

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, February 15, 2022  
3:00 P.M.

## AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and the Governor's Executive Orders N-25-20 (Mar. 12, 2020), N-29-20 (Mar. 17, 2020), N-08-21 (Jun. 11, 2021) and AB 361 which waive the Brown Act provisions found in Govt. Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting and allow teleconferencing. Face coverings are required for attendance at the office. Public comment may be made in person or submitted via email to [kinneloa@outlook.com](mailto:kinneloa@outlook.com) prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:

<https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 812 5951 6263

Passcode: 087344

**1. CALL TO ORDER – 3:00 P.M.**

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

**2. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICER(S) –**

*Recommended Action: Conduct election per the following procedure per Article 4.03 of the Kinneloa Irrigation District's Rules and Regulations*

**BOARD OFFICER ELECTION PROCEDURE**

Officers will be nominated and elected individually, not as a "slate." The procedure is as follows:

- a. The Chairman calls for nominations for the office of Chairman, Secretary or Treasurer
- b. A candidate is nominated.
- c. The nomination is seconded. If a second is not received, the nomination dies.
- d. The Chairman then asks if there are other nominations.
- e. All other nominations (if any) are received and seconded.
- f. The Chairman then calls for a vote and announces the results.
- g. The same procedure is followed for the other officers as needed.

**3. RESOLUTION 2020-02-15 RECOGNITION AND APPRECIATION OF SERVICE BY TIMOTHY ELDRIDGE –**

*Recommended Action: Approve resolution*

**4. 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)

**5. REVIEW OF MINUTES –** January 18, 2022

*Recommended Action: Review and approve motion to file*

- 6. REVIEW OF FINANCIAL REPORTS – January 31, 2022**  
*Recommended Action: Review and approve motion to file*
- 7. GENERAL MANAGER’S REPORT – Information item presented by the General Manager**  
*Recommended Action: General Manager to summarize the report and respond to questions*
- 8. SYSTEM MAP UPDATE PROJECT – Status report**
- 9. CUSTOMER OUTREACH PROJECT – Proposed demographic survey**
- 10. DELEGATION OF AUTHORITY BY THE GENERAL MANAGER –**  
*Recommended Action: Review and discuss documents prepared by the General Manager*
- 11. COMMITTEE ASSIGNMENTS –**  
*Recommended Action: Review General Manager’s memo and current ad hoc committees and current assignments, discuss options and make changes if required*
- 12. RESOLUTION 2022-02-15a – Board to decide whether to extend the resolution 2022-01-18 authorizing teleconferencing during the COVID pandemic and waive certain provisions of the Brown Act as permitted by AB 361**  
*Recommended Action: Discuss the extension and request motion to approve*
- 13. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e): Title: General Manager**
- 14. REPORT ON CLOSED SESSION**
- 15. DIRECTOR REQUESTS**
- 16. 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.
- 17. CALENDAR – March 15, 2022    April 19, 2022    May 17, 2022**
- 18. ADJOURNMENT**

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

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**RESOLUTION 2022-02-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT EXPRESSING APPRECIATION TO TIMOTHY ELDRIDGE FOR HIS SERVICE**

**WHEREAS** Timothy Eldridge has served with great distinction on the Board of Directors of the Kinneloa Irrigation District since July 20, 2010; and

**WHEREAS** throughout his eleven years of service, Mr. Eldridge has devoted countless hours to ensure the success and sustainability of The Kinneloa Irrigation District and has been a resource for the Kinneloa Irrigation District’s mission to provide a safe and reliable source of water for our customers; and

**WHEREAS** Mr. Eldridge has served as Secretary of the Board from 2012 to 2013 and again from 2015 to 2019 and again in 2021, addressing major challenges when his leadership was critical; and

**WHEREAS** the Board wishes to formally recognize the dedication, outstanding judgment, leadership and deep commitment Mr. Eldridge has brought to the Board.

**NOW THEREFORE BE IT RESOLVED that** the Board of Directors of the Kinneloa Irrigation District hereby expresses its appreciation to Timothy Eldridge for his dedicated and distinguished service as a Director and Secretary of the Kinneloa Irrigation District, and

**PASSED, APPROVED AND ADOPTED THE FIFTEENTH DAY OF FEBRUARY 2022.**

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

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

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, January 18, 2021, 3:00 P.M.  
**MINUTES**

The meeting was conducted 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 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): Gordon Johnson, Gerrie Kilburn & David Moritz  
  
(Zoom): Tim Eldridge & Stephen Brown

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon, Field Staff; Chris Burt and Michele Ferrell

**PUBLIC PRESENT:** (Zoom): Don Whitson, John Soulliere, and Lenny Sczechowicz of Subeca & Meryl Eldridge

**1. CALL TO ORDER:**

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

**1a. RESOLUTION 2022-01-18 – Emergency Resolution to authorize teleconference meetings pursuant to the Ralph M. Brown Act.**

Director Johnson explained that the Resolution had been added to the agenda and would authorize Directors Tim Eldridge and Stephen Brown to participate remotely in the meeting as full voting members. Director Kilburn motioned to adopt Resolution 2022-01-18 and was seconded by Director Moritz. Director Johnson conducted a roll call vote. Directors Johnson, Kilburn and Moritz voted *Aye*

**2. PUBLIC COMMENT:** None

**3. REVIEW OF MINUTES:**

Director Moritz motioned to approve the **November 16, 2021**, Minutes for filing with indicated revisions and was seconded by Director Brown. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted *Aye*

Director Moritz motioned to approve the **December 21, 2021**, Minutes for filing with indicated revisions and was seconded by Director Brown. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted *Aye*

**4. REVIEW OF FINANCIAL REPORTS:**

Director Moritz reviewed the Financial Reports. Discussion ensued and several questions about data variances were raised. The General Manager agreed to further review. Director Kilburn motioned to approve the financial reports for filing and was seconded by Director Moritz. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted *Aye*

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

The General Manager presented his report. In addition to the items contained therein, three additional issues were discussed.

The first issue related to the ongoing work of outside vendor John Robinson on his review and evaluation of the KID's 2018 Water Master Plan. At a meeting on January 14, 2022, with KID staff and Director Brown, John Robinson outlined the schedule of work for the project that would be initial draft of results back to the Board on or about February 14, review, and comments on or about February 28, and final report on or about March 31, 2022. During that meeting, Robinson suggested that the development of an asset inventory and history would be a useful addition in the assessment of KID vulnerabilities and that this work could be done by an intern working under the direction of KID staff. An additional topic discussed involved the possibility of utilizing Robinson's knowledge of federal, state, and regional grant funding that may be of interest to the KID in future related endeavors.

The second issue raised involved the status of Map Update Project underway involving KID staff and SA Associates. KID staff indicated that the expected completion date for this project is now by the end of March 2022.

The third and final issue involved the status of the Brown-Glen Pipeline Replacement Project. The GM reported that the outside vendor, Civiltec, is currently evaluating alternative locations for the pressure sensing valve.

**6. PROCEDURE FOR APPROVAL OF EXPENSE REPORTS:**

The General Manager presented a revised Kinneloa Irrigation District Expense Report to facilitate discussion of this item.

*Discussion Outcome:*

*Director Johnson clarified that the final sentence in the expense report Memo should be edited to be read as, "reimbursement forms for Board members and General Manager will be signed by the Chair and Treasurer in addition..."*

**7. DELEGATION OF AUTHORITY:**

Director Johnson explained this item was on the agenda as a consequence of the KID's Goals and Objectives for 2021-22.

The General Manager presented a proposed draft of Delegation of Authority. The General Manager explained this document outlines the responsibilities and procedures to be taken in the General Manager's absence from the District. The document, as presented, identified vendors to contact in the event of a technological interruptions, identified the on-call Facilities Operator as having primary responsibility to respond during emergency

situations in the field and identified the Office Manager as having authority to take charge until the General Manager returns to the District or is otherwise able to resume duties.

Director Johnson began the discussion by noting that this issue was a recurring one from the perspective of the Board and that there were two primary concerns. One was that the Board desired a clearly delineated line of authority when the General Manager was absent from the District either for KID business, on vacation, or otherwise unable to fulfill the duties of General Manager. Secondly, the Board wanted to be notified in a timely manner when either of the above situations occurred and who the designated person in charge was.

A robust discussion ensued between the Board and the General Manager covering a multitude of related topics.

*Discussion Outcome:*

*Due to the disconnect between what the Board is looking for and what the General Manager proffered in the original draft, the latter agreed to revisit the issue and prepare a revised second draft. The General Manager requested that the Board provide additional criteria for guidance in preparation of this and any subsequent drafts, which the Board agreed to try and develop. It was agreed that this agenda item deserved additional discussion with input from the Directors as well as the General Manager.*

**8. COMMITTEE ASSIGNMENTS:**

The General Manager presented a memo describing the difference between standing and ad hoc committees as well as articulating which currently existed and pointed out that the Board has never established standing committees for recurring subject matters. The General Manager opined that while a final decision between standing versus ad hoc committees was up to the sole discretion of the Board, the recommendation is that the Board may wish to further consider the matter especially in light of Brown Act requirements relative to committees. The General Manager also urged the Board to consider revisiting the personnel on the current ad committees with an eye toward rotational assignments.

Director Johnson observed that the committees have already been designated and he believed the topic should be revisited when Chairman Eldridge and others were able to attend a Board meeting in person

*Discussion Outcome:*

*Place item on agenda for February meeting*

**9. KINNELOA'S IRRIGATION DISTRICT'S GOALS AND OBJECTIVES FOR 2022:**

Director Johnson explained the purpose of the item on this agenda was driven by the General Counsel's recommendation that the current Goals and Objectives for the KID be formally adopted by the Board so discussion of them occur in subsequent public meetings. Director Johnson made it clear that this is distinct from any review of the General Manager's performance.

Director Johnson suggested adopting the goals and objectives currently in place with the knowledge that the Goals and Objectives will be updated in April or May of 2022. Concurrently, the General Manager's performance review will be issued and his goals and objectives for the next year will be updated.

*Discussion Outcome:*

*Director Brown motioned to adopt the Goals and Objectives currently in place and was seconded by Director Moritz. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted Aye*

**10. ADVANCED METER INFRASTRUCTURE (AMI) PROJECT:**

The GM presented the AMI project and related price quotation from the outside vendor, Subeca, for final approval by the Board. The AMI project quotation provides for final installation and integration of the Subeca meter reading system throughout the District.

The GM observed that a key driver for this project was the ability of the new system to afford KID customers with greater transparency and real time monitoring of their water usage on an hourly, daily, monthly, or yearly basis at their discretion. Inherent in this new transparency could be, depending on the degree of customer interface with the installed system, a more immediate indication of water leakage on their property. The GM reiterated that the current procedure of KID staff notifying customers of potential leaks based on their (KID staff) monitoring of individual customer usage would continue as well. An additional benefit from installation of the AMI project would be the cost savings related to the reallocation of staff time and resources no longer needed to physically read individual meters in the field.

Timing for installation of the AMI system was still to be determined and dependent upon various physical and supply chain factors but that this could be done within a matter of only several months. Billing by Subeca to the KID would be dependent upon the actual number of installations made and not a lump sum due at once.

The embrace of the new Subeca system by KID customers, an issue of critical importance to the Board, was discussed. To that end, Subeca representatives highlighted their commitment to customer satisfaction by making available video tutorials on customer usage, compatibility with various smart phone platforms, and the training of KID staff with the new system to ensure overall effectiveness. Finally, highlighting of the AMI system in upcoming KID newsletters to customers will be another means of communicating the benefits.

Director Kilburn inquired as to whether the District could be vulnerable to legal action by the customer if, after introduction of this new system and its capabilities, the District fails to timely identify a leak. The GM observed that current law makes the District responsible for delivery of water up to the meter and that anything beyond that point remains the customer's responsibility.

Director Brown suggested that the District remind the customers that the District's liability ends at the meter box and that the AMI system serves as a tool for them to better monitor usage. When providing information to the customers, it should be reiterated that the AMI system does not alter current law with respect to liability between the District and the customer.

*Discussions Outcomes:*

*Director Brown motioned to approve the Subeca proposal and was seconded by Director Kilburn. Director Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted Aye. Director Tim Eldridge abstained.*

**11. INFORMATION ITEM:**

The General Manager presented the Covid-19 Memorandum. One of the more significant changes was the reduction from ten days to five days for the quarantine period. The Memorandum serves as assurance that the District continues to stay current with the Cal OSHA requirements. The General Manager explained how the District's affiliation with the Public Water Agency Group (PWAG) helps keep the District current with the latest regulations and sharing examples of practices used by other water districts to reduce the spread of Covid-19.

The General Manager announced that the PWAG has a new Emergency Program Coordinator named Alix Stayton.

**12. INFORMATION ITEM:**

The General Manager presented Resolution 2022-Drought Related Emergency Regulations for Urban Water Conservation. The Resolution provides a potential means for enforcement of water wastage. The Resolution authorizes water districts to levy fines on customers up to \$500.00 per day for water wastage. The General Manager explained it was the responsibility of the individual District to conduct policing and enforcement.

Director Stephen Brown recommended the guidance of counsel to assist the Board before making any decisions. The General Manager agreed with Director Brown and explained that after the next PWAG meeting the District will have a better idea of what actions can be taken.

Director Eldridge asked if anybody has ever questioned the idea of equity of water use among water consumers.

The General Manager explained that some larger Districts use a tiered rate structure to penalize consumers who exceed their determined water budget.

Director Eldridge explained he does not believe in any type of enforcement and the topic should not be considered.

The General Manager explained nobody on the staff wants to be in the water enforcement business.

**13. DIRECTOR REQUEST:**

Director Johnson reminded KID staff of two agenda items for the February meeting: Delegation of Authority, Committee Assignments, and the extension of Resolution 2022-01-18.

Director Kilburn requested that in Section 5 of the Financials in the December 2021 minutes, a discussion point that currently states, "the Board requested to be notified about significant activities in their area" be modified to read "if any issue is taking place in their district." Director Kilburn asked if the office staff would inform the Board of any issues by telephone, if the phone call is not answered leave a message and that there is also the other option of sending an email.



Director Brown recommended that Directors strive to return proposed edits to the draft minutes in a timely manner so that KID staff can include a corrected version in the agenda packet.

**14. ADJOURNMENT**

**Chairman Johnson adjourned the meeting at 5:20 pm.**

**Prepared and submitted by,**



**Martin Aragon**

**Office Manager/Board Clerk**

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**Kinneloa Irrigation District**  
**Income Statement for the Twelve Months Ending December 31, 2022**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
4000 Water Sales	88,227.29	1,500,000.00	(1,411,772.71)	88,227.29	1,500,000.00	(1,411,772.71)
4015 Wholesale Water Sales	0.00	100,000.00	(100,000.00)	0.00	100,000.00	(100,000.00)
4020 Service/Installation Charges	320.11	10,000.00	(9,679.89)	320.11	10,000.00	(9,679.89)
4035 Interest-Reserve Fund	919.26	7,000.00	(6,080.74)	919.26	7,000.00	(6,080.74)
4036 Unrealized Gain(Loss)-CalTRU	(8,586.79)	25,000.00	(33,586.79)	(8,586.79)	25,000.00	(33,586.79)
<b>Total Revenues</b>	<b>80,879.87</b>	<b>1,642,000.00</b>	<b>(1,561,120.13)</b>	<b>80,879.87</b>	<b>1,642,000.00</b>	<b>(1,561,120.13)</b>
<b>Expenses</b>						
5000 Leased Water Rights	63,135.00	63,135.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	9,869.20	150,000.00	(140,130.80)	9,869.20	150,000.00	(140,130.80)
5010 Maintenance/Repair Supplies	2,680.14	30,000.00	(27,319.86)	2,680.14	30,000.00	(27,319.86)
5011 Material and Labor for Install	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)
5012 Safety Equipment	0.00	2,000.00	(2,000.00)	0.00	2,000.00	(2,000.00)
5015 Operations Labor	21,317.50	301,600.00	(280,282.50)	21,317.50	301,600.00	(280,282.50)
5016 Operations OT	1,835.10	15,500.00	(13,664.90)	1,835.10	15,500.00	(13,664.90)
5020 Stand-by Compensation	720.00	10,980.00	(10,260.00)	720.00	10,980.00	(10,260.00)
5022 Training/Certification	0.00	1,600.00	(1,600.00)	0.00	1,600.00	(1,600.00)
5025 Water Treatment/Analysis	3,211.54	25,000.00	(21,788.46)	3,211.54	25,000.00	(21,788.46)
5030 Maintenance/Repair Contractors	14,790.86	140,000.00	(125,209.14)	14,790.86	140,000.00	(125,209.14)
5034 Equipment Maintenance	924.37	20,000.00	(19,075.63)	924.37	20,000.00	(19,075.63)
5035 Vehicle Maintenance	364.73	16,000.00	(15,635.27)	364.73	16,000.00	(15,635.27)
5036 Fuel	2,672.86	20,000.00	(17,327.14)	2,672.86	20,000.00	(17,327.14)
5040 Equipment Rental	0.00	500.00	(500.00)	0.00	500.00	(500.00)
5045 Insurance-Workers Comp.	0.00	20,000.00	(20,000.00)	0.00	20,000.00	(20,000.00)
5046 Insurance-Liability	13,240.44	17,000.00	(3,759.56)	13,240.44	17,000.00	(3,759.56)
5048 Insurance-Property	1,531.68	2,500.00	(968.32)	1,531.68	2,500.00	(968.32)
5049 Insurance-Medical	12,856.96	103,250.00	(90,393.04)	12,856.96	103,250.00	(90,393.04)
6000 Engineering Services	12,452.00	47,500.00	(35,048.00)	12,452.00	47,500.00	(35,048.00)
6005 Watermaster Services	9,130.94	16,000.00	(6,869.06)	9,130.94	16,000.00	(6,869.06)
6015 Administrative Salary	12,787.30	158,600.00	(145,812.70)	12,787.30	158,600.00	(145,812.70)
6017 Administrative Travel	0.00	3,000.00	(3,000.00)	0.00	3,000.00	(3,000.00)
6020 Board Compensation	450.00	8,400.00	(7,950.00)	450.00	8,400.00	(7,950.00)
6021 Administrative & Board Exp.	(150.00)	1,000.00	(1,150.00)	(150.00)	1,000.00	(1,150.00)
6022 Board of Directors Election	344.22	12,500.00	(12,155.78)	344.22	12,500.00	(12,155.78)
6024 Customer/Public Info. Prog.	200.00	4,000.00	(3,800.00)	200.00	4,000.00	(3,800.00)
6025 PERS - KID	3,577.36	48,000.00	(44,422.64)	3,577.36	48,000.00	(44,422.64)
6030 Social Security - KID	2,819.60	36,000.00	(33,180.40)	2,819.60	36,000.00	(33,180.40)
6031 Medicare - KID	659.44	8,500.00	(7,840.56)	659.44	8,500.00	(7,840.56)
6035 Office/Computer Supplies	474.49	7,000.00	(6,525.51)	474.49	7,000.00	(6,525.51)
6036 Postage/Delivery	302.41	5,000.00	(4,697.59)	302.41	5,000.00	(4,697.59)
6040 Professional Dues	6,662.00	16,000.00	(9,338.00)	6,662.00	16,000.00	(9,338.00)
6045 Legal Services	1,453.16	15,000.00	(13,546.84)	1,453.16	15,000.00	(13,546.84)
6050 Telephone	314.94	4,500.00	(4,185.06)	314.94	4,500.00	(4,185.06)
6051 Mobile Communications	210.23	500.00	(289.77)	210.23	500.00	(289.77)

**Kinneloa Irrigation District**  
**Income Statement for the Twelve Months Ending December 31, 2022**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6052 Pagers	113.37	500.00	(386.63)	113.37	500.00	(386.63)
6053 Internet Service	99.98	1,600.00	(1,500.02)	99.98	1,600.00	(1,500.02)
6059 Computer Software Maintenance	4,177.93	12,000.00	(7,822.07)	4,177.93	12,000.00	(7,822.07)
6061 Office Equipment Maintenance	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)
6065 Accounting Services	0.00	7,000.00	(7,000.00)	0.00	7,000.00	(7,000.00)
6070 Office & Accounting Labor	8,991.73	131,000.00	(122,008.27)	8,991.73	131,000.00	(122,008.27)
6075 Professional/Contract Services	3,865.17	28,000.00	(24,134.83)	3,865.17	28,000.00	(24,134.83)
6080 Administrative Fees	1,873.14	12,440.00	(10,566.86)	1,873.14	12,440.00	(10,566.86)
6081 Permits/Fees	4,903.92	15,000.00	(10,096.08)	4,903.92	15,000.00	(10,096.08)
6086 Taxes - Sales/Use	0.00	3,500.00	(3,500.00)	0.00	3,500.00	(3,500.00)
6088 Interest Expense	0.00	51,405.78	(51,405.78)	0.00	51,405.78	(51,405.78)
6120 Bank Service Charges	999.75	10,000.00	(9,000.25)	999.75	10,000.00	(9,000.25)
<b>Total Expenses</b>	<b>225,863.46</b>	<b>1,614,010.78</b>	<b>(1,388,147.32)</b>	<b>225,863.46</b>	<b>1,614,010.78</b>	<b>(1,388,147.32)</b>
<b>Net Income</b>	<b>(144,983.59)</b>	<b>27,989.22</b>	<b>(172,972.81)</b>	<b>(144,983.59)</b>	<b>27,989.22</b>	<b>(172,972.81)</b>
<b>Other Expenditures</b>						
1504 Water Mains	0.00	700,000.00	(700,000.00)	0.00	700,000.00	(700,000.00)
1505 Water Tunnels	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)
1511 Water Treatment Plant	0.00	6,000.00	(6,000.00)	0.00	6,000.00	(6,000.00)
1512 Water Meters	0.00	200,000.00	(200,000.00)	0.00	200,000.00	(200,000.00)
1513 Electrical/Electronic Equip.	0.00	5,000.00	(5,000.00)	0.00	5,000.00	(5,000.00)
1514 Computer/Office Equipment	1,325.64	5,000.00	(3,674.36)	1,325.64	5,000.00	(3,674.36)
1515 Vehicles & Portable Equipment	0.00	45,000.00	(45,000.00)	0.00	45,000.00	(45,000.00)
1516 Water Company Facilities	0.00	30,000.00	(30,000.00)	0.00	30,000.00	(30,000.00)
1527 SCADA Equipment	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)
1530 Tools	0.00	3,000.00	(3,000.00)	0.00	3,000.00	(3,000.00)
2400 Installment Purchase Agreement	0.00	148,796.18	(148,796.18)	0.00	148,796.18	(148,796.18)
<b>Total Other Expenditures</b>	<b>1,325.64</b>	<b>1,162,796.18</b>	<b>(1,161,470.54)</b>	<b>1,325.64</b>	<b>1,162,796.18</b>	<b>(1,161,470.54)</b>
<b>Total Increase or (Drawdown)</b>	<b>(146,309.23)</b>	<b>(1,134,806.96)</b>	<b>988,497.73</b>	<b>(146,309.23)</b>	<b>(1,134,806.96)</b>	<b>988,497.73</b>

**Kinneloa Irrigation District**  
**Balance Sheet as of January 31, 2022**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 328,944.46
1012	Reserve Fund-LAIF	128,313.00
1014	Reserve Fund-CalTRUST	1,748,467.14
1016	Accrued Interest-LAIF	79.36
1100	Accts. Receivable-Water Sales	24,868.37
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	89,492.00
1350	Prepaid Insurance	11,499.11
1360	Prepaid Expenses	20,363.78

Total Current Assets

2,371,255.74

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	4,010,251.35
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	Water Treatment Plant	206,015.06
1512	Water Meters	164,901.13
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	77,820.38
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	64,899.78
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	539,321.65
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

5,623,267.49

**Other Assets**

1901	PERS-Deferred Outflows	93,686.00
------	------------------------	-----------

Total Assets

\$ 8,088,209.23

**Kinneloa Irrigation District**  
**Balance Sheet as of January 31, 2022**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 20,505.34	
2250	PERS Withholding-Employee	(0.01)	
2272	Job Deposits	1,800.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		41,414.95

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,451,071.19	
2801	PERS- Net Liability	315,400.40	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,802,312.59
	Total Liabilities		1,843,727.54

**Capital**

3040	Fund Balance	6,273,474.45	
	Net Income	(28,992.76)	
	Total Capital		6,244,481.69
	Total Liabilities & Capital		\$ 8,088,209.23

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the One Month Ended January 31, 2022**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ (28,992.76)	\$ (28,992.76)
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(15.17)	(15.17)
1340 Accrued Water Sales	50,247.44	50,247.44
1350 Prepaid Insurance	1,726.44	1,726.44
1360 Prepaid Expenses	2,676.16	2,676.16
2000 Accounts Payable	(9,746.61)	(9,746.61)
2250 PERS Withholding-Employee	(0.01)	(0.01)
	44,888.25	44,888.25
Total Adjustments	44,888.25	44,888.25
<b>Net Cash Provided by Operations</b>	<b>15,895.49</b>	<b>15,895.49</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1514 Computer/Office Equipment	(1,325.64)	(1,325.64)
	(1,325.64)	(1,325.64)
Net Cash Used in Investing	(1,325.64)	(1,325.64)
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2801 PERS- Net Liability	(2,203.58)	(2,203.58)
	(2,203.58)	(2,203.58)
Net Cash Used in Financing	(2,203.58)	(2,203.58)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 12,366.27</b>	<b>\$ 12,366.27</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 2,205,803.96	\$ 2,205,803.96
Cash Balance at Beg. of Period	(2,193,437.69)	(2,193,437.69)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 12,366.27</b>	<b>\$ 12,366.27</b>

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from January 1, 2022 to January 31 , 2022**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
1/10/22	EFT5064	CA Public Employees Ret. Sys.	7,419.22	KID & Employee Retirement Contributions
1/10/22	EFT5065	Century Business Solutions	15.00	Electronic Business Charge
1/10/22	EFT5066	Southern California Edison Co.	10,355.48	Electricity - District (Pumping)
1/10/22	EFT5067	Spectrum	339.92	INTERNET SERVICE
1/10/22	EFT5068	Streamline	200.00	WEBSITE SERVICE
1/10/22	EFT5069	VeriCheck, Inc.	157.90	E-CHECK PAYMENT PROCESSING FEE
1/10/22	EFT5070	CA Public Employees Ret. Sys.	2,203.58	UNFUNDED ACCRUED LIABILITY
1/10/22	10034	ACWA-JPIA	7,071.16	HEALTH BENEFITS - JAN.
1/10/22	10035	Applied Technology Group, Inc.	80.00	PWAG: Handheld Emergency Communication
1/10/22	10036	Aramark Uniform Services	340.12	Kinneloa Irrigation District Apparel (SHIRTS)
1/10/22	10037	BrightView Landscape Services	1,490.00	LANDSCAPE MAINTENANCE (ALL FACILITIES)
1/10/22	10038	Underground Service Alert	18.25	DIGALERT
1/10/22	10039	Eurofins Eaton Analytical, Inc.	200.00	WATER SAMPLE ANALYSIS
1/10/22	10040	Foothill Municipal Water District	1,036.66	ADMINISTRATIVE FEE
1/10/22	10041	Geotab USA, Inc	98.75	VEHICLE MAINTENANCE
1/10/22	10042	McMaster Carr	50.41	MAINTENANCE SUPPLIES
1/10/22	10043	Public Water Agencies Group	289.08	Monthly Emergency Preparedness Program
1/10/22	10045	Ultimate Cleaning Solutions, Inc.	75.00	JANITORIAL SERVICE
1/10/22	10046	Public Water Agencies Group	875.00	PWAG Assessment 4th Qtr. 2021
1/10/22	EFT5071	Century Business Solutions	447.41	CREDIT CARD PROCESSING FEE
1/15/22	EFT5072	Bernadette C. Allen	356.69	Salary
1/15/22	EFT5073	Arthur M. Aragon	2,050.14	Salary
1/15/22	EFT5074	Christopher A. Burt	2,437.23	Salary
1/15/22	EFT5075	Michele M. Ferrell	2,565.05	Salary
1/15/22	EFT5076	Brian L. Fry	1,712.44	Salary
1/15/22	EFT5077	Sophia M. Hansen	867.73	Salary
1/15/22	EFT5078	Melvin L. Matthews	4,201.88	Salary
1/15/22	EFT5079	Juan R. Tello	199.29	Salary
1/15/22	EFT5080	Christopher A. Burt	250.00	Salary
1/15/22	EFT5081	Automatic Data Processing, Inc.	6,525.07	PAYROLL TAXES & WITHHOLDINGS
1/15/22	EFT5082	Juan R. Tello	199.29	Salary
1/19/22	10047	ACWA-JPIA	2,533.98	Workers Compensation (10/21/21 - 12/31/21)
1/19/22	10048	Aramark Uniform Services	84.29	TOWEL SERVICE
1/19/22	10049	Clinical Lab of San Bernardino	84.00	WATER ANALYSIS
1/19/22	10050	Hill Brothers Chemical Co.	349.36	CHLORINE
1/19/22	10051	McMaster Carr	99.83	MAINTENANCE SUPPLIES
1/19/22	10052	SA Associates	12,452.00	MAP UPDATES
1/19/22	10053	Utility Service Co., Inc.	5,429.10	TANK MAINTENANCE
1/19/22	10054	Hill Brothers Chemical Co.	710.20	CHLORINE
1/19/22	10055	McMaster Carr	256.22	FUSE PULLERS

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from January 1, 2022 to January 31 , 2022**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
1/19/22	EFT5083	Automatic Data Processing, Inc.	106.98	PAYROLL PROCESSING FEE
1/19/22	EFT5084	ARCO Gaspro Plus	1,238.27	FLEET FUEL
1/19/22	EFT5085	Athens Services	215.69	TRASH SERVICE
1/19/22	EFT5086	Pasadena Municipal Services	1,902.82	Electricity - Wilcox Well (Pumping)
1/28/22	EFT5087	ADP	138.25	PROCESSING CHARGES & W2'S
1/28/22	EFT5088	AMERICAN MESSAGING	50.59	PAGER SERVICE
1/28/22	EFT5089	AT & T	147.70	WIRELESS SERVICE
1/28/22	EFT5090	UNMPQUA BANK	2,157.64	STAFF CREDIT CARDS
1/28/22	10056	APPLIED TECH. GROUP INC.	1,325.64	PWAG: Handheld Emergency Communication
1/28/22	10057	GENERATOR SERVICES	924.37	EUCALYPTUS GENERATOR- PRIMER PUMP
1/28/22	10058	Hill Brothers Chemical Co.	285.84	CHLORINE
1/28/22	10059	INTERSTATE BATTERY SYSTEM	122.78	WEST TANK BATTERY & RESERVE BATTERY
1/28/22	10060	McMaster Carr	239.23	CHLORINE MAINTENANCE SUPPLIES
1/28/22	10061	PERRY THOMAS CONSTRUCTION	3,932.66	SERVICE REPAIR: 1505 DOVE COURT
1/28/22	10062	McMaster Carr	440.15	SCADA/GENERATOR MAINTENANCE SUPPLIES
1/28/22	10063	SWRCB Accounting Office	4,903.92	SMALL WATER SYSTEM ANNUAL FEES
1/31/22	EFT5091	ADP	101.77	PAYROLL PROCESSING FEE
1/31/22	EFT5092	Bernadette C. Allen	330.59	Salary
1/31/22	EFT5093	Arthur M. Aragon	2,159.50	Salary
1/31/22	EFT5094	Stephen Brown	138.53	Salary
1/31/22	EFT5095	Chris Burt	3,084.54	Salary
1/31/22	EFT5096	Tim Eldridge	96.41	Salary
1/31/22	EFT5097	Michele M. Ferrell	2,793.23	Salary
1/31/22	EFT5098	Brian Fry	2,102.94	Salary
1/31/22	EFT5099	Sophia Hansen	780.58	Salary
1/31/22	EFT5100	Gerrie Kilburn	138.53	Salary
1/31/22	EFT5101	Melvin Matthews	4,264.91	Salary
1/31/22	EFT5102	Juan R. Tello	473.21	Salary
1/31/22	EFT5103	Juan R. Tello	353.00	Salary
1/31/22	EFT5104	Chris Burt	250.00	Salary
1/31/22	EFT5105	ADP	7497.59	PAYROLL TAXES & WITHHOLDINGS
			118,824.59	

\* Gap in check sequence:

Voided check #10044 (Bank couldn't match vendor and was rejected)

Replaced with Check #10063

Voided Check #10050 due to wrong amount

Replaced with Check #10058



**Credit Card Detail Umpqua Bank**  
**JANUARY 2022**  
(Expenses incurred/billed in January and due/paid in February)

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1505	House Tunnel Project									\$0.00
1511	Water Treatment Plant									\$0.00
1514	Computer/Office Equip.	MLM:								\$0.00
5010	Maintenance Supplies	BLF: CB: Generator Batteries, Battery Equaliser MF: Gas Cans, Tape Measure, Gloves, Funnel			\$456.79	\$241.53		\$203.72		\$902.04
5011	Materials for Install	CB:								\$0.00
5012	Safety Equipment									\$0.00
5022	Training/Certification									\$0.00
5025	Water Treatment/Analysis	MF:								\$0.00
5035	Vehicle Maintenance	CB: Truck #2 Brake pads, Throttle Body, Fuel Injectors,			\$364.73					\$364.73
5036	Fuel									\$0.00
5030	Maintenance/Repair contractors									\$0.00
6021	Adm. & Bd. Exp.									\$0.00
6024	Customer/Public Info									\$0.00
6035	Office/Computer Supplies	MA: Reading Antenna, Paper Supplies, Voice Recorder, Dry Erase Boards MM: Toner Cartridge		\$231.07			\$243.42			\$474.49
6036	Postage/Delivery	MA: Stamps, Certified Mail					\$302.41			\$302.41
6040	Professional Dues									\$0.00
6050	Telephone	MLM: Alert Communications		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service									\$0.00
6059	Computer/Software Maint.	MLM:								\$0.00
6061	Office Equipment Maint.									\$0.00
6075	Outside Services									\$0.00
6081	Permits/Fees									\$0.00
<b>TOTAL</b>			\$0.00	\$306.07	\$821.52	\$241.53	\$545.83	\$203.72	\$0.00	\$2,118.67

# General Manager's Report for the Board of Directors Meeting on February 15, 2022

## I. Customer Account Information and Internet Usage

### A. Customer Accounts –

Active accounts: 587  
 Delinquent accounts receiving late charges: 14  
 Accounts shut off for non-payment: None

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
<b>February 2021</b>	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
<b>March 2021</b>	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
<b>April 2021</b>	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
<b>May 2021</b>	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99
<b>June 2021</b>	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68
<b>July 2021</b>	\$34,129.88	\$2,694.38	\$1,134.17	653.89	\$38,612.32
<b>August 2021</b>	\$17,411.06	\$1,756.57	\$373.22	\$0.00	\$19,540.85
<b>September 2021</b>	\$32,036.26	\$2,380.03	\$0.00	\$0.00	\$34,416.29
<b>October 2021</b>	\$33,896.61	\$4,370.85	\$631.32	\$0.00	\$38,898.78
<b>November 2021</b>	\$19,367.43	\$2,756.78	\$553.36	\$313.14	\$22,990.71
<b>December 2021</b>	\$20,857.23	\$3,390.27	\$292.56	\$313.14	\$24,853.20
<b>January 2022</b>	\$23,194.52	\$1,157.57	\$509.67	\$6.61	\$24,868.37

### C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
<b>February 2021</b>	287	551	104	\$27,957.69
<b>March 2021</b>	398	892	103	\$20,741.82
<b>April 2021</b>	274	1,538	106	\$27,464.40
<b>May 2021</b>	292	1,616	112	\$27,299.87
<b>June 2021</b>	262	1,409	109	\$26,067.48
<b>July 2021</b>	251	1,217	120	\$34,674.20
<b>August 2021</b>	374	1,682	105	\$34,635.70
<b>September 2021</b>	291	1,424	115	\$36,546.23
<b>October 2021</b>	287	1,111	114	\$34,577.62
<b>November 2021</b>	301	1,352	116	\$31,969.58
<b>December 2021</b>	380	1,620	113	\$26,972.98
<b>January 2022</b>	327	1,488	118	\$28,429.94

## II. General Manager's Projects and Activities

- A. Advanced Meter Infrastructure (AMI) Project – Field measurement of the meter box lids has been completed using the spreadsheet that I created to gather the needed information electronically.
- B. Customer Outreach Project – Consultant has completed a draft of the demographic survey.
- C. Distribution System Map Update Project – The second set of maps has been received and is being reviewed.
- D. 2021 Audit – Preparation for the audit is underway.
- E. 2021 Annual Report – I have completed analysis of year-end financial statements and I am drafting the report.
- F. Emergency Response Plan – Latest revision is in progress using the suggestions provided by former director Tim Eldridge.
- G. Emergency Radio Project – The new base station for the office has been received, installed and tested. The Public Water Agencies Group Emergency Management Coordinator is conducting monthly tests with all participants.
- H. Activities/Meetings/Webinars/Conferences\*
  - 1. KID Staff Meetings
  - 2. KID Board Meeting
  - 3. LAFCO Board Meeting\*\*

\* 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

PGIA – Pasadena Glen Improvement 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

\*\* See appendix for more information

### III. Incident Reports and Facility Activities

#### A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
0	0	1	0	3	Letter and email were sent to the homeowner regarding the water waste and broken irrigation line

\* 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
  - a. Brown Reservoir solar batteries replaced
  - b. K-3 vault Cl2 leak repaired
  - c. Eucalyptus generator fuel pump 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)
  - h. System Maps Update (In Progress) (EP, OPS)
  - i. Painting at Eucalyptus Reservoir (Completed) (MR)

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

1. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
2. High/Low Tunnel Pipeline inspection and repair if needed (MR)
3. 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 December 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	25
Prior Year Carryover	52	Far Mesa	16
Less Temporary 30% Reduction in Water Rights	-155	Delores	2
Leases/Exchanges**	207	House	
Prior Year Spreading	77	Holly High/Low	17
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	742		
Less Water Extracted YTD This Watermaster Year	-342	Year to Date Tunnel Production	60
Remaining Allowable Groundwater Extractions through June 2022	400	Remaining Estimated Tunnel Production through June 2022	51
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022)			451 Acre Feet
Less Remaining Forecasted Retail Water Sales through June 2022			-270 Acre Feet
Estimated Surplus Water through June 2022*		181 Acre Feet	

\* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. 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 KID staff considers long-term storage 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.

## V. Summary of Windstorm Event on January 21-22, 2022

- High winds occurred starting in the late afternoon of Friday, January 21<sup>st</sup>.
- Electrical power was lost on the west side of the system at 10:11 pm.
- Backup generators at the Office, Eucalyptus Reservoir and Sage Tank started automatically. I knew the power was off because my home is on the same Southern California Edison (SCE) circuit as these facilities and I received text messages from backup power monitors that I installed at the office that are independent from SCADA.
- Brian, the on-call facilities operator received the power-off alarms from SCADA and called me to see if my power was off.
- The SCADA system continued to operate on generator power at the office and the distribution system continued to operate normally.
- Brian had remote access to SCADA until about 3 a.m. when he lost access because the cable Internet service was interrupted. (The Spectrum battery backup system in the area only provides power for about four hours.)
- Brian notified me that he had no remote access to SCADA.
- I went to the office at 3:30 a.m. to verify that SCADA was operating and that there were no system problems.
- I verified that there were no system problems and set up a mobile hotspot to restore remote access to SCADA.
- I monitored the system until morning to allow Brian to get some sleep.
- At daybreak I inspected the three generators to make sure that they were operating normally. I discovered that there was a fuel leak on the Sage generator and shut it down because it was not needed at this time.
- Brian relieved me at 9 a.m. and repaired the fuel leak on the Sage generator and restarted it.
- Brian consulted with Chris regarding changes to the pumping schedule if the outage continued for a long time. (The K-3 does not have a backup generator since there is no place to put it.)
- The Wilcox Well was turned on to supply water to the east-side distribution system and to preserve the storage in the west-side reservoirs.
- There was enough water in storage to accommodate a lengthy outage.
- There was enough fuel in the generators to last several days.
- There were no further system problems until power was restored on Saturday the 22<sup>nd</sup> at approximately 10 p.m.
- The length of the power outage was 24 hours.
- The system performed normally during the outage.
- The fuel lines on all generators have been replaced as a precautionary measure for future sustained operation of the generators.

## VI. Appendix – Meeting Agendas and Information



### Voting Members

Jerry Gladbach  
Chair

Donald Dear  
1st Vice-Chair

Gerard McCallum  
2nd Vice-Chair

Kathryn Barger  
Richard Close  
Margaret Finlay  
John Mirisch  
Holly Mitchell  
Vacant  
(City of Los Angeles)

### Alternate Members

Lori Brogin-Falley  
Michael Davitt  
Janice Hahn  
David Lesser  
Mel Matthews  
Vacant  
(City of Los Angeles)

### Staff

Paul Novak  
Executive Officer

Adriana Romo  
Deputy Executive Officer

Amber De La Torre  
Doug Dorado  
Adriana Flores  
Alisha O'Brien

80 South Lake Avenue  
Suite 870  
Pasadena, CA 91101  
Phone: 626/204-6500  
Fax: 626/204-6507

[www.lalafco.org](http://www.lalafco.org)

# LIVE VIRTUAL COMMISSION MEETING

## LOCAL AGENCY FORMATION COMMISSION

Wednesday, January 12<sup>th</sup>, 2022  
9:00 a.m.

This meeting will be conducted as a virtual meeting with telephone 1-415-655-0001 (Access Code: 2592 576 9736) and web access (<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/onstage/g.php?MTID=ee05b5d04e0e3bd9f9f67ecba55408e2a>) pursuant to the provisions of Government Code § 54953 relative to virtual meetings, as well as the County of Los Angeles “Best Practices to Prevent COVID-19”.

### **FOR MEMBERS OF THE PUBLIC**

#### **TO LISTEN BY TELEPHONE AND PROVIDE PUBLIC COMMENT DIAL:**

1-415-655-0001  
Access Code: 2592 576 9736 (English)

#### **OR TO LISTEN VIA WEB AND PROVIDE COMMENT:**

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/onstage/g.php?MTID=ee05b5d04e0e3bd9f9f67ecba55408e2a>

**TO PROVIDE WRITTEN PUBLIC COMMENT:** Any interested person may submit written opposition or comments by email at [info@lalafco.org](mailto:info@lalafco.org) prior to the conclusion of the Commission Meeting or by mail to the LAFCO Office at 80 S. Lake Avenue, Suite 870, Pasadena, CA 91101, no later than 5:00 p.m. on the business day preceding the date set for hearing/proceedings in order to be deemed timely and to be considered by the Commission. Any written opposition and/or comments will be read during the meeting for a maximum of three (3) minutes per comment, per item.

The entire agenda package and any meeting related writings or documents provided to a majority of the Commissioners after distribution of the agenda package, unless exempt from disclosure pursuant to California Law, are available at [www.lalafco.org](http://www.lalafco.org)

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE WILL BE LED BY CHAIR GLADBACH**
3. **DISCLOSURE OF CAMPAIGN CONTRIBUTION(S)**
4. **SWEARING-IN OF SPEAKER(S)**
5. **CONSENT ITEM(S)**

*All matters are approved by one motion unless held by a Commissioner or member(s) of the public for discussion or separate action.*

- a. Approve Minutes of November 10, 2021.
- b. Approve Operating Account Check Registers for the month of November, 2021.
- c. Receive and file Update on Pending Proposals.
- d. Information Item(s) – Government Code §§ 56751 & 56857 (None).

6. **PUBLIC HEARING(S)**

(None).

7. **PROTEST HEARING(S)**

(None).

8. **OTHER ITEMS**

- a. Adoption of Resolution Authorizing Remote Teleconference Meetings of the Commission pursuant to Government Code Section 54953(e) and Making Required Findings
- b. Sativa Water System: Request to Extend Interim Operating Period and Annual Update (continued without discussion from the November 10, 2021 Meeting)
- c. Procurement and Reporting Policy Annual Report for 2021
- d. Position Salary Ranges
- e. Fee Waiver Request for a Proposed Annexation to the Santa Clarita Valley Sanitation District of Los Angeles County
- f. Proposed Commission Meeting Schedule for 2022

9. **LEGISLATION**

(None).

10. **MISCELLANEOUS CORRESPONDENCE**

- a. Letter of December 5, 2021, from Executive Officer Paul Novak to the Honorable Holly J. Mitchell, Chair, Board of Supervisors, concerning San Fernando Valley Voting Member Vacancy



- b. Letter of December 7, 2021, from Commission Chair Jerry Gladbach to Los Angeles City Council President Nury Martinez, concerning appointments of Los Angeles City Voting Member and Alternate Member

11. **COMMISSIONERS' REPORT**

Commissioners' questions for staff, announcements of upcoming events and opportunity for Commissioners to briefly report on their LAFCO-related activities since last meeting.

12. **EXECUTIVE OFFICER'S REPORT**

Executive Officer's announcement of upcoming events and brief report on activities of the Executive Officer since the last meeting.

- a. Verbal Update

13. **PUBLIC COMMENT**

This is the opportunity for members of the public to address the Commission on items not on the posted agenda, provided that the subject matter is within the jurisdiction of the Commission. Speakers are reminded of the three-minute time limitation.

14. **FUTURE MEETINGS**

February 9, 2022  
March 9, 2022  
April 13, 2022

15. **ADJOURNMENT**

**Demographic Survey  
Kinneloa Irrigation District**

Help us serve you better! Kinneloa Irrigation District is working to improve our communication with customers, and we would like your feedback.

Please take a few moments to complete this brief survey, which will guide future interactions with customers.

1. Are you a Kinneloa Irrigation District customer?
  - a. Yes
  - b. No
  - c. Not sure
  
2. How long have you lived at your current address?
  - a. Less than 5 years
  - b. 5-10 years
  - c. 10-20 years
  - d. 20+ years
  
3. Do you own or rent your home?
  - a. Own
  - b. Rent
  
4. Have you ever contacted the District?
  - a. Yes
  - b. No
  - c. If yes: When? Why? How was your experience? (Open text box.)
  
5. When was the last time you heard from us?
  - a. One week ago
  - b. One month ago
  - c. Six months ago
  - d. One year ago
  - e. I've never heard from the District
  
6. How would you prefer to receive messages from us?
  - a. Email
  - b. Regular mail
  - c. Phone messages
  - d. Website

- e. Social media
  - f. Bill inserts
  - g. Text messages
7. Do you follow us on social media?
- a. Yes
  - b. No
8. How often do you visit our website, [www.KinneloaIrrigationDistrict.info](http://www.KinneloaIrrigationDistrict.info)?
- a. Daily
  - b. Weekly
  - c. Monthly
  - d. One or more times per year
  - e. Never
9. What topics would you like to learn about in more detail? (Choose as many as desired.)
- Reducing my water bill
  - Rebates
  - Outdoor conservation
  - Indoor conservation
  - Fire-resistant landscaping
  - Drought-friendly landscaping
  - Water quality and supply
10. How many people live in your household?
- a. 1
  - b. 2
  - c. 3
  - d. 4
  - e. 5 or more
11. What is the primary language spoken in your home?
- a. English
  - b. Spanish
  - c. Other
12. Do you have any additional comments or feedback?
- a. (open text box)

Thank you for taking the time to complete this survey. To learn more about Kinneloa Irrigation District, visit [www.KinneloaIrrigationDistrict.info](http://www.KinneloaIrrigationDistrict.info).



# Memo

Date: January 28, 2022  
 To: Board of Directors  
 From: Mel Matthews, General  
 Subject: Delegation of Authority

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## Background

The District has always had a procedure to manage operational issues and emergencies when I was not available to respond. The default delegation of the authority for responding to system issues is the on-call **Facilities Operator**. The default delegation of authority for responding to customers or issues involving the office computers and communications equipment is the **Office Manager**. The Board of Directors requested a written plan for delegation of authority when I am not able to respond in a reasonable amount of time to system operational issues or emergencies due to being out of the area, not able to respond to phone calls or text messages or without remote access to computers or when I am on vacation. I have prepared two new documents to address these situations that are in addition to the District's **Emergency Response Plan**.

## Responsibilities and Delegation of Authority

This document summarizes the responsibilities of the Board, the General Manager and the Staff in functional areas, establishes the procedures when the General Manager is not available and summarizes the outside resources if Staff cannot resolve the issue.

## Delegation of Authority Flowchart

This document provides a visual step-by-step procedure to be followed in both emergency and non-emergency situations.

**Assignment of Dedicated Person in charge when General Manager is not available**

The on-call **Facilities Operator** is responsible for system operation and response to system emergencies due to leaks and equipment failure in the field. The **Office Manager** is responsible for overall management of the District and response to computer or communications failures when I am not available or on vacation.

**Staff training**

To be better prepared for emergencies and/or assume my tasks, I urge the staff to pursue continuing education in any area of District operations beyond what is needed for certification or to fulfill the tasks required in their job description. Each staff member has a set of skills and may not want to acquire skills outside their comfort zone. However, I provide training to any staff member who has the aptitude and desire to learn about my tasks such maintenance and repair of our computer system including hardware repairs, software programs, backup procedures and troubleshooting problems. The District also provides reimbursement for the cost of outside classes such as accounting and business management.



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## RESPONSIBILITIES AND DELEGATION OF AUTHORITY

### Board of Directors

The **Board of Directors** of the Kinneloa Irrigation District has the primary authority over all functions and activities of the District in providing reliable and safe water to its customers. The Board has employed a **General Manager** to carry out the Board policies, direct District operations, and provide day-to-day supervision of District employees and control of District expenditures. The Board of Directors governs collectively, and the **General Manager** manages individually with appropriate consultation with, or approval from the Board. The **General Manager** performs all the functions which the Board deems necessary. The **General Manager** may delegate responsibilities to others as he sees fit.

### General Manager

The **General Manager** of the Kinneloa Irrigation District is available to address routine non-critical issues and emergencies at most times during normal business hours as well other times when the office is closed. If he is not physically in the office he can be contacted via home phone, mobile phone, text or email. The **Board of Directors** and the answering service as well as the staff has his contact information. He lives one block from the office and has remote access to all the District's computers from any location where there is Internet service. District staff is instructed to contact him first in the event of any emergency that prevents delivery of water to our customers or causes damage to the customer's or the District's property. The District's **Emergency Response Plan** has additional information and contact numbers in case the **General Manager** is not available to address critical issues.

### Computer Problems

The **General Manager** is responsible for addressing any computer hardware and software problems and serves as the District's Information Technology Manager. If he is unable to respond or is unable to solve the problem the following vendors are to be called: Dell for computer hardware support; Able Software for billing and customer support functions; Sage for accounting software support; Cricket

Consulting for SCADA support. The **Office Manager** has the authority to take action if the General Manager is unavailable.

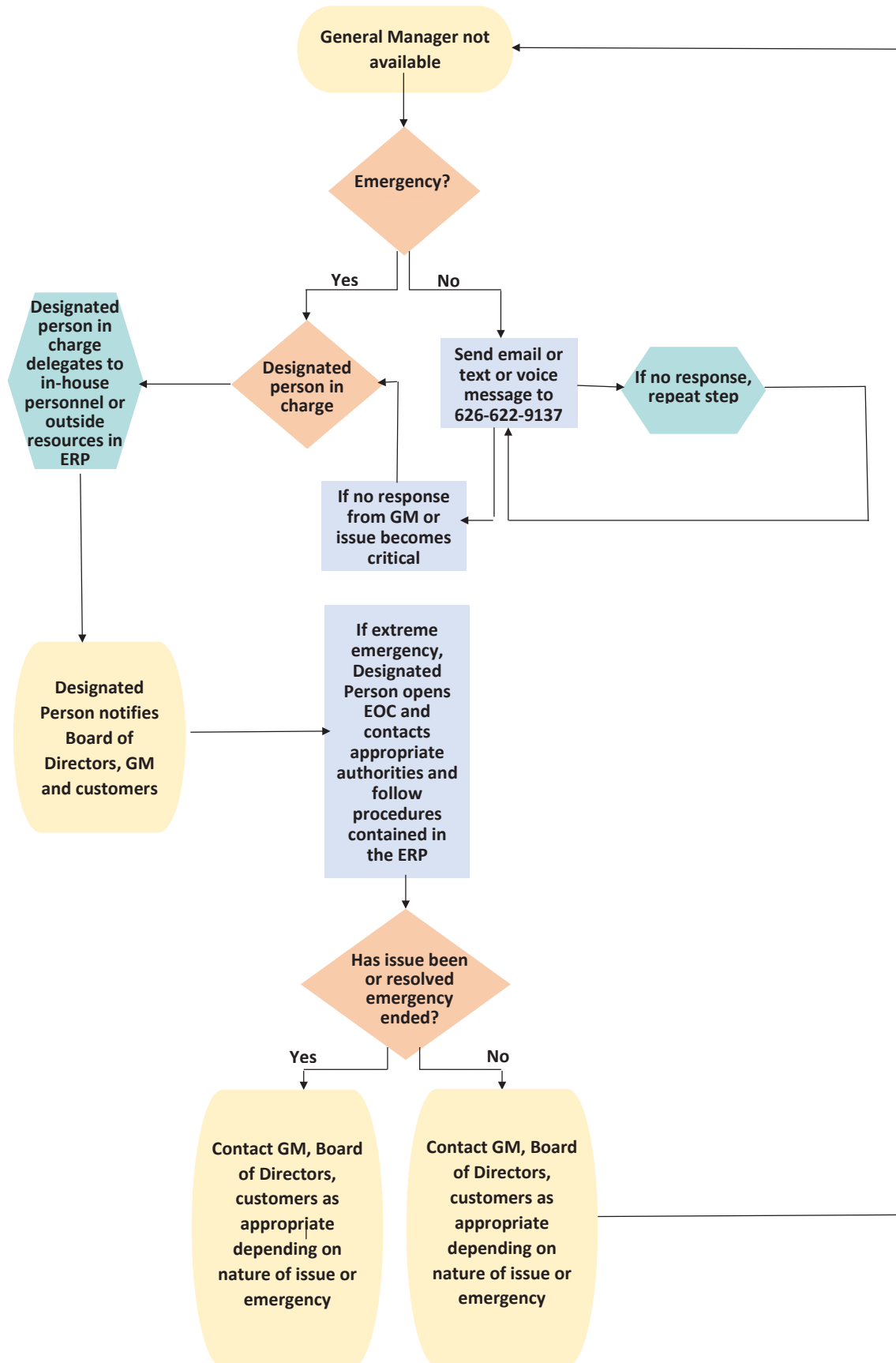
### **Production and Distribution System Problems**

The on-call **Facilities Operator** has the primary responsibility to respond to system emergencies, SCADA alarms and pages from the answering service. The backup **Facilities Operator** and all field staff also receive pages from the answering service and is required to respond if necessary. The **Senior Facilities Operator** is available for consultation and assistance when required. Finally, the answering service is instructed call the **General Manager** first if no operators respond to the page. If no contact is made the answering service has the contact list of all personnel. These operators have the authority to take all necessary actions in the event of an emergency. The **General Manager** and District personnel are trained in the **Incident Command System** and have the authority to take charge until they are relieved by the **General Manager** or other emergency personnel. Outside resources are contained in the District's **Emergency Response Plan**.

### **Office Management and Customer Service**

The **General Manager** has delegated to the **Office Manager** the primary responsibility for all routine tasks such as accounting, payroll, water quality reports, customer billing and customer service functions as well as any other urgent matters when the General Manager is not available. The **Office Manager** in turn may delegate some of these tasks to the **Administrative Assistant**. In the event of an emergency when the General Manager is not available, the Office Manager has the authority to take charge until he is relieved by the General Manager.

# DELEGATION OF AUTHORITY







# Memo

Date: January 7, 2022  
To: Board of Directors  
From: Mel Matthews, General Manager  
Subject: Committee Assignments

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## **Background**

Any committee created by charter, ordinance, resolution or formal action of a legislative body is itself a legislative body. This means that a committee is covered by the Brown Act and must comply with all notice, agenda, and public meeting requirements—unless an exception applies. There is a specific exemption for an advisory committee which is comprised solely of less than a quorum of the members of the legislative body that created the advisory body. These are often referred to as “ad hoc” committees and are not covered by the Brown Act. This means that an ad hoc committee does not need to comply with notice, agenda, and public meeting requirements. In other words, properly constituted “ad hoc” committees can meet privately and without notice to the public. Ad hoc committees serve a limited or single purpose, are temporary, and are dissolved once their specific task is completed. A common example are committees that are formed to interview candidates for a vacant position and are dissolved once the interview process is complete.

The Brown Act exception does not apply if the advisory committee is a standing committee, as opposed to an ad hoc committee. A standing committee is a committee which has continuing authority over a particular subject matter (e.g., personnel, budget, finance, legislation) or if the committee’s meeting schedule is fixed by charter, ordinance, resolution or other formal action of the legislative body that created it. Standing committees must comply with all requirements of the Brown Act, including notice, agenda, and public meeting requirements.

## **Recommendations**

Based on the Brown Act requirements and my experience with other agencies, I recommend that the Board consider establishing or continuing the following committees:

### **Standing Committees:**

Personnel  
Finance  
Engineering and Operations

### **Ad Hoc Committees:**

Emergency Response Plan  
Master Plan  
Newsletter

The committees are composed of one or two directors who have a special interest or expertise in the subject matter or the project. Typically, committee assignments are rotated among directors to reflect current interests and availability to attend meetings. Standing committees must allow public comment. Closed sessions are allowed but are extremely limited for such matters as pending litigation, security issues or for the performance evaluation of the General Manager.

The committees report their activities, findings and recommendations at regular board meetings. An effective committee structure streamlines the discussion and approval process of matters on the board agenda.

**RESOLUTION 2022-02-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
EXTENDING THE TIME DURING WHICH THE DISTRICT MAY CONTINUE TO MEET IN  
ACCORDANCE WITH RESOLUTION 2022-01-18 AND WITHOUT COMPLIANCE WITH  
GOVERNMENT CODE SECTION 54953(B)(3)**

**WHEREAS** this District has previously approved Resolution 2022-01-18 authorizing remote teleconference meetings; and

**WHEREAS** the COVID-19 state of emergency declared by the Governor is ongoing; and

**WHEREAS** the District wants to follow the health and safety recommendations of state and local health officials to reduce the spread of the COVID-19 virus.

**NOW THEREFORE, IT IS RESOLVED** that the Board extends the provisions of Resolution 2022-01-18 for thirty days in accordance with Government Code Section 54953(e).

**PASSED, APPROVED AND ADOPTED THIS FIFTEENTH DAY OF FEBRUARY, 2022.**

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

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

**RESOLUTION NO. 2022-01-18**

**RESOLUTION OF THE KINNELOA IRRIGATION DISTRICT AUTHORIZING REMOTE  
TELECONFERENCE MEETINGS PURSUANT TO THE RALPH M. BROWN ACT**

WHEREAS, the Kinneloa Irrigation District is committed to preserving and nurturing public access and participation in meetings of the District; and

WHEREAS, all meetings of the District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District conduct its business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, a required condition of Government Code Section 54953(e) is that the Governor declares a state of emergency pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further a required condition of Government Code Section 54953(e) that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body holds a meeting to determine by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, because such conditions now exist in Los Angeles County and throughout the state, a State of Emergency has been proclaimed by Governor Gavin Newsom on March 4, 2020, addressing the threats to public health and safety associated with the COVID-19 pandemic in California, and prescribing certain measures to protect the health and safety of all state residents, and said State of Emergency remains in full force and effect; and

WHEREAS, the California Department of Industrial Relations has issued regulations, at Title 8 of the California Code of Regulations Section 3205(c)(S)(D), making recommendations for physical (social) distancing in the workplace as a measure to decrease the spread of COVID-19, given that particles containing the virus can travel more than six feet, especially indoors; and

WHEREAS, the Los Angeles County Public Health Officer has issued guidance for the business community, "Best Practices to Prevent Covid-19 – Guidance for Businesses and Employers," which recommends that employers implement policies and practices that support physical distancing of at least six feet, including practices such as limiting indoor occupancy, using visual distancing cues, offering telework options to staff, offering flexible work hours, and altering physical work space to increase distance between workstations and customers; and

WHEREAS, an in-person meeting of the District would present imminent risk to the health and safety of attendees, given the continued presence of COVID-19, as well as the inability to maintain adequate social distancing amongst Directors, staff, and the public in an indoor setting; and

WHEREAS, because of the foregoing, the District does hereby find that it shall conduct its meetings without complying with Government Code Section 54953(b)(3), as authorized by Government Code Section 54953(e), and that the District shall comply with

the requirements to provide the public with access to the meetings as prescribed in Government Code Section 54953(e)(2).

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Recitals set forth above are true and correct and are hereby incorporated into this Resolution by reference.
2. The District hereby determines that there is an active, proclaimed state of emergency throughout the State of California due to the ongoing COVID-19 pandemic; those state and local officials have imposed or recommended measures to promote social distancing; and that meeting in person would present imminent risks to the health and safety of attendees as the result of the COVID-19 emergency.
3. The District is hereby authorized to conduct its open and public meetings by teleconference in compliance with the provisions of Government Code Section 54953(e).
4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of thirty days from today, or such time as the District adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the legislative body of the District may continue to teleconference without compliance with Government Code Section 54953(b)(3).

PASSED AND ADOPTED this 18th day of January, 2022.

MOTION:  
SECOND:  
AYES:  
NOES:  
ABSTAIN:  
ABSENT:  
MOTION PASSES: 0/0/0

**KINNELOA IRRIGATION DISTRICT**

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**CHAIR**

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**SECRETARY**