020	Eff. 6/1/18	Eff. 12/1/19	Eff 6/1/2019	Eff. 1/1/17	Eff. 7/1/20	Eff.7/1/2019	effective 1/1/2021
Water system connection charge	$4,200 per EDU		N/A			N/A	N/A	Main fees plus costs		$3,000 per EDU effective 1/90
Fire service line	1" - 7.41 2" - 10.43 3" - 20.59 4" - 36.37 6" - 93.02 8" - 190.73 10" - 337.70	same as meter charge	same as meter charge	$35.00/mo	4"- 26.58 6"- 39.93	$30	same as meter charge		2" - 6.29/ccf 4" - 38.95/ccf	same as meter charge
OTHER CHARGES Temporary construction meter	$1,000 Deposit $25 Non-refundable Fee Commodity rate - Tier 2	$1000.00 deposit $100 setup charge 3 tier commodity rates	$700 deposit $45/mo. rental $3.25/ccf	$1500 deposit $4.61/ccf +$5.00/day	$1,200deposit $153.66/mo + ccf charge	$1800 deposit $50/week + water usage	$1500 deposit + $35 setup +$15/mo +Commodity Rate			$850 deposit +$9.40/ccf $100 minimum
Turn-on fee -- delinquency	$75 during office hours $125 after hours	$100.00	$50.00	$50.00 reconnection $100.00 after hours	$20.00	$50.00 reconnection	Total bill + $50.00			$50.00
Turn-on fee -- new service/owner	$100 Deposit for renters $40 during office hours $60 outside of office hours	$10.00	0	$200 dep for owner $350 dep for renter	Renter-$34 deposit on acct	Handled through escrow	$5 - owner Renter-$65 deposit +$5		$51--$83	$50.00
Delinquency penalty	$25.00	None	$10.00	$15.00	2 mo avg bill on deposit	$10.00	$50.00 + total bill		$94 deposit	$15/month plus 10% interest
Fire flow tests	$300.00	$250.00 Supervision of Test	$100	$200.00	$390	$120	$50.00	$200.00		$250-$500
New metered service installation + labor + material	All Sizes- time & material	all sizes (applied to material, labor & 30% o/h) plus 5/8"-1" $1,500 > 2" $3,000	$1,275-$1,375	$5,000-$15,000	0	billed for permits, materials, & $75/hr labor	Labor & Material	actual cost	3/4" and 1" - $674 minimum or actual cost with $3,065-$4,508 deposit 1 1/2" and 2" - $907-$1,143 minimum or acutal cost with $5,365-$5,506 deposit	all sizes time & material +15%
Other	$35 returned check	$10 returned check	$12 returned check	$150 non-emerg.call $50 meter test $30 returned check $15 autopay returned item	move a service -time & mat. CPUC Fee -> .01168 * entire bill $15-retd check	$30 returned check After Hours $70	move a service -time & mat. of new service $15-retd check			$30 returned check
MUTUALS Stock transfer fee			$75	$100		$75	$50			
Affidavit of lost stock			0	$100		no charge	$50			
Purchase of additional shares			$100/share	$2,800		current audited price	$60/share			
Shares required			2-1/2 shares	5 shares/acre			1 share every one tenth acre			
Next anticipated rate increase						6/1/2019				1/1/2021
Drought Surcharge	No			None as of yet		No	+4.597/unit, +35 units			
Low Income Discount	No	No	No	No	No		No	Yes	Yes	No
Approximate number of connections	8,000	2,900	1,400	4,500	710	3,100	3,580	56,000	4,750	584
Monthly Charge for Low Usage (10 units)*	$109.47	$102.31	$72.28	$68.42	$110.42	$64.15	$58.77	$74.59	$87.39	$118.18
*Monthly Charge for Medium Usage (50 units)**	$448.53	$317.11	$289.88	$250.62	$361.62	$217.25	$230.05	$277.61	$256.59	$306.18
*Monthly Charge for High Usage (100 units)**	$908.18	$569.93	$612.88	$486.37	$675.62	$416.10	$463.40	$546.61	$556.53	$541.18

*Monthly charges shown above are based on 1" meter which is the most common size used in the Kinneloa Irrigation District. Monthly charges increase substantially for larger meters for agencies that base service charges on meter size. Also water agencies that read meters bi-monthly and bill bi-monthly base the charges on two months of usage which usually moves the customer into higher tier rates. For example a customer that uses 10 units per month and 20 units for two months will be billed for the first 10 units at lowest tier rate and 10 units at the next higher tier rate. Since cities usually add other taxes and fees to the bill such as capital improvement fees and utility users' tax, comparison of rates is difficult. Crescenta Valley's typical monthly charges have been adjusted to reflect the difference in billing units (1000 gallons vs. ccf) so that the typical charges are uniform for all agencies.

Kinneloa Irrigation District
Field Checklists & Procedures

May 24, 2021

Kinneloa Irrigation District

Field Checklists & Procedures

Table of Contents

Field Project Task Checklist

Short Length of Time Tasks

- ☐ K3 chlorine analyzer
- ☐ K3 chlorine leak
- ☐ Injector at Holly
- ☐ Far Mesa Tunnel (roots)
- ☐ Clear vault at Far Mesa Tunnel
- ☐ Engine replacement

Medium Length of Time Tasks

- ☐ Eucalyptus rehab
- ☐ K3 acid wash
- ☐ Holly cleanup
- ☐ Service repair at Hartwood Point
- ☐ Service repair at Villa Knolls

Long Length of Time Tasks

- ☐ Power supply fixed at Sage
- ☐ West Tank mixer
- ☐ General Pump K3 major overhaul
- ☐ Eucalyptus Booster #3
- ☐ Sage Booster #1
- ☐ Sage Booster #2

List of Procedures & Checklists

1. Meter reading monthly – VersaTerm operation
2. Water samples – Wilcox Well start & stop
3. Generator service & maintenance (monthly – KID & yearly generator service)
4. SCADA reports generation
5. Partial facility checks and daily SCADA computer site, trend
6. Review
7. Full facility checks – list each item to be checked at each facility separately (1 facility per page)
8. Chlorinators – weekly maintenance & repair – acid wash, uniclors
9. Trucks – weekly maintenance & service – no gas tank under 1/4 tank
10. Meter repair – Neptune Pro-Read register & universal transponder
11. Meter repair – Badger integral register & transponder
12. Surface water spreading reads (minimum once per month)
13. Leak repairs – service lines, reorder parts used
14. Leak repairs – water mains, reorder parts used
15. Pump and motor maintenance (monthly – KID & annual – General Pump)
16. Well production meter testing (annual efficiency test – Pump Check)
17. SCADA system alarms –
18. Annual steel tank inspection (every 2 years – Utility Service)
19. Concrete reservoir inspection (every 5 years)
20. Cla-Val maintenance (annual) specific valves to be determined by existing schedule
21. Capital projects – pipelines, boosters wells, steel tanks, reservoirs – developers and/or system upgrades
22. Time of use clocks – changing times for June 1, start of summer on peak season and Sept. 1/Oct. 1 start of winter season
23. Special procedures
    - Wilcox Well – start up – system & SCADA changes
    - Interconnections – locations & operations
    - Far Mesa Tunnel site – diversions to waste
    - West Tank Flo-Loc set points and Vosburg, Sage boosters set points, and dead band settings for West Tank. Time clock settings for both boosters.
    - Vosburg Boosters – lead & lag pump set points, pressure restrictions.
24. Sage Cl2 pump & High Pressure Tunnel line monthly run & flush of water – maintains Cl2 residual

Maintenance List

Site	Maintenance Tasks
Brown Reservoir	Repair cracked concrete corners, inside
District	Commercial Cl2 arrange for scheduled deliveries
District	Exercise Valves: street & fire hydrant - Utility Services - operate 1/2 of all valves in one year. Operate other in the following year (Feb./March timeframe)
District	Fire hydrant flushing every (2) years
District	Diesel fuel drum containment pallets: Drill drain hole 1" to 2" from bottom and install special drain plug
District	Meter boxes - all services - Remove dirt and place concrete in entire bottom with 6" clearance under meter. Seal entire area, bottom of box edge to edge
East Tank	Replace level transducer (pressure) with ultrasonic level transmitter (4-20 mA output
East Tank	Site - Repair drain/overflow pipe hole near bend before concrete thrust block
East Tank	Site - Remove dirt from tank shell every (2) years
East Tank	Dry pack erosion area under tank skirt - located in inlet/outlet area
East Tank	Clear brush
Edgecliff Alley	Oak tree next to 6" AC Pipe - Remove tree from backyard of 3126 Villa Knolls
Eucalyptus Reservoir	Booster - Install motor overload reset push button in each starter door (modify existing or purchase new mechanism)
Eucalyptus Reservoir	Booster roof facia - prep, prime, and paint
Eucalyptus Reservoir	Roof access ladder - install security door and accessories
Eucalyptus Reservoir	Fire hazard brush - cut down all material and thin out to no more than 6-8 inches
Eucalyptus Reservoir	Cl2 building - Remove and replace with plastic building, install (2) new day tanks and new LMI pump
Eucalyptus Reservoir	Booster #3 remove, overhaul, and reinstall pump and motor
Fairpoint Street	City of Pas. IC - Replace 2" meter with new meter account 4230 - IC#5A
Fairpoint Street	City of Pas. IC - Replace 2" service line and connect to new 8" Kinneloa main, center of street
Fairpoint Street	IC - 6" sparling water hawk have City of Pasadena replace meter with compound meter for low flows, 50 gpm or less
Far Mesa Tunnel	Install vault for #2 tunnel for access to (2) valves, chlorine injection connection and security
Glen Reservoir	Cl2 building and uniclor - Remove and replace with plastic building, install (2) new day tanks and new LMI pump
Glen Reservoir	Remove dirt and vegetation from northwest turn-around area
Glen Reservoir	Oak trees east side - remove or complete major trim, lift canopy
Glen Reservoir	6" ABS overflow pipe - replace with UV resistant pipe, existing pipe cracked & broken
Glen Reservoir	Add security switch and disarm switch to northern reservoir hatch cover. Run conduit from hatch cover back to SCADA cabinet & tie alarm in
Glen Reservoir	MCC - Purchase spare parts
Glen Reservoir	Flo-Loc battery compartment - install sun shield for batteries -direct sunlight on batteries
Glen Reservoir	1. clean up pump head, prime & paint 2. install drain fitting in low point of packing gland area

Maintenance List

Site	Maintenance Tasks
Hartwood Point	MGrublian - Replace 1" service and meter with 1-1/2" service & meter
Holly Tanks	Remove all flammable vegetation
Holly Tanks	Remove all dirt in contact with steel tanks
Holly Tanks	Eastern Tank - Eastern outlet repair butterfly valve stem and seal operator box from intrusion by water and dirt
Holly Tanks	Replace level transducers (both tanks) with ultra sonic level transmitters (4-20 mA output)
Holly Tanks	Cl2 building - Strap 70 gallon day tank to 2x4 studs, top and bottom (use water heater strap kits)
K-3 Well	Cl2 Building - Replace/repair electrical plug for standby chlorine pump, water damaged
K-3 Well	Prep, prime, and paint all piping in vault
Kinclair Drive	Top fire hydrant, west side - Clear, expose and replace gravity wall (180 degrees) minimum 3 ft. clearance from hydrant
Kinclair Drive & Crystal Lane Intersection	Replace all air release valve cans (paint steel) with Armorcast cans
Kinclair Drive & West Tank Driveway	Clear, expose and place gravity wall around air release valve can and valve box
Kinneloa West Debris Basin	Send letter to LA Co. Public Works, firmly request removal of temp debris rack located at inlet to debris basin for the following 1. rack raised canyon bottom reducing the flooding clearance below 4" suspended PVC tunnel line 2. fire hazard to Kinneloa pipe as debris promotes vegetation growth under pipe. 3. Limits access by Kinneloa to its tunnels and pipelines. 4. Safety to Kinneloa personnel from poison oak able to grow in debris
Mesaloa Lane	Replace (2) or (3) curb stops/gate valves. Water shutoff required
Mesaloa Lane	Replace fire hydrant head in front yard of 3250 Mesaloa
Office	Repair and upgrade irrigation system
Pasadena Glen Road	Fire hydrant at top of road - excavate loose dirt and install gravity wall with at least 3 feet of clearance around fire hydrant
Sage Tank	Cell phone booster - Install mast/antenna on outside of building, run conduit to power panel
Sage Tank	Concrete deck expansion joint uphill from production meter vault - remove all joint material and replace with polyurethane expansion joint caulking. Rain water fill meter vault
Shaw Well House	Replace/repair roof
System Maps	Review red line As Built drawings for Vosburg Booster Station, East to West pipeline, and SMV - Barhite pipeline. When As Builts are correct, send to S.A. Assoc. for incorporation into existing system maps. Review maps for correct changes and when complete have new or revised pages printed and installed in vehicle map books and office map books.
Vehicles	Major service or repairs
Vosburg Booster	Purchase MCC fuses, thermal heaters, starter coils, control transformers, contactor sets

Maintenance List

Site	Maintenance Tasks
Vosburg Booster	Repair power monitor
Vosburg Reservoir	Facia and plywood sheer panels replace or repair, prep, prime, and paint
Vosburg Reservoir	Cl2 Warehouse - prep, prime, and paint
Vosburg Reservoir	Install fence shielding support vertical poles and horizontal poles, south side of driveway, west end of 6 ft concrete block wall
Vosburg Reservoir	Valve pit - Remove var valve and install saddle, reinstall var valve
Vosburg Reservoir	Cl2 warehouse - patch concrete roof, interior ceiling leaking on shelving
Vosburg Reservoir	Warehouse - seal up - waterproof all vents around old reservoir roof
Vosburg Reservoir	Warehouse - install additional shelving and containers for storage
Vosburg Reservoir	Dispose of 55 gallon drum of herbicide
Vosburg Reservoir	Valve Pit - Apply expandable spray foam to pipe sleeves, within a week trim foam & paint with primer to protect foam
Vosburg Reservoir	Cl2 Building Warehouse - Strap 100 gallon day tank to concrete walls, top & bottom (use water heater strap kits)
Vosburg Reservoir	Warehouse - Calcium carbonate buildup on concrete ceiling - Remove debris and apply water proof coating
Vosburg Reservoir & Pasadena Glen Road	(3) Green pipes running from Vosburg Reservoir east and down hill to Pasadena Glen Road
Vosburg Valve Pit	Seal pipe penetrations and paint
West Tank	Electrical pull boxes - Purchase (2) new box lids, (1) damaged. Total of (3) boxes in run from Edison meter panel to reservoir power panel
West Tank	Power Panel - Install 4 S box and plugs on outside of panel, install generator cable SS hooks on back of panel (shady side)
West Tank	Dead oak tree - Access road fire hazard remove tree
West Tank Generator	Repair/replace carburetor fuel inlet
West Tank Generator	Remove carburetor for repair
Wilcox Reservoir	Trim back brush on east side of eastern driveway area, remove any brush which is fire hazard material on both sides of road or hazard to caterpillar generator
Wilcox Reservoir	Probe heads and probes - remove and replace with new parts
Wilcox Reservoir	Power panel cover - prep, prime, and paint
Wilcox Reservoir	Repair and upgrade irrigation system
Wilcox Reservoir	Driveway and entrance - install drainage, cross driveway V-ditches. Divert water to field
Wilcox Reservoir	Production meter - install level mounting place and mount meter press. transducer on top. Locate mounting plate on top of 6" discharge pipe flange
Wilcox Reservoir	MCC - Purchase spare parts
Wilcox Reservoir	Pump stand: drain reservoir - prep, prime, and paint stand
Wilcox Reservoir	50HP Booster: Pull and replace pump and motor - replace with high efficiency motor and water lube pump
Wilcox Well	Trim pine tree back to property line
Wilcox Well	Clean up any fire hazard material
Wilcox Well	Install eyewash stations and accessories
Wilcox Well	Install Cl2 analyzer water filter
Wilcox Well	Install sprinkler/irrigation system

Maintenance List

Site	Maintenance Tasks
Windover Road	2000 Windover - Excavate and remove 2" steel pipe and valve from 6" AC main, next to lower driveway. Remove saddle and install 6" S.S. Full circle

Maintenance List

Site	Maintenance Tasks
Wilcox Well	Trim pine tree back to property line
Wilcox Well	Clean up any fire hazard material
Wilcox Reservoir	Trim back brush on east side of eastern driveway area, remove any brush which is fire hazard material on both sides of road or hazard to caterpillar generator
Holly Tanks	Remove all flammable vegetation
Holly Tanks	Remove all dirt in contact with steel tanks
Vosburg Reservoir	Facia and plywood sheer panels replace or repair, prep, prime, and paint
Far Mesa Tunnel	Install vault for #2 tunnel for access to (2) valves, chlorine injection connection and security
West Tank Generator	Repair/replace carburetor fuel inlet
West Tank Generator	Remove carburetor for repair
Wilcox Reservoir	Probe heads and probes - remove and replace with new parts
Wilcox Reservoir	Power panel cover - prep, prime, and paint
Eucalyptus Reservoir	Booster roof facia - prep, prime, and paint
Wilcox Reservoir	Pump stand: drain reservoir - prep, prime, and paint stand
Wilcox Reservoir	50HP Booster: Pull and replace pump and motor - replace with high efficiency motor and water lube pump
Vosburg Reservoir	Cl2 Warehouse - prep, prime, and paint
Wilcox Well	Install eyewash stations and accessories
Wilcox Well	Install Cl2 analyzer water filter
Eucalyptus Reservoir	Roof access ladder - install security door and accessories
Eucalyptus Reservoir	Fire hazard brush - cut down all material and thin out to no more than 6-8 inches
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Eucalyptus Reservoir	Cl2 building - Remove and replace with plastic building, install (2) new day tanks and new LMI pump
District	Commercial Cl2 arrange for scheduled deliveries
Glen Reservoir	Cl2 building and uniclor - Remove and replace with plastic building, install (2) new day tanks and new LMI pump
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West Tank	Dead oak tree - Access road fire hazard remove tree
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System Maps	Review red line As Built drawings for Vosburg Booster Station, East to West pipeline, and SMV - Barhite pipeline. When As Builts are correct, send to S.A. Assoc. for incorporation into existing system maps. Review maps for correct changes and when complete have new or revised pages printed and installed in vehicle map books and office map books.
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Wilcox Reservoir	MCC - Purchase spare parts
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Kinclair Drive & West Tank Driveway	Clear, expose and place gravity wall around air release valve can and valve box

Maintenance List

Kinclair Drive	Top fire hydrant, west side - Clear, expose and replace gravity wall (180 degrees) minimum 3 ft. clearance from hydrant
Glen Reservoir	Flo-Loc battery compartment - install sun shield for batteries -direct sunlight on batteries
Glen Reservoir	1. clean up pump head, prime & paint 2. install drain fitting in low point of packing gland area

Sites
Brown Resv.
Eucalyptus Resv.
Far Mesa Tunnel
Glen Resv.
Holly Tanks
K-3 Well
Shaw Wellhouse
Vosburg Resv.
West Tank Generator Repair
Wilcox Resv.
Wilcox Resv. Pump Stand
Wilcox Well

Kinneloa Irrigation District - 2021

January Checklist	
☐	Purchase Diesel fuel drums, delivered to Wilcox Well
☐	Distribute Diesel drums to facilities
☐	Put storage additive in all new drums and install drum vents
☐	Put gasoline additive in drums
☐	Stetson quarterly Title 22 source testing
☐	RBMB quarterly board meeting
☐	RBMB Pumping and Storage, Water Quality committee meetings, monthly if scheduled
☐	Glen Liquid CL 2 - Make batch every Friday
☐	Eucalyptus Liquid CL 2 - Make Batch every 2 to 3 weeks
☐	K-3 Chlortec CL2 Generator - Acid Wash every 800 to 1,000 hrs.

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL 2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL 2 Maintenance - Salt and Service units (Holly Tks. & Vosburg Resv.) every Friday
☐	K-3 CL 2 Analyzer - change Membrane Cap and Electrolyte (1st w.k)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
☐	Partial Facilities Check all days except Monday and Thursday
☐	Full Facilities Check every Monday (BF) and Thursday (CAB)
☐	Spreading readings (once per month minimum)
☐	1st week Water Samples
☐	2nd week - Generator Service, maintenance and ATS testing (2 days)
☐	3rd week Water Samples
☐	3rd or 4th week Meter Reading, maintenance and repairs (2 to 3 days)
☐	Water system alarms
☐	Monthly Production Report and Spreading reads to RBMB
☐	Customer Service calls
☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks): fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

February Checklist	
☐	Schedule annual generator maintenance for March (6 sites)
☐	Order fuel, coolant, and oil samples
☐	Schedule annual well and pump maintenance for March for K-3, Eucalyptus, Sage, Wilcox Well, Wilcox Reservoir, Glen Reservoir, and Vosburg Reservoir (General Pump)
☐	Job quotes (facilities): remove facilities from service and contact contractor(s) for pricing
☐	Utility Services: schedule Steel Tank washouts- Drain, Coating Check, Disinfect, and take Bacti's. Monday - drain Tuesday - Washout, Inspect, Disinfect, & Refill Wednesday (after 1300 hrs.) - take 1st set of (2) Bacti samples Thursday (after 1100 hrs.) - take 2nd set of (2) Bacti samples Friday - Place Tank back IN SERVICE, if all Bacti samples pass

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL 2 Analyzer - change Membrane Cap and Electrolyte (1st w.k)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
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☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

March Checklist	
☐	Generator maintenance - take coolant, fuel, and oil samples (Generator Services)
☐	Pump and Well service and maintenance (General Pump)
☐	Schedule Cla-Val maintenance for April (use maintenance schedule Cla-Val for sites)
☐	Schedule "Pump Check" for April, both wells and (1) or (2) Facility Efficiency Meter tests (Tests for boosters should be no more than every 5 years. Make priority list based on previous tests.)
☐	Flo-Loc seismic sensors - activate, test all sensors and actuators for proper operations at all facilities
☐	RBMB executive meeting
☐	Utility Services: schedule Steel Tank washouts- Drain, Coating Check, Disinfect, and take Bacti's. Monday - drain Tuesday - Washout, Inspect, Disinfect, & Refill Wednesday (after 1300 hrs.) - take 1st set of (2) Bacti samples Thursday (after 1100 hrs.) - take 2nd set of (2) Bacti samples Friday - Place Tank back IN SERVICE, if all Bacti samples pass

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL 2 Analyzer - change Membrane Cap and Electrolyte (1st w.k)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
☐	Partial Facilities Check all days except Monday and Thursday
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☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

April Checklist	
☐	Cla-Val annual maintenance (use maintenance schedule Cla-Val for sites)
☐	Pump Check, meter and pump efficiency tests
☐	DWR semi-annual well static levels (meet DWR rep. and unlock facilities)
☐	Sprinkler timers replace all batteries and confirm all heads function properly
☐	Stetson quarterly Title 22 source testing
☐	RBMB quarterly board meeting
☐	K-3 Chlortec CL2 generator - Acid Wash every 800 to 1,000 hrs.

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
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☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

May Checklist	
☐	Flo-Loc batteries: Test battery strength (Open power fuse)
☐	SCADA backup batteries: Test battery strength (Open power fuse) and disconnect AC power for all units (4 hour minimum)
☐	Job Quotes: Contact contractors for pricing which is to be ready for July-August starting budget for next year.
☐	Wilcox Reservoir Flood channel: Remove all debris
☐	K-3 Chlortec CL 2 Generator- Acid Wash every 800-1,000 hrs.
☐	Magic Growers backflow test results (4 units)

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
☐	Partial Facilities Check all days except Monday and Thursday
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☐	Water system alarms
☐	Monthly Production Report and Spreading reads to RBMB
☐	Customer Service calls
☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

June Checklist	
☐	Fill all generator fuel tanks
☐	Set Time of Use (TOU) clocks for Summer pumping schedule starting June 1st at all facilities
☐	RBMB Executive meeting
☐	Glen Resv. Far Mesa Tunnel CL2 - Acid wash all parts and clean day tank

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
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☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

July Checklist	
☐	Stetson quarterly Title 22 Source Testing
☐	RBMB quarterly board meeting
☐	K-3 Chlortec CL2 generator - Acid Wash every 800 to 1,000 hrs.

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
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☐	Customer Service calls
☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District -2021

August Checklist	
☐	RBMB - Review annual Water Master draft report and notify RBMB staff of changes

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
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☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

September Checklist	
☐	Time of Use (TOU) clocks for K-3, Eucalyptus, and Wilcox Reservoir. Adjust time to run until 2 pm and restart at 5 pm. Monday through Friday Transfer Valve clock may be changed. All changes above are to increase Edison API credits for September only.
☐	RBMB Executive Meeting
☐	K-3 Chlortec CL 2 Generator- Acid Wash every 800-1,000 hours

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
☐	Partial Facilities Check all days except Monday and Thursday
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☐	Water system alarms
☐	Monthly Production Report and Spreading reads to RBMB
☐	Customer Service calls
☐	Monthly Board of Director meetings
☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

October Checklist	
☐	Change Time of Use (TOU) clocks for Sage, Glen, and Vosburg to winter schedule
☐	Stetson quarterly Title 22 source testing
☐	RBMB quarterly meeting
☐	Fire Extinguisher - annual service
☐	K-3 Chlortec CL2 generator - Acid Wash every 800 to 1,000 hours

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
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☐	Vehicle check (every 2 weeks) fluids, tires, and battery
☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

November Checklist	
☐	
☐	

Monthly Checklist	
☐	Facility cleanup list - 1 or 2 sites per month
☐	Sage Tank - CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units - service every Friday
☐	CL2 analyzers - monthly, zero & span units
☐	CL2 residual - monthly, take total CL2 and residual, calculate demand
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
☐	Far Mesa Tun. Driveway (Mainline Valve Stack): Add Copper Sulphate & 5 gal. H2O (1st wk.)
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☐	Underground Service Alerts (Digalerts) - pipeline and equipment locate
☐	Facility and Equipment Repairs
☐	Small Equipment: Run Trash Pumps and Saws
☐	Check Fire Extinguisher Pressure and Initial
☐	Check irrigation lines and/or timers at Office, Brown Well and Vosburg Res.

Kinneloa Irrigation District - 2021

December Checklist	
☐	Fill all generator fuel tanks and deliver empty drums to Wilcox Well
☐	Put storage additive in all fuel tanks and any remaining drums
☐	Replace 12-volt fuel pump filters after fueling generators
☐	Lubricate all locks, door hinges, and Edison cabinets using facility lists (make excel sheets)
☐	K-3 Well exhaust fan: Check belt tension or replace; lube bearings
☐	Schedule steel tank maintenance starting mid-January and continuing for (6) weeks (every other year)
☐	RBMB Executive meeting
☐	Glen Resv. Far Mesa Tunnel CL2 - Acid Wash all parts and clean day tank

Monthly Checklist	
☐	Facility cleanup list – 1 or 2 sites per month
☐	Sage Tank – CL2 Pump exercise, flush HP Tunnel line to Fire Access Road bridge
☐	Month end facility production meter reads
☐	CL2 units – service every Friday
☐	K-3 CL2 Analyzer- change Membrane Cap and Electrolyte (1st wk.)
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Monthly and Quarterly Sample Procedures

Sample Procedures

Contents

1. Analysis containers for samples:

Test	Container
Coli-10 (bac-T)	100 mL sealed clear plastic bottle
General Physical	square glass, green top bottle
Fluoride	½ pt. plastic

All containers are stored in metal cabinet located in Board Room side of office.

2. Samples are taken twice monthly, the first week and third week of each month. The district has six distribution zones and seven sources.

3. Quarterly samples are taken four times per year during the first month of each quarter (January, April, July, and October). These include the General Physical and Fluoride Distribution tests and are taken with the first week samples.

4. First week samples:

Distribution	System Number	PS Code	Pressure Zone
2764 Eaton Cyn Dr.	1910035	021	1
3315 Villa Knolls Dr.	1910035	020	2
3338 Barhite St.	1910035	019	3
1939 Kinneloa Cyn Rd	1910035	018	4
2351 Kinclair Dr.	1910035	022	5
2014 Windover Rd.	1910035	017	6

Source	System Number	PS Code	Pressure Zone
Kinneloa #3 Well	1910035	009	1
Eucalyptus Tunnel	1910035	003	1
Far Mesa Tunnel	1910035	005	2
Delores Tunnel	1910035	002	3

Note: If in a quarterly month, six distribution Fluoride samples and six distribution General Physical samples should be taken in addition to Coli-10 samples during first week collection.

5. Third week samples:

Distribution	System Number	PS Code	Pressure Zone
2764 Eaton Cyn Dr.	1910035	021	1
3315 Villa Knolls Dr.	1910035	020	2
3338 Barhite St.	1910035	019	3
1939 Kinneloa Cyn Rd	1910035	018	4
2351 Kinclair Dr.	1910035	022	5
2014 Windover Rd.	1910035	017	6

Source	System Number	PS Code	Pressure Zone
Hi-pressure Tunnel	1910035	007	4
House Tunnel – *out of service*	1910035	008	4
Wilcox Well	1910035	015	0

6. Chain of Custody Record must be filled out and returned with samples to lab. Eurofins and Clinical Chain of Custody Records are kept on Brian's desk in a binder. Chain of Custody sheet is to be filled out by sampler during collection.

   Eurofins
   Project Code: **1910035**
   Sample Date: **Month/Day sample was taken**
   Sample Time: **Time sample was taken**
   TAT (turnaround time): **STD**
   Analysis Type: **Coli-10** (check box next to Sample Site to be tested)
   Client Lab #: **1910035-0xx**
   Sampled By: **signature and printed name**
   Company: **Kinneloa Irrigation District**
   Date: **Day samples are taken to lab**
   Time: **Time samples were dropped off at lab**

   Note: All samples are taken to Eurofin by sampler the same day samples were taken with a Chain of Custody Record.

   Clinical Labs of San Bernardino
   Chain of Custody Records are pre-filled out

   Sampled By: **Sampler name (print)**
   Date: **Day sample was taken**
   Time: **Time sample was taken**
   Relinquished By: **Sampler name**
   Date/Time: **day and time sample was picked up**
   Received By: ***filled out by lab***
   Name and Co.: ***filled out by lab***

   Note: All samples to Clinical Labs of San Bernardino are picked up by lab upon request.
   Note: An original Chain of Custody must be copied and returned with samples. The lab keeps the original copy and signs copied Chain of Custody for K.I.D.'s record.

Note: Clinical Labs must be notified the same day samples are taken for pick-up the following day. Request pick-up after 8 am. Samples for Clinical Labs are kept in the refrigerator overnight and put in a cooler with icepack outside of office door first thing in the morning of scheduled pick-up with Chain of Custody. Any ½ pint plastic bottles for Fluoride samples and square glass bottles for General Physical samples can be pre-ordered when calling lab for pick-up. The driver will deliver them.
Note: 100 mL sample bottles for bac-T tests can be picked up at the lab. Lab representative must be notified prior if ordering sample bottles and labels.

7. Sample Site Locations
   A. Distribution Samples:

Site	Address	Tap Site Location
PZ-1	2764 Eaton Cyn. Dr.	Up walkway to the right of office
PZ-2	3315 Villa Knolls Dr.	Left of steps at the front of property
PZ-3	3338 Barhite St.	Left of first driveway just off street
PZ-4	1939 Kinneloa Cyn. Rd.	Eucalyptus Reservoir: Left of entrance to gate
PZ-5	2351 Kinclair Dr.	Sage Tank: East side of pump house at hydrant
PZ-6	2014 Windover Rd.	Vosburg Reservoir: north side of reservoir next to pump line outlet

.

   B. Source Samples:

Site	Tap Site Location
Kinneloa #3 Well	On sidewalk east of well fault door with cover to protect tap
Eucalyptus Tunnel	On west side of reservoir next to chlorine analyzer
Hi-Pressure Tunnel	At Holly Tanks site on backside of Holly East Tank
Hi-Pressure Tunnel to Sage Tank	Next to tank on north side
House Tunnel	At Holly Tanks site on backside of Holly West Tank
Wilcox Well	Inside CL2 pump house at site
Far Mesa Tunnel	At Glen Reservoir site on south side of reservoir next to chlorine analyzer
Delores Tunnel	At Vosburg Reservoir site next to reservoir access door

8. Sample Collection
   A. Coli-10 samples:
      Source and distribution form is filled out prior to sample collection. Chlorine residual measurements are taken at tap and recorded along with the time before it was taken. You do not take a sample if no or low residuals are detected. A low residual is defined as at or below 0.7 mg/L.

      All sample taps should be flushed for at least 5 minutes at 3 times the flow rate used for filling sample bottles to clear the service line before taking a sample.

      On threaded hose bibs, a special adaptor is used to control the flow of water when taking samples. On threadless hose bibs, no adapter is needed.

      When filling a Coli-10 sample bottle, set flow of water as low as possible from sample tap to avoid splash back, contaminating the sample. Very carefully fill bottle to fill line, not overflowing bottle. Cap bottle after sample is taken.

      All samples are to be transported in a clean ice chest with a frozen ice pack at all times. Ice chests are stored in metal cabinet located in Board Room side of office.

   B. General Physical samples:
      Try to fill bottle to the top. The lab tests for Taste, Odor, and Turbidity. Check sample after filling for clear sample and store in ice chest.

   C. Fluoride samples:
      Fill container near top, cap sample, and store in ice chest.

9. All bac-T samples are transported in an ice chest with a frozen ice pack to lab for drop off on the same day samples were taken.

   General Physical and Fluoride samples are kept in a refrigerator overnight until pickup by lab the next day. Do not forget to call Clinical Labs the same day the samples are collected. Pick up is always the next day. Also, order sample bottles at that time if needed.

Sample Collection-_____Week of _____20__ **SOURCE AND DISTRIBUTION TESTS TAKEN** Day/Date Collection _____

Analysis Container	P-1 2764 Eaton Cyn	P-2 3315 Villa Knolls	P-3 3338 Barhite	P-4 1939 Kin. Cyn	P-5 2351 Kinclair	P-6 2014 Windover	K-3 Well	Eucal Tunnel	Hi/Lo Tunnel	House Tunnel	Wilcox Well	Far Mesa Tunnel	Delores Tunnel
@QUANT2000 (coli) Spec 100 ml Plastic													
Cl2 Residual													
Time													
General Physical Sq. Glass-Grn. Top													
Fluoride 1/2 Pt. Plastic Take 1st wk of Jan, Apr, July, & Oct													
Arsenic 1/2 Pt. Plastic													
Nitrate 1/2 Pt. Plastic													
TTHM, HAA5 2 sm Vials													
Radon Sm glass													
Enterococcus													
Boron													
Gen Min.													
Ammonia													
Nitrate as N													
Nitrite as N													
Organic Nitrogen													

Sample Collection-_____Week of _____20__ **SOURCE AND DISTRIBUTION TESTS TAKEN** Day/Date Collection _____

Phosphorus													
TDS													
Chloride													
Sulfate													

Annual Equipment Facility Maintenance Schedule

Month	Work Description	Date Completed
Jan.		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Feb.		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Mar.		
1		
2		
3		
4		
5		
6		
7		
8		
9		

Annual Equipment Facility Maintenance Schedule

10		
Month	Work Description	Date Completed
Apr.		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
May		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
June		
1		
2		
3		
4		
5		
6		
7		

Annual Equipment Facility Maintenance Schedule

8		
9		
10		
Month	Work Description	Date Completed
Jul		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Aug		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Sept		
1		
2		
3		
4		
5		

Annual Equipment Facility Maintenance Schedule

6		
7		
8		
9		
10		
Month	Work Description	Date Completed
Oct		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Nov		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Dec		
1		
2		
3		

Annual Equipment Facility Maintenance Schedule

4		
5		
6		
7		
8		
9		
10		

Facility and Equipment Repair

Date and Facility	Work Description	Quote Amount

Kinneloa Irrigation District

HYDRANT RECORD

Kinneloa ID No._____

Location _____ L. A. Co. Fire ID No._____

Make & Model_____ In Service_____

Size of Main & Type_____ Auxiliary Valve Size & Type_____ No. of

Turns_____ Lateral Size & Type_____ No. Outlets_____ 2 1/2" _____4 1/2" Static

Pressure_____ Flow Pressure_____ Discharge_____

Connected to Grid System?_____

Give Location_____

_____

Dates Hydrant Tested_____

Remarks:_____

_____

Date	Flushed	Lube	Painted	Repair	Pentagon Nut (s)	Cap & Chain	Remarks

Date	Flushed	Lube	Painted	Repair	Pentagon Nut (s)	Cap & Chain	Remarks

Generator Instructions

Address: 1999 Kinclair Drive

Generator: Shindaiwa Kwiet Pwr 70 KVA Generator #2

Annual procedure sheet is located in orange binder. “Generator” item is filled out monthly when unit is serviced. The month, date, and operator’s initials are filled in. Additionally, hour meter start time and end time are noted along with total hours ran. Battery charger volts, terminals and cables, water, and alternator volt values are taken and recorded on procedure sheet. Engine oil is checked, is declared “ok” or added, and is noted along with engine coolant tank level. If generator is manually started, that is noted on the procedure sheet. Trailer brake fluid jack and tire pressure check are noted on procedure sheet. Any power outage durations are also noted on sheet.

Generator is run for approximately two hours a month. Most service and repairs are done by Generator Services. Note if the generator ran due to a planned or an unplanned outage for more than 2 hours. If so, the generator does not need to be ran that month. All other checks should be done. Remember, generator can be started remotely via SCADA. If ran manually, be sure to put toggle switch back to “AUTO” after it is finished running for standby mode.

Kinneloa Irrigation District **VALVE RECORD**

Location _____

Make & Model_____ In Service_____

Size of Main & Type_____ Auxilary Valve Size & Type_____ No. of Turns_____

Lateral Size & Type_____ No. Outlets_____ 2 1/2" _____4 1/2" Static Pressure_____

Flow Pressure_____ Discharge_____ Connected to Grid System?_____

Give Location_____

_____

Dates Hydrant Tested_____

Remarks:_____

_____

Date	Flushed	Lube	Painted	Repair	Pentagon Nut (s)	Cap & Chain	Remarks

Date	Flushed	Lube	Painted	Repair	Pentagon Nut (s)	Cap & Chain	Remarks

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
West Tank (2-Master Locks, 1-American Lock)				
Power Panel				
Warick Control Box				
Tank Ladder Door				
Gate				
Sage Tank (9 Master Locks)				
Generator, Pumphouse Doors				
Power Panel				
Generator Switch Panel				
CL2 Pumphouse Doors				
Fan Louver				
Flow-Lock Boxes				
Warwick Box				
Tank Ladder Door				
Gate				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Eucalyptus Res. (14-Master Locks, 1-American Lock, 1 Edison)				
Reservoir Gates				
Pump Vault Door				
CL 2 Doors				
Flow Lock Box				
CL2 Sump Pump Box				
Resv. Roof Doors				
Pump House Gates				
Meter Pit				
Elect. Main Panel				
Generator Doors				
Pump Elect. Panel				
Pump House Door – Lock				
K-3 Well (1-Edison Lock)				
CL2 Pump House Gate				
CL2 Pump House Door				
CL2 Elect Panel				
Edison Main Panel				
Remote Generator Hookup Panel				
Pump Vault Door				
Vault Pump Control Panels				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Wilcox Well (5-Master Locks, 3-American Lock)				
Pump House				
Elect. Panel				
CL2 Pump House				
Entrance Gate				
SCADA Panels				
Outside Elect. Panels				
Holly Tanks (7 Master Locks, 2-American, 1-Edison)				
SCADA Power Panel				
SCADA Battery Panel				
Tank Ladder Doors				
CL2 BLD. Door				
Flow Locks				
WaterHawk Sun Cover				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Holly Booster (5-Master Locks)				
Hour Meter Panel				
SCADA Panel				
Pump Vault Door				
Gate				
Trans. Valve (1-Master Lock)				
SCADA Power Panel				
Valve Vault Door				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
West Tank (10-Master Locks, 2-American Lock)				
Generator				
SCADA Panel				
Metal Storage Shed				
Resv Inlet Door				
Pumphouse Gate				
South Gate				
Power Panel				
Vosburg Resv. (6 Master Locks, 1-American, 1-Edison)				
Pump Power Panel				
CL2 Storage House				
Access Door South side of Resv.				
Access Hatch Roof				
SCADA Panel				
Front and Rear Gates Generator				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Glen Resv. (6-Master Locks, 1-American Lock, 1-Edison Lock)				
Pump Power Panel				
CL2 Storage House				
Access Door South side of Resv.				
Access Hatch Roof				
SCADA Panel				
Front and Rear Gates Generator				
Shaw Ranch Rd.				
Emergencey Access: 2-Master Locks				
Far Mesa Gate, Ranch Top Rd.				
1-Master Lock				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Shaw Well				
1-Master Lock				

Annual Equipment - Facility Lubrication

Mark columns with date completed

***Note: Do not lubricate black sealed master padlocks**

Facility	Padlock	Hinges	Door Locks	Notes
West Tank (2-Master Locks, 1-American Lock)				
Power Panel				
Warrick Control Box				
Tank Ladder Door				
Gate				
Sage Tank (9 Master Locks)				
Generator Doors				
Pumphouse Doors				
Power Panel				
Generator Switch Panel				
CL2 Pumphouse Doors				
Fan Louver				
Flow-Loc Boxes				
Warrick Box				
Tank Ladder Door				
Gate - grease roller wheels				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Eucalyptus Reservoir (14-Master Locks, 1-American Lock, 1 Edison)				
Reservoir Gates				
Pump Vault Door				
CL 2 Doors				
Flow-Loc Box				
CL2 Sump Pump Box				
Reservoir Roof Doors				
Pump House Gates				
Meter Pit				
Electrical Main Panel				
Generator Doors				
Pump Electrical Panel				
Pump House Door – Lock				
K-3 Well (1-Edison Lock)				
CL2 Pump House Gate				
CL2 Pump House Door				
CL2 Electrical Panel				
Edison Main Panel				
Remote Generator Hookup Panel				
Well Vault Door				
Vault Pump Control Panels				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Wilcox Well (5-Master Locks, 3-American Lock)				
Well House				
Electrical Panel				
CL2 Pump House				
Entrance Gate				
SCADA Panels				
Outside Electrical Panels				
Holly Tanks (7 Master Locks, 2-American, 1-Edison)				
SCADA Power Panel				
SCADA Battery Panel				
Tank Ladder Doors				
CL2 BLD. Door				
Flow-Locs				
WaterHawk Sun Cover				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Holly Booster (5-Master Locks)				
Hour Meter Panel				
SCADA Panel				
Pump Vault Door				
Gate				
Transfer Valve (1-Master Lock)				
SCADA Power Panel				
Cla-Val Vault Door				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Wilcox Reservoir (10-Master Locks, 2-American Lock)				
Generator				
SCADA Panel				
Metal Storage Shed				
Reservoir Inlet Door				
Pumphouse Gate				
South Gate				
Power Panel				
Vosburg Reservoir (6 Master Locks, 1-American, 1-Edison)				
Warehouse Doors				
CL2 Door				
Pump House Doors				
Pump House Power Panel				
Pump House Ladder Door				
SCE Power Panel				
Entrance Gate				
Generator				
Generator Hook-up Panel				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Glen Reservoir (6-Master Locks, 1-American Lock, 1-Edison Lock)				
Pump Power Panel				
CL2 Storage House				
Access Door South Side of Reservoir				
Access Hatch Roof (North Side)				
SCADA Panel				
Front and Rear Gates				
Generator				
Shaw Ranch Rd.				
Emergency Access: 2-Master Locks				

Annual Equipment - Facility Lubrication

Facility	Padlock	Hinges	Door Locks	Notes
Far Mesa Gate, Ranch Top Rd.				
1-Master Lock				
Shaw Well				
1-Master Lock				
Kinneloa Mesa Rd. & Country Ln. Gate				
Lube all locks & exercise KID, KMA, Sheriff, and LA County Fire Department locks				

Lubrication Checklist

Note: Do NOT lubricate Black Sealed Master Padlocks

West Tank

- ☐ 2 Master Locks
- ☐ 1 American Lock
- ☐ Power Panel
- ☐ Warrick Control Box
- ☐ Tank Ladder Door
- ☐ Gate

Sage Tank

- ☐ 9 Master Locks
- ☐ Generator Doors
- ☐ Pumphouse Doors
- ☐ Power Panel
- ☐ Generator Switch Panel
- ☐ CL2 Pumphouse Doors
- ☐ Fan Louver
- ☐ Flow-Lock Boxes
- ☐ Warrick Box
- ☐ Tank Ladder Door
- ☐ Gate (Grease Roller Wheels)

Eucalyptus Reservoir

- ☐ 14 Master Locks
- ☐ 1 American Lock
- ☐ 1 Edison Lock
- ☐ Reservoir Gates
- ☐ Pump Vault Door
- ☐ CL 2 Doors
- ☐ Flow Lock Box
- ☐ CL2 Sump Pump Box
- ☐ Reservoir Roof Doors
- ☐ Pump House Gates
- ☐ Meter Pit
- ☐ Electrical Main Panel
- ☐ Generator Doors
- ☐ Pump Electrical Panel
- ☐ Pump House Door – Lock

K-3 Well

- 1 Edison Lock
- CL2 Pump House Gate
- CL2 Pump House Door
- CL2 Electrical Panel
- Edison Main Panel
- Remote Generator Hookup Panel
- Pump Vault Door
- Vault Pump Control Panels

Wilcox Well

- 5 Master Locks
- 3 American Locks
- Well House
- Electrical Panel
- CL2 Pump House
- Entrance Gate
- SCADA Panels
- Outside Electrical Panels

Holly Tanks

- 7 Master Locks
- 2 American Locks
- 1 Edison Lock
- SCADA Power Panel
- SCADA Battery Panel
- Tank Ladder Doors
- CL2 Building Door
- Flow Locs
- WaterHawk Sun Cover

Holly Booster

- 5 Master Locks
- Hour Meter Panel
- SCADA Panel
- Pump Vault Door
- Gate

Transfer Valve

- ☐ 1 Master Lock
- ☐ SCADA Power Panel
- ☐ Cla-Val Vault Door

Wilcox Reservoir

- ☐ 10 Master Locks
- ☐ 2 American Locks
- ☐ Generator
- ☐ SCADA Panel
- ☐ Metal Storage Shed
- ☐ Reservoir Inlet Door
- ☐ Pumphouse Gate
- ☐ South Gate
- ☐ Power Panel

Vosburg Reservoir

- ☐ 8 Master Locks
- ☐ 4 American Locks
- ☐ 2 Edison Locks
- ☐ Warehouse Doors
- ☐ CL2 Door
- ☐ Pumphouse Doors
- ☐ Pumphouse Power Panel
- ☐ Pumphouse Ladder Door
- ☐ SCE Power Panel
- ☐ Entrance Gate
- ☐ Generator
- ☐ Generator Hook-up Panel

Glen Reservoir

- ☐ 6 Master Locks
- ☐ 1 American Lock
- ☐ 1 Edison Lock
- ☐ Pump Power Panel
- ☐ CL2 Storage House
- ☐ Access Door South side of Reservoir
- ☐ Access Hatch Roof (North Side)
- ☐ SCADA Panel
- ☐ Front and Rear Gates
- ☐ Generator

Shaw Ranch Rd.

- ☐ Emergency Access: 2 Master Locks

Far Mesa Gate, Ranch Top Rd.

- ☐ 1 Master Lock

Shaw Well

- ☐ 1 Master Lock

Kinneloa Mesa Rd. & Country Ln. Gate

- ☐ All Locks
  **Exercise KID, KMA, Sheriff, and LA County Fire Department Locks

Site _____ Month/Yr _____

Opr./Day									Comments
1									
2									
3									
4									
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30									

Site _____ Month/Yr _____

31									

Month/Yr _____

Site: K-3 VAULT
Exhaust Fan - CL2 Analyzer - H20 Cooling System

Opr./Day	CL2 ANALYZER MEMBRANE CAP CHANGE	ANALYZER ZEROED	ANALYZER SCALED	ANALYZER CLEAR BLOCK - REPLACED AND ACID WASHED	ANALYZER H2O INLET PRESSURE 25 PSI IS LOW	H2O INLET Y-FILTER FLUSHED	H2O INLET Y-FILTER CHANGED & CLEANED	K-3 COOLING SYS - WELL ON INLET PRESS.	K-3 H2O COOLING SYS - METER READING - CCF	K-3 H2O COOLING SYS - USAGE CCF	K-3 H2O COOLING SYS - WELL ON FLOW CFM	K-3 VAULT EXHAUST FAN BELT TENSION	K-3 VAULT EXHAUST FAN BEARINGS LUBRICATE EVERY 6 MONTHS	Comments
1														
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Site: K-3 VAULT

Month/Yr _____

Exhaust Fan - CL2 Analyzer - H20 Cooling System

31														

Site: VOSBURG CL2

Month/Yr _____

Opr./Day	CL2 & EYEWASH INLET H20 PRESS	EYE WASH FLUSHED 1X	CL2 GENR ACID WASH EVERY 800 TO 1000 HRS	CL2 GENR COOLING FAN FILTER CLEANED/REPLACED	CL2 ANALYZER MEMBRANE CAP CHANGED	ANALYZER ZEROED 1X	ANALYZER SPANNED 1X	CL2 PUMP TUBING-COMP NUTS-DISCHG VALVES-SNUGGED 1X	DOSING HEAD SCREWS - SNUGGED 1X	CHECK FOR CL2 LEAKS/REPAIR WEEKLY	ANALYZER BLOCK REPLACED & ACID WASHED	CL2 GENR FLANGE BOLTS/UNIONS SNUGGED	COMMENTS
1													
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Site: VOSBURG CL2

Month/Yr _____

31													

Site: K-3 CL2 BUILDING

Month/Yr _____

Opr./Day	CL2 GENR H2O INLET PRESS	EYE WASH FLUSHED ONCE PER MONTH	CL2 PUMP TUBING/HOSE - COMP NUTS - SNUGGED - ONCE PER MONTH	DAY TANK - OPERATE VALVES - ONCE PER MONTH	WATER SOFTENER - CHECK TIMER FOR CORRECT OPERATION/MANUALLY ACTIVATE	CL2 GENR ACID WASH - EVERY 1000 HOURS	CL2 GENR FLANGE BOLTS - SNUGGED EVERY 1000 HOURS	CL2 GENR CABINET COOLING FAN/FILTER - DAILY - CLEAN FILTER ONCE PER MONTH	CL2 GENR CHECK OUT FLOW - ONCE PER MONTH - REF. 480 MI	LMI STAND BY PUMP - OPERATE ONCE PER MONTH	Comments
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Site: K-3 CL2 BUILDING

Month/Yr _____

31											

Site: HOLLY CL2

Month/Yr _____

Opr./Day	INLET H2O PRESS.	EYE WASH FLUSHED	CL2 GENR ACID WASH EVERY 800 TO 1000 HRS OR	CL2 GENR COOLING FAN FILTER CLEANED/REPLACED	CL2 ANALYZER MEMBRANE CAP CHANGE	CL2 ANALYZER ZEROED	CL2 ANALYZER SPANNED	CL2 PUMP TUBING-COMP NUTS-DISCHG VALVES-SNUGGED	CL2 PUMP DOSING HEAD SCREWS - SNUGGED	CHECK FOR CL2 LEAKS/REPAIR	CL2 ANALYZER BLOCK REPLACED & ACID WASHED	CL2 GENR FLANGE BOLTS/UNIONS - SNUGGED	COMMENTS
1													
2													
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Site: HOLLY CL2

Month/Yr _____

31													

Site: GLEN CL2

Month/Yr _____

Opr./Day	CL2 INLET H2O PRESS.	EYE WASH FLUSHED			CL2 ANALYZER MEMBRANE CAP CHANGE	CL2 ANALYZER ZEROED	CL2 ANALYZER SPANNED	CL2 PUMP TUBING-COMP NUTS-DISCHG VALVES-SNUGGED	CL2 PUMP DOSING HEAD SCREWS - SNUGGED	CHECK FOR CL2 LEAKS/REPAIR	CL2 ANALYZER BLOCK REPLACED & ACID WASHED	COMMENTS
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Site: GLEN CL2

Month/Yr _____

31												

Service Record - VFD Cooling Fans and Filters

Month/Year _____

Fan Motors rated at 40,000 hrs.

Opr./Day	Used Filters Installed	Fan Motors Cleaned	New Filter Installed	Door Fans	Filter Blockage	A/C T-Stat	A/C Output Temp	Comments
1								
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Service Record - VFD Cooling Fans and Filters

Month/Year _____

Fan Motors rated at 40,000 hrs.

31								

K-3 Well Acid Clean CL2

Preparing acid solution: In 5-gallon bucket, add ½ gallon muriatic acid to 4 gallons of fresh water. Wear safety glasses and gloves.

1. On generator touch panel, press F-2 to disable for acid wash.
2. Open valve to drain cell. Valve is located at bottom of cell.
3. Remove level switch on top of cell. Place garden hose in top of cell. Flush with water until water runs clear from cell drain. Then, remove hose and close drain valve.
4. Remove black tube from both salt and fresh water bellows.
5. Using the spare piece of black tubing, attach one end to the freshwater bellows and the other end into 5-gallon bucket of acid solution. Leave black tubing to salt bellows disconnected.
6. Close valve from solution fill line to day tanks. Take clean tubing from solution test port valve and install end into open valve of 5-gallon bucket.
7. Add acid solution to 500mL plastic beaker. Set level switch in solution to acid clean float. When switch is clean, empty solution from beaker into 5-gallon bucket of acid solution. Then fill beaker with fresh water. Set float in beaker to clean.
8. Remove float switch from beaker of fresh water so float drops.
9. On generator touch panel, press F-5 to fill cell. Bellows pump will start up and pump acid solution from 5-gallon bucket into cell. Fill cell to full and until acid solution starts to drain through test port valve down clear tube into 5-gallon acid solution bucket by setting float switch into 500mL beaker of fresh water you can stop bellows pump and you can lift switch out of beaker to start bellow pump.
10. Once cell is full, you can stop filling process and let solution sit in cell for 15-20 minutes. Then, start filling process to replace spent solution. Continue until no reaction in cell is visible from cell sight glass.
11. On touch screen, press F-2 to disable.
12. Open valve to drain cell. Place hose into top of cell. Flush cell with fresh water until water drains clean from cell. Remove hose. Do not close drain valve yet.
13. Install float switch back on cell. Remove tubing from solution bucket and bellow pump. Install salt and water tubing to bellows.
14. On touch screen, press F-5 to fill cell. After 5 minutes, close cell drain valve, open solution valve to day tanks, and close valve to test port. Continue to fill cell until generator shuts off bellows and shows full on screen.
15. Install lid to solution bucket and return to rear of building.
16. On touch screen, press F-2 to enable and start generator. Press F-3 then the #3 to show amperage and voltage.

K-3 Well Acid Clean Button Function Cheat Sheet

F1……START
F2……DISABLE/ENABLE
F3……CELL MENU
F4……SPP
F5……CELL FILL

East Tank De-Water Procedure

Planned Maintenance East Tank De-Water Procedure:

1. On SCADA computer on West Tank Site:

   LEAD pump @ 18.0 ft off and 15.0 ft on
   LAG pump @ 12.0 ft on and 11.0 ft off
   High level alarm @ East Tank, 22.20 ft
   Low level @ 12.50 ft

2. Pump levels from Sage Tank to West Tank:

   LEAD pump @ 18.0 ft off and 15.00 ft on
   LAG pump @ 11.0 ft off and 9.0 ft on
   High level alarm @ West Tank, 22.20 ft
   Low level @ 17.00 ft
   West Tank Flo-Loc @ high level, 21.0 ft
   low level, 14.50 ft

3. Open Delay 0.

4. With pipeline mode selector in normal mode, Vosburg Reservoir to East Tank:

   LEAD pump @ Vosburg @ 18.0 ft off and 15.0 ft on
   LAG pump @ 12.0 ft off and 11.0 ft on
   High level alarm @ 17.0 ft with mode selector in normal position.

5. Pump level setting from Sage Tank to West Tank:

   LEAD pump 21.8 ft off and 18.0 ft on
   LAG pump 11.0 ft off and 9.0 ft on
   High level alarm @ West Tank, 22.20 ft
   Low level alarm @17.0 ft
   West Tank Flo-Loc @ high level, 21.0 ft
   low level, 18.0 ft (dead band 0.20 ft)

6. At Vosburg Reservoir, site screen clocks off for booster pumps:

   LEAD pump @ 11.0 ft off and 9.0 ft on
   LAG pump @ 8.0 ft off and 7.0 ft on
   Low level at East Tank: 8.0 ft
   High level: 22.0 ft

7. At Sage Tank, pumps on clock:

    LEAD pump @ 21.50 ft off and 18.0 ft on
    LAG pump @ 18.0 ft off and 16.0 ft on
    Low level alarm @ 17.0 ft

8. 12” butterfly valve closed @ Villa Heights Rd & Villa Heights extension

Day before cleanout:

1. Pumping levels lowered at Vosburg Booster to East Tank:

    LEAD pump at Vosburg @ 4.0 ft off and 2.0 ft on
    LAG pump @ 4.0 ft off and 1.0 ft on
    Lower tank level alarm @ East: 0.5 ft above lag turn on level

2. Draining East Tank (one operator needed at the 12” valve in Villa Heights and one operator needed at East Tank site):

a. Open 12” valve (first, call operator at West Tank).
b. Go to “LOCAL” at Flo-Loc and close valve.
c. Remove Flo-Loc mark valve square. Count number of turns to fully closed valve and open 3” drain valve to empty tank.

Sage Tank De-Water Procedure

Sage Tank De-Water Procedure

1. At Sage Site, shut off MOA switches to #1 and #2 pumps.
2. Close 8" butterfly pump station inlet valve on side of tank and lock-out.
3. Take FLO LOC key and turn FLO LOC to "LOCAL" position and close valve using toggle switch. If valve is closed, no need to close it. In "LOCAL" valve will stay closed.
4. In concrete deck in front of pump house, open Holly inlet valve. The lid is painted red.
   Note: Holly inlet valve is usually closed in normal operation.
   Note: Opening Holly inlet valve floods pump inlet so pump can pump to EAST-WEST zone.
5. Turn pump #1 and #2 MOA switches to "AUTO" position.
6. On SCADA at the Office, go to Sage Site screen. Change low level alarm at Sage to 3.0 ft. On Sage Site screen, change FLO LOC settings.
7. At Sage Site, go to the breaker panel and shut off switch to WARRICK probes. Next go to WARRICK panel on side of tank. Take #7 wire and move to #8 wire on low level relay.

Sage Tank SCADA at Office

1. Set FLO LOC settings for Sage and Holly.
2. Reset Sage level alarms

Sage FLOLOC Settings	
Holly – West Hi	13.0 to 3.0
Holly – West Lo	12.0 to 2.0
Holly – East Hi	17.0 to 7.0
Holly – East Lo	16.0 to 6.0
Sage Tank Hi	21.5 to 4.0
Sage Tank Lo	20.5 to 3.0

Sage Tank Back in Service

1. At Sage Site, shut off #1 and #2 pump.
2. Close Holly inlet valve in concrete deck.
3. Open 8" butterfly valve pump station inlet valve on side of tank and lock-out.
4. Take FLO-LOC from "LOCAL" to "REMOTE".
5. Turn #1 and #2 pump to auto.
6. Turn off breaker to probes at panel.
7. At WARRICK panel on tank, remove #7 wire from #8 terminal and install back to #7 terminal on relay.
8. Turn breaker power back on to probes.

West Tank
January, February, or March Procedure

Procedural sheet is for January, February, or March only.
Start 2 weeks before scheduled washout date.
Washout is always scheduled for Tuesdays, because Mondays are for final draining and Wednesdays and Thursdays are for Coli-10s.

Advisory note: situational awareness is required for the following procedure to work safely.

1. Change "Pipeline Mode" to "West"
2. Change "West Flo Loc" setpoints to open butterfly valve **if and only if** East Tank level is at or below 17.0 ft., continue to lower to 10 ft.
3. Change "East Flo Loc" setpoints to close gate valve and keep closed as West Tank level drops. When East reaches 11.0 ft., go to tank and manually close.
4. Booster Setpoints – Lower Sage and Vosburg boosters Lead and Lag setpoints to maintain readiness, but keep boosters from running. The setpoint levels should be high enough to turn boosters on if a fire hydrant is open.
5. Reduce booster setpoints daily until West Tank level reaches 8 ft. of water remaining.
6. On the Friday before the scheduled tank washout, lower all booster set points, Lead pump to 4.0 ft. and 3.5 ft., Lag boosters to 3.5 ft., and 3.0 ft. (top of inlet/outlet is 32 inches (2.66 ft.) above the floor)
7. On the following Monday, go to West and East Tanks at the same time (2 operators required).
   A. Open East Tank 8" gate valve ¾ turn, then install Flo-Loc actuator. When ready to open, call #2 operator and have West Flo-Loc put into "Local" position and start closing. At the same time #1 operator will open East Tank Flo-Loc with key in "Local" position. Once East Tank valve is open, switch to "Remote" position and confirm valve does not go closed.
   B. When West Flo-Loc is closed, remove actuator and close butterfly valve manually until it stops. Count the turns to complete closure and write on inlet pipe. This is normally 1 turn.
   C. West Tank – Go to Doggy Door and unlock 4" drain valve. Open valve 4 to 8 turns. Do not overflow curb face opposite of valve location.
   D. Pipeline Mode to "East" – Vosburg Booster setpoints – change LEAD pump START setpoint to 18.0 ft. and SHUT OFF setpoint to 22.0 ft. Confirm TOU clocks are disabled on all pumps. Refill East Tank to full and make any system changes to keep Vosburg Reservoir between 11.8 ft. to 12.3 ft. during the East Tank Refill Process.
   E. When East Tank is full increase all other setpoints to Vosburg LAG booster and Sage LEAD and LAG boosters. Set a ½ ft. separation so boosters start in the following order: Vosburg LEAD, then Sage LEAD, then Vosburg LAG, and finally Sage LAG.

West Tank Refill Procedure

Before starting fill procedure, make sure you are aware of the status of ALL other facilities – levels, time clocks, and possible impacts the following steps will cause.
Vosburg Boosters – "HOA" switches should all be in AUTO position with correct set points to cause start up when filling East Tank.

AT THE OFFICE, make the following changes to SCADA computer before going to West Tank:

Note**:** Before making any changes to SCADA computer, write down existing facility names with existing set points and active TOU clocks.

a. Eucalyptus Booster set points for Holly Tanks. Change to current level in Holly Tanks with 1 ft separation between **START** and **STOP** for **LEAD** pump and 1.2 ft for **LAG** pump. Shut off levels should be the same for both **LEAD and LAG**. **Disable** all clocks for all boosters (#1, #2, and #3)
b. K-3 Well TOU clock(s) – **Disable** all clocks and double check set points.
c. Transfer Valve set points for Vosburg Reservoir – change to current water level with 0.1 ft separation for START and STOP. Do not use Glen and Wilcox Reservoir Boosters. **Disable** TOU clock(s).
d. Sage Boosters – change both "HOA" switches from "Auto" to "Off".

West Tank Refill Procedure

1. **GO TO WEST TANK** and open 12" butterfly valve slowly to full open and wait until water level rises to 1.5 ft (use on site indicator). Do not use FLO-LOC actuator.
   Note: Open valve 10 turns and wait 5 minutes for East Tank to catch up. Open valve another 10 turns and wait 5 minutes. Continue this procedure until valve is fully open.
2. Go to Sage Tank/Booster and turn #1 booster "HOA" switch to "Hand" position and wait until flow is showing on water meter.
3. At Sage Site, go into street and close street valve located below site driveway, this will be the up hill valve of the valve tree. Valve closure will isolate Sage and West Tank sites from the East Tank system feeding from Crystal Lane.
4. Go back into Sage Booster Station and turn (#2) booster "HOA" switch to the "Hand" position. With both boosters running, check the touch panel and review other sites. Return to West Tank and check for leaks.
5. When West Tank reaches 20.0 ft, turn off (#2) Sage Booster and set "HOA" to Auto.
6. At Sage Site, go back into street and open valve that was previously **CLOSED**.
7. Go to West Tank and close 12" butterfly valve completely by hand. Do not use FLO-LOC actuator.
8. Return to Sage Tank and shut off pump and set "HOA" to Auto. #2 booster off.
9. Return to Office and return all settings to original numbers. Activate all TOU clocks previously turned off. Return any other changes made to their previous settings on the SCADA computer. Wait until all bacterial tests are negative before putting West Tank in service. **THERE ARE NO EXCEPTIONS.**

Wilcox Well Startup and Shutdown Procedures

Startup Procedure

1. Close 8” gate valve at Wilcox Reservoir. Valve is located around 25’ east of driveway entrance to Wilcox Reservoir, in front of City of Pasadena interconnection box. Of the two valves, it is the valve closest to the driveway.

2. Open 8” gate valve that feeds the 3” pump valve in wash. It takes 1-2 turns to open. The valve is located at main line pipe crossing at wash.

3. At office, on SCADA, open **PCIC/PSV** screen and take the PSV mode selector switch to **PCIC – WILCOX WELL** position and wait until the Wilcox waste valve goes from “Closed” to “Open” and Wilcox PSV turns blue and well button blinks green. Note: check <u>On</u> and <u>Off</u> levels for pump and level at Wilcox Reservoir.

4. On SCADA, go to Wilcox Well screen and turn HOA switch to auto position. Note: HOA switch is off at well site. It shows M on HOA switch on site screen.

5. At Wilcox Well site, take HOA pump switch to auto. In chlorine shed, turn power supply on. (Note: power supply needs to be on for LMI pump to work). After well startup and dump cycle, check flow on main line meter. Check amber run light next to meter, LMI pump for running, and CL2 residuals at site.

6. Check turbine oil tank and drip flow rate. Fill and set drip as needed (5 drips every 30 seconds).

Shutdown Procedure

1. On SCADA, go to Wilcox Well site screen and turn HOA switch to off. Wait until well shuts off.

2. On SCADA, go to PCIC site screen. Take HOA switch from **PCIC – WILCOX WELL** to **EUCALYPTUS**.

3. Go to Wilcox Reservoir 8” dump valve at wash and close. Then, go to 8” gate valve at Wilcox Reservoir driveway and open slowly until fully open.

4. Go to Wilcox Well site and turn pump HOA switch to Off. In chlorine shed, turn power supply Off.

Transponder Data Retrieval Instructions Draft

1. Log into computer that has ORION Endpoint Utility software.
2. Click on ORION Endpoint Utility icon on desktop
3. Enter your 3 initials and then click OK
4. Line up infrared scanner with transponder infrared output on bottom of transponder.
5. On the left-hand side of the screen, click on 3rd option down called Profile Extraction.
6. On the Profile Extraction screen, click Initial Read*
7. Click Extract Profile Data (When extracting data from multiple transponders. Otherwise, go to Step 8)
8. Select 100 cubic feet
9. On the dropdown menu for number of days, select All
10. Click Read Data**
11. Save Data
12. OK
13. Verify data was imported by selecting + symbol next to the correct transponder number in the pane on the left and then click on the imported data with today's date.
14. Repeat steps 4-11 as needed when extracting data from multiple transponders.

*Troubleshoot: If the initial read fails, either the IR scanner is obstructed by dirt or by the wire, or the battery is completely dead. If the battery is completely dead, then the data is irretrievable.

**Troubleshoot: If no data is extracted, check to see if IR scanner is aligned correctly and try Step 10 again. If IR scanner is aligned correctly and there are no wires obstructing the scanner, then data is irretrievable.

KINNELOA IRRIGATION DISTRICT
SPECIAL DISTRICT • PUBLIC WATER AGENCY
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TELEPHONE (626) 797-6295 • FAX (626) 794-5552
WEBSITE: kinneloairrigationdistrict.info

Memo

Date: October 14, 2021

To: Board of Directors

From: Mel Matthews

Subject: System Maps Update Project

Chris Burt and Michele Ferrell have provided the following estimated costs for updating the system maps:

- S.A Associates 40hrs @ $105.00 per/hr= $4200.00
- Engineer 5hrs @ $165.00 per/hr= $825.00
- 20 pages @ $.30 per/ sheet = $6.00
- 2 new system books @ approximately $40.00 each= $80.00
- Total Cost: $5111.00
- Completion date is approximately mid to end of November subject to the availability of SA Associates personnel and the scheduling of both initial appointment and completion.

Chris and Michele would be working with SA Associates so that the total cost of the project would be increased by their salaries during the project. For comparison, I got a quote from Water Talent for an engineer to oversee the project. That rate is $139/hr.

RESOLUTION 2021-10-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT FORMALIZING THE CUSTOMER OUTREACH INITIATIVES

WHEREAS this District has previously conducted customer outreach and public relations on an informal basis managed by the General Manager; and

WHEREAS the Board wishes to formalize this effort using outside resources if needed.

NOW THEREFORE, IT IS RESOLVED that the Board acknowledges that the following outreach initiatives are important in achieving effective communications with our customers and the public:

Capital Projects

- Letters to customers impacted by major capital improvement projects prior to bidding to explain the need for the project and the anticipated duration for completing the project
- Meeting(s) with homeowners' associations and other neighborhood groups that are impacted
- A second letter, briefer in content after the contract has been awarded and 30 days before the estimated start date for the project
- A third and final letter 5-7 days prior to the anticipated start date of the project

Newsletters

- Regularly paced newsletters to highlight District activities and projects, profiles of KID staff and directors and topics suggested by the Board or General Manager
- Distribution will be by electronic and/or printed means as well as posting on the District's website and Facebook or other social media
- Preparation by General Manager and KID staff and/or by using outside professional resources

Website, Social Media and Email

- Continue to use the District's website, social media and email as an effective outreach tool
- Use outside professional resources if necessary to maximize the impact

Homeowners' Associations and Neighborhood Groups

- Prepare a master list of homeowners' associations and neighborhood groups so that the General Manager and Directors can make regular and appropriate contact as ambassadors to our neighbors

RESOLVED FURTHER, that the General Manager is directed to insert additional items in the existing internal checklists to assure that these outreach objectives are carried out by the staff and/or outside professional resources.

PASSED, APPROVED AND ADOPTED THIS NINETEENTH DAY OF OCTOBER 2021.

SIGNED: _____
Chair

ATTEST: _____
Secretary