

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, April 19, 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 may be required for attendance at the office. Public comment may be made in person or 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/85061795151?pwd=QRaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

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

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

3. **OATH OF OFFICE** – Division 4 Appointee Thomas “Tom” Leo Majich II

4. **REVIEW OF MINUTES** – March 15, 2022 and March 29, 2022
Recommended Action: Review and approve motion to file

5. **REVIEW OF FINANCIAL REPORTS** – March 31, 2022
Recommended Action: Review and approve motion to file

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

7. **EMPLOYEE POLICIES AND PROCEDURES** – Board to review Revision 6 of the *Employee Policies and Procedures*
Recommended Action: Review and approve motion to adopt

8. **RESPONSIBILITIES AND DELEGATION OF AUTHORITY**—Board to review revised document
Recommended Action: Review and approve motion to adopt

9. PROJECT UPDATES

- a. Customer Outreach – Demographic survey results and draft newsletter
- b. Water Master Plan Evaluation – Final Technical Memo from John Robinson and Memo from General Manager
- c. Brown-Glen Pipeline Improvement Project – Memo from General Manager

10. TELECONFERENCING OF BOARD MEETINGS – Board to consider continuing to waive certain provisions of the Brown Act as permitted by AB 361 during the COVID-19 emergency
Recommended Action: Board to decide whether to extend the provisions of Resolution 2020-1-18 for 30 days by adopting Resolution 2022-04-19

11. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e): Title: General Manager

12. REPORT ON CLOSED SESSION

13. DIRECTOR REQUESTS, REPORTS 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.

14. CALENDAR – May 17, 2022 June 21, 2022 July 19, 2022

15. ADJOURNMENT

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

KINNELOA IRRIGATION DISTRICT

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

MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

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 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): Stephen Brown, Gerrie Kilburn, & David Moritz
(Zoom): Gordon Johnson

DIRECTORS ABSENT: None

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

PUBLIC PRESENT: None

1. CALL TO ORDER:

Director Brown 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.

2. PUBLIC COMMENT: None

3. APPOINTMENT OF DIRECTOR FOR DIVISION 4 - Review Candidates and make appointment

Director Kilburn motioned to approve the appointment of Thomas “Tom” Leo Majich II as the Director of Division 4 to serve the remainder of that position’s current term and was seconded by Director Brown. Director Brown conducted a roll call vote. Directors Brown, Johnson, Kilburn & Moritz voted Aye.

4. TELECONFERENCING OF BOARD MEETING – Board to consider continuing to waive certain provisions of the Brown Act as permitted by AB 361 during the COVID-19 emergency *Recommended Action: Board to decide whether to extend the provisions of Resolution 2020-1-18 for 30 days by adopting Resolution 2022-04-19*

Director Kilburn motioned to approve the resolution and was seconded by Director Majich. Director Brown conducted a roll call vote. Director Brown, Johnson, Kilburn, and Moritz voted Aye.

5. DIRECTOR REQUESTS

Director Brown requested that a discussion of the format of minutes be added to 3/29/22 agenda.

6. DIRECTOR REPORTS AND/OR COMMENTS:

Director Kilburn spoke about the potential impact to water supplies regarding SB 9 and SB 10.

The General Manager explained that CV Strategies had recently sent out our water survey and anticipate discussing the results at the 3/29/22 meeting.

Director Brown recommended prioritizing Director Majich's meter for Subeca replacement during the next Installation date.

7. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 3:30 pm.

Prepared and submitted by,

Martin Aragon

**Martin Aragon
Office Manager/Board Clerk**

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KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 29, 2022, 3:00 P.M.

MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

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 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): Stephen Brown, Gordon Johnson, Gerrie Kilburn, Tom Majich & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon, Office Assistant Melanie Timoteo; Field Staff; Chris Burt & Michele Ferrell

PUBLIC PRESENT: (Zoom): Shawn Harkness of CV Strategies
(In-Person): KID General Counsel William Kruse of Lagerlof, LLP & John Robinson of John Robinson Consulting, Inc.

1. CALL TO ORDER:

Chairman Brown 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.

2. PUBLIC COMMENT: None

3. OATH OF OFFICE - Division 4 appointee Thomas “Tom” Majich II:

Administration of Oath was postponed until the County Board of Supervisors has ratified the appointment.

4. FORMAT OF MEETING MINUTES – Board to discuss format and content of meeting minutes in consideration of the recommendation of the District’s General Counsel.

Discussion outcomes and action items will be captured in the minutes.

5. REVIEW OF MINUTES - February 15, 2022

Director Brown motioned to substitute the italicized language in item ten for:

“Discussion outcome:

The Delegation of Authority document should include criteria for when the General Manager will designate a member of staff to act on his behalf, for example when the General Manager is on vacation, on medical leave, or away from Southern California. Once the revisions to the Delegation of Authorities document have been completed, it will be presented to the Board for review”

and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted Aye

Director Kilburn motioned to approve the February 15, 2022, Minutes for filing with indicated revisions and was seconded by Director Brown. Chairman Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted Aye

6. REVIEW OF FINANCIAL REPORTS – January 31, 2022, and February 28, 2022:

Director Moritz motioned to approve the financial reports for filing and was seconded by Director Brown. Chairman Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted Aye.

7. GENERAL MANAGER’S REPORT:

The General Manager presented his report.

8. ELECTION OF INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO LAFCO

Director Kilburn motioned to elect E.G., “Jerry” Gladbach as a Voting Member for Special District LAFCO and was seconded by Director Moritz. Chairman Johnson conducted a roll call vote. Directors Kilburn and Director Moritz voted Aye. Directors Brown and Johnson voted nay.

Director Brown motioned to abstain from voting for either of the two candidates as Alternate Members for the Special District LAFCO and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. Director Brown, Johnson, Kilburn, and Moritz voted Aye.

The Board decided not to vote in either race.

9. PROJECT UPDATES:

Discussion Outcome

A. *Customer Outreach*

Shawn Harkness of CV Strategies will have a report to present at the 4/19/22 Board Meeting. He will discuss the findings from the survey and newsletter distribution.

B. *System Map Updates*

From the correspondence between Field Staff and SA Associates, the System Map Updates are further along than the last update provided at the 2/15/22 meeting. Completion of the System Map Updates remain indefinite.

C. *Emergency Response Plan*

The Emergency Management Coordinator for PWAG, confirmed that most of the ERP content provided by Melvin Matthews reflected what was expected. There was a recommendation to reformat the content and standardize the document to reflect the ERP's submitted by other PWAG members. The ERP is expected to be adopted at the May board meeting.

D. *Master Plan Revision – Draft Technical Memo from consultant.*

John Robinson of John Robinson Consulting Inc. confirmed that current Master Plan contains most of the information one would want in a Master Plan. From John's perspective, because the K.I.D. capital improvement plan (CIP) reflects the information provided by the General Manager, Michele Ferrell, and Chris Burt its more representative of what is necessary to maintain and improve the system.

The Board will review the CIP options to understand the cost, agreements and time that may be required.

Chairman Johnson recommended that we perform a failure analysis and review the potential impact of accessory dwelling units (ADU).

Director Brown cited future water supply as the overriding priority.

Chairman Johnson questioned whether the KID is upgrading our existing infrastructure at a sufficient pace.

General Manager, Melvin Matthews explained the establishment of a new well would not provide an additional source of water. There is really no need to add a seventh connection to the City of Pasadena as an emergency source. Connecting to the Metropolitan Water District (MWD) is the only alternative for an additional water supply. The General Manager recommended that we investigate the cost of connecting to the MWD.

Chairman Johnson requested a copy of the agreement with the City of Pasadena that we rely on for emergency supplies. He also requested a plan for obtaining a Supply Reliability Study.

E. *Brown-Glen Pipeline Improvement Project*

The General Manager presented the Civiltec Engineering Inc. Water System Analysis and Technical Memorandum Brown/Glen Sustaining Valve Study.

The next action is to speak with the customer who will be affected by the project.

10. TELECONFERENCING OF BOARD MEETING:

Director Brown motioned to approve the resolution and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. Director Brown, Johnson, Kilburn, and Moritz voted Aye

11. CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Government Code €54954.5(E): Title: General Manager

12. REPORT ON CLOSED SESSION:

Discussion Outcome:

Chairman Johnson announced the closed session concluded and no action was taken.

13. DIRECTOR REQUESTS, REPORTS AND/OR COMMENTS:

Chairman Johnson requested updates for the following items:

- Updated Delegation of Authority
- Modify internal rules to clarify process used by staff to request Board review of a personnel matter.
- Provide the Board of Directors with the City of Pasadena agreement to provide emergency water supply.
- Develop a plan to access water supply reliability.
- Seek an intern to help collect data for initiation of an Asset Management Plan.
- Schedule a discussion item in April and plan for an action to adopt the Emergency Response Plan in May.

Director Kilburn asked if all the Subeca devices would be installed in April. Melvin Matthews explained that the install would require three months to complete. Install will start with Division 1 and include locations where the Badger meter equipment has failed. Once the installation is complete, then a plan for education will be developed.

14. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 5:50 pm.

Prepared and submitted by,

Martin Aragon

**Martin Aragon
Office Manager/Board Clerk**

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Kinneloa Irrigation District
Income Statement for the Three Months Ending March 31, 2022

| | 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 | 154,832.57 | 112,000.00 | 42,832.57 | 365,950.02 | 336,000.00 | 29,950.02 |
| 4015 Wholesale Water Sales | 16,531.24 | 25,000.00 | (8,468.76) | 27,168.18 | 50,000.00 | (22,831.82) |
| 4020 Service/Installation Charges | 305.65 | 833.33 | (527.68) | 1,826.12 | 2,499.99 | (673.87) |
| 4035 Interest-Reserve Fund | 774.79 | 583.33 | 191.46 | 1,861.48 | 1,749.99 | 111.49 |
| 4036 Unrealized Gain(Loss)-CalTRU | (17,238.87) | 2,083.33 | (19,322.20) | (32,027.61) | 6,249.99 | (38,277.60) |
| Total Revenues | 155,205.38 | 140,499.99 | 14,705.39 | 364,778.19 | 396,499.97 | (31,721.78) |
| Expenses | | | | | | |
| 5000 Leased Water Rights | 0.00 | 0.00 | 0.00 | 63,135.00 | 63,135.00 | 0.00 |
| 5005 Electricity | 14,768.70 | 12,000.00 | 2,768.70 | 37,023.81 | 34,000.00 | 3,023.81 |
| 5010 Maintenance/Repair Supplies | 5,445.16 | 2,500.00 | 2,945.16 | 10,617.86 | 7,500.00 | 3,117.86 |
| 5011 Material and Labor for Install | 0.00 | 833.33 | (833.33) | 0.00 | 2,499.99 | (2,499.99) |
| 5012 Safety Equipment | 0.00 | 166.67 | (166.67) | 297.65 | 500.01 | (202.36) |
| 5015 Operations Labor | 27,444.08 | 25,133.33 | 2,310.75 | 72,351.98 | 75,399.99 | (3,048.01) |
| 5016 Operations OT | 1,790.22 | 1,291.67 | 498.55 | 5,861.55 | 3,875.01 | 1,986.54 |
| 5020 Stand-by Compensation | 930.00 | 915.00 | 15.00 | 2,520.00 | 2,745.00 | (225.00) |
| 5022 Training/Certification | 358.00 | 133.33 | 224.67 | 393.00 | 399.99 | (6.99) |
| 5025 Water Treatment/Analysis | 1,424.00 | 2,083.33 | (659.33) | 6,109.25 | 6,249.99 | (140.74) |
| 5030 Maintenance/Repair Contractors | 10,064.10 | 11,666.67 | (1,602.57) | 24,854.96 | 35,000.01 | (10,145.05) |
| 5034 Equipment Maintenance | 9,378.62 | 1,666.67 | 7,711.95 | 10,302.99 | 5,000.01 | 5,302.98 |
| 5035 Vehicle Maintenance | 0.00 | 1,333.33 | (1,333.33) | 386.75 | 3,999.99 | (3,613.24) |
| 5036 Fuel | 3,968.65 | 1,666.67 | 2,301.98 | 6,641.51 | 5,000.01 | 1,641.50 |
| 5045 Insurance-Workers Comp. | 2,736.04 | 5,000.00 | (2,263.96) | 2,736.04 | 5,000.00 | (2,263.96) |
| 5046 Insurance-Liability | 1,471.16 | 1,416.67 | 54.49 | 4,413.48 | 4,250.01 | 163.47 |
| 5048 Insurance-Property | 255.28 | 208.33 | 46.95 | 765.84 | 624.99 | 140.85 |
| 5049 Insurance-Medical | 6,428.48 | 8,604.17 | (2,175.69) | 19,285.44 | 25,812.51 | (6,527.07) |
| 6000 Engineering Services | 3,074.25 | 3,958.33 | (884.08) | 15,526.25 | 11,874.99 | 3,651.26 |
| 6005 Watermaster Services | 1,304.42 | 1,333.33 | (28.91) | 3,913.26 | 3,999.99 | (86.73) |
| 6015 Administrative Salary | 12,787.30 | 13,216.67 | (429.37) | 38,361.90 | 39,650.01 | (1,288.11) |
| 6017 Administrative Travel | 61.89 | 250.00 | (188.11) | 61.89 | 750.00 | (688.11) |
| 6020 Board Compensation | 600.00 | 700.00 | (100.00) | 1,350.00 | 2,100.00 | (750.00) |
| 6021 Administrative & Board Exp. | 156.65 | 83.33 | 73.32 | 6.65 | 249.99 | (243.34) |
| 6022 Board of Directors Election | 0.00 | 0.00 | 0.00 | 344.22 | 0.00 | 344.22 |
| 6024 Customer/Public Info. Prog. | 2,542.63 | 333.33 | 2,209.30 | 3,592.63 | 999.99 | 2,592.64 |
| 6025 PERS - KID | 3,992.22 | 4,000.00 | (7.78) | 11,040.24 | 12,000.00 | (959.76) |
| 6030 Social Security - KID | 3,322.58 | 3,000.00 | 322.58 | 9,003.10 | 9,000.00 | 3.10 |
| 6031 Medicare - KID | 777.08 | 708.33 | 68.75 | 2,105.63 | 2,124.99 | (19.36) |
| 6035 Office/Computer Supplies | 2,102.74 | 583.33 | 1,519.41 | 3,061.45 | 1,749.99 | 1,311.46 |
| 6036 Postage/Delivery | 355.50 | 416.67 | (61.17) | 933.89 | 1,250.01 | (316.12) |
| 6040 Professional Dues | 555.17 | 1,333.33 | (778.16) | 1,665.51 | 3,999.99 | (2,334.48) |
| 6045 Legal Services | 3,971.58 | 1,250.00 | 2,721.58 | 5,424.74 | 3,750.00 | 1,674.74 |
| 6050 Telephone | 314.94 | 375.00 | (60.06) | 944.82 | 1,125.00 | (180.18) |
| 6051 Mobile Communications | 157.89 | 41.67 | 116.22 | 409.46 | 125.01 | 284.45 |

Kinneloa Irrigation District
Income Statement for the Three Months Ending March 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 | 35.05 | 41.67 | (6.62) | 148.42 | 125.01 | 23.41 |
| 6053 Internet Service | 109.98 | 133.33 | (23.35) | 319.94 | 399.99 | (80.05) |
| 6059 Computer Software Maintenance | 1,265.41 | 1,000.00 | 265.41 | 2,179.98 | 3,000.00 | (820.02) |
| 6061 Office Equipment Maintenance | 0.00 | 83.33 | (83.33) | 0.00 | 249.99 | (249.99) |
| 6070 Office & Accounting Labor | 10,681.04 | 10,916.67 | (235.63) | 26,675.27 | 32,750.01 | (6,074.74) |
| 6075 Professional/Contract Services | 5,138.36 | 2,333.33 | 2,805.03 | 9,505.07 | 6,999.99 | 2,505.08 |
| 6080 Administrative Fees | 836.48 | 1,036.67 | (200.19) | 2,709.62 | 3,110.01 | (400.39) |
| 6081 Permits/Fees | 408.66 | 1,250.00 | (841.34) | 1,225.98 | 3,750.00 | (2,524.02) |
| 6086 Taxes - Sales/Use | 0.00 | 291.67 | (291.67) | 0.00 | 875.01 | (875.01) |
| 6120 Bank Service Charges | 862.70 | 833.33 | 29.37 | 2,297.18 | 2,499.99 | (202.81) |
| Total Expenses | 141,877.01 | 126,122.49 | 15,754.52 | 410,504.21 | 429,502.47 | (18,998.26) |
| Net Income | 13,328.37 | 14,377.50 | (1,049.13) | (45,726.02) | (33,002.50) | (12,723.52) |
| Other Expenditures | | | | | | |
| 1511 WaterTreatment Plant | 2,413.85 | 500.00 | 1,913.85 | 2,413.85 | 1,500.00 | 913.85 |
| 1514 Computer/Office Equipment | 0.00 | 330.00 | (330.00) | 1,325.64 | 2,060.00 | (734.36) |
| Total Other Expenditures | 2,413.85 | 830.00 | 1,583.85 | 3,739.49 | 3,560.00 | 179.49 |
| Total Increase or (Drawdown) | 10,914.52 | 13,547.50 | (2,632.98) | (49,465.51) | (36,562.50) | (12,903.01) |

Kinneloa Irrigation District
Balance Sheet as of March 31, 2022

ASSETS

Current Assets

| | | |
|------|-------------------------------|---------------|
| 1010 | Checking-Wells Fargo Bank | \$ 275,175.48 |
| 1012 | Reserve Fund-LAIF | 128,313.00 |
| 1014 | Reserve Fund-CalTRUST | 1,726,282.19 |
| 1016 | Accrued Interest-LAIF | 149.06 |
| 1100 | Accts. Receivable-Water Sales | 16,751.14 |
| 1190 | Allowance for Bad Debts | (771.48) |
| 1200 | Inventory | 20,000.00 |
| 1340 | Accrued Water Sales | 172,594.33 |
| 1350 | Prepaid Insurance | 8,046.23 |
| 1360 | Prepaid Expenses | 11,353.96 |

Total Current Assets

2,357,893.91

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 | 208,428.91 |
| 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

5,625,681.34

Other Assets

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

Total Assets

\$ 8,077,261.25

Kinneloa Irrigation District
Balance Sheet as of March 31, 2022

LIABILITIES AND CAPITAL

Current Liabilities

| | | | |
|------|---------------------------|----|-----------|
| 2000 | Accounts Payable | \$ | 30,653.47 |
| 2250 | PERS Withholding-Employee | | 44.30 |
| 2272 | Job Deposits | | 1,800.00 |
| 2275 | Deposits-Water Customers | | 255.02 |
| 2290 | Accrued Vacation | | 18,854.60 |
| | | | 18,854.60 |
| | Total Current Liabilities | | 51,607.39 |

Long-Term Liabilities

| | | | |
|------|--------------------------------|--|--------------|
| 2400 | Installment Purchase Agreement | | 1,451,071.19 |
| 2801 | PERS- Net Liability | | 310,993.24 |
| 2901 | PERS- Deferred Inflows | | 35,841.00 |
| | | | 35,841.00 |
| | Total Long-Term Liabilities | | 1,797,905.43 |
| | Total Liabilities | | 1,849,512.82 |

Capital

| | | | |
|------|-----------------------------|----|--------------|
| 3040 | Fund Balance | | 6,273,474.45 |
| | Net Income | | (45,726.02) |
| | | | (45,726.02) |
| | Total Capital | | 6,227,748.43 |
| | Total Liabilities & Capital | \$ | 8,077,261.25 |

Kinneloa Irrigation District
Statement of Cash Flow
For the Three Months Ended March 31, 2022

| | Current Month | Year to Date |
|---|-----------------------|-----------------------|
| Cash Flows from Operating Activities | | |
| Net Income | \$ 13,328.37 | \$ (45,726.02) |
| <i>Adjustments to reconcile net income to net cash provided by operating activities</i> | | |
| 1100 Accts. Receivable-Water Sales | (551.89) | 8,102.06 |
| 1340 Accrued Water Sales | (37,656.66) | (32,854.89) |
| 1350 Prepaid Insurance | 1,726.44 | 5,179.32 |
| 1360 Prepaid Expenses | 6,358.66 | 11,685.98 |
| 2000 Accounts Payable | 7,529.93 | 401.52 |
| 2250 PERS Withholding-Employee | (114.63) | 44.30 |
| 2272 Job Deposits | 900.00 | 0.00 |
| | (21,808.15) | (7,441.71) |
| Total Adjustments | (21,808.15) | (7,441.71) |
| Net Cash Provided by Operations | (8,479.78) | (53,167.73) |
| Cash Flows from Investing Activities | | |
| <i>Used for</i> | | |
| 1511 WaterTreatment Plant | (2,413.85) | (2,413.85) |
| 1514 Computer/Office Equipment | 0.00 | (1,325.64) |
| | (2,413.85) | (3,739.49) |
| Net Cash Used in Investing | (2,413.85) | (3,739.49) |
| Cash Flows from Financing Activities | | |
| <i>Proceeds from</i> | | |
| <i>Used for</i> | | |
| 2801 PERS- Net Liability | (2,203.58) | (6,610.74) |
| | (2,203.58) | (6,610.74) |
| Net Cash Used in Financing | (2,203.58) | (6,610.74) |
| Net Increase (Decrease) in Cash | \$ (13,097.21) | \$ (63,517.96) |
| Summary | | |
| Cash Balance at End of Period | \$ 2,129,919.73 | \$ 2,129,919.73 |
| Cash Balance at Beg. of Period | (2,143,016.94) | (2,193,437.69) |
| Net Increase (Decrease) in Cash | \$ (13,097.21) | \$ (63,517.96) |

Kinneloa Irrigation District
Check Register
March 1, 2022 - March 31 , 2022

| Date | Check # | Payee | Amount | Description |
|-------------|----------------|-----------------------------------|---------------|---|
| 3/11/2022 | EFT5144 | CA Public Employees Ret. Sys. | 6,337.53 | KID & Employee Retirement Contributions |
| 3/11/2022 | EFT5145 | Century Business Solutions | 296.79 | Electronic Business Charge |
| 3/11/2022 | EFT5146 | Pasadena Municipal Services | 1,998.02 | Electricity - Wilcox Well (Pumping) |
| 3/11/2022 | EFT5147 | Southern California Edison Co. | 10,387.89 | Electricity - District (Pumping) |
| 3/11/2022 | EFT5148 | Spectrum | 349.92 | Internet Service |
| 3/11/2022 | EFT5149 | Streamline | 200.00 | Website Service |
| 3/11/2022 | EFT5150 | Umpqua Bank | 4,050.08 | Staff Credit Cards |
| 3/11/2022 | EFT5151 | VeriCheck, Inc. | 158.21 | E-Check Payment Processing Fee |
| 3/11/2022 | EFT5152 | CA Public Employees Ret. Sys. | 2,203.58 | Unfunded Accrued Liability |
| 3/11/2022 | EFT5153 | Century Business Solutions | 15.00 | Electronic Business Charge |
| 3/11/2022 | 10092 | ACWA-JPIA | 7,071.16 | Health Benefits - March. |
| 3/11/2022 | 10093 | Applied Technology Group, Inc. | 120.00 | PWAG: Handheld Emergency Communication |
| 3/11/2022 | 10094 | Aramark Uniform Services | 84.34 | Towel Service |
| 3/11/2022 | 10095 | BrightView Landscape Services | 1,564.50 | Landscape Maintenance (All Facilities) |
| 3/11/2022 | 10096 | Clinical Lab of San Bernardino | 24.00 | Water Analysis |
| 3/11/2022 | 10097 | Cricket Consulting | 810.00 | SCADA Maintenance |
| 3/11/2022 | 10098 | Underground Service Alert | 21.55 | Digalert |
| 3/11/2022 | 10099 | Eurofins Eaton Analytical, Inc. | 400.00 | Water Sample Analysis |
| 3/11/2022 | 10100 | Cricket Consulting | 3,825.00 | SCADA Maintenance |
| 3/11/2022 | 10101 | Eurofins Eaton Analytical, Inc. | 400.00 | Water Sample Analysis |
| 3/11/2022 | 10102 | Foothill Municipal Water District | 836.48 | Administrative Fee |
| 3/11/2022 | 10103 | Generator Services Co. | 1,241.73 | Generator Maintenance |
| 3/11/2022 | 10104 | Geotab USA, Inc | 98.75 | Vehicle Maintenance |
| 3/11/2022 | 10105 | McMaster Carr | 518.93 | Maintenance Supplies |
| 3/11/2022 | 10106 | Public Water Agencies Group | 289.08 | Monthly Emergency Preparedness Program |
| 3/11/2022 | 10107 | McMaster Carr | 426.94 | Maintenance Supplies |
| 3/11/2022 | 10108 | SC Fuels | 2,754.76 | Generator Fuel |
| 3/11/2022 | 10109 | Ultimate Cleaning Solutions, Inc. | 75.00 | Janitorial Service |
| 3/15/2022 | EFT5154 | Bernadette C. Allen | 850.32 | Salary |
| 3/15/2022 | EFT5155 | Arthur M. Aragon | 2,046.56 | Salary |
| 3/15/2022 | EFT5156 | Stephen Brown | 138.53 | Salary |
| 3/15/2022 | EFT5157 | Christopher A. Burt | 3,149.61 | Salary |
| 3/15/2022 | EFT5158 | Michele M. Ferrell | 2,576.57 | Salary |
| 3/15/2022 | EFT5159 | Brian L. Fry | 1,908.29 | Salary |
| 3/15/2022 | EFT5160 | Gerrie G. Kilburn | 138.53 | Salary |
| 3/15/2022 | EFT5161 | Melvin L. Matthews | 4,186.97 | Salary |
| 3/15/2022 | EFT5162 | Juan R. Tello | 1,644.32 | Salary |
| 3/15/2022 | EFT5163 | Melanie E. Timoteo | 301.32 | Salary |
| 3/15/2022 | EFT5164 | Juan R.Tello | 353.00 | Salary |
| 3/15/2022 | EFT5165 | Christopher A. Burt | 300.00 | Salary |
| 3/15/2022 | EFT5166 | Automatic Data Processing, Inc. | 7,654.28 | Payroll Taxes & Withholdings |
| 3/18/2022 | 10110 | Civiltec Engineering, Inc. | 3,074.25 | Engineering Services |

Kinneloa Irrigation District
Check Register
March 1, 2022 - March 31 , 2022

| Date | Check # | Payee | Amount | Description |
|-------------|----------------|---------------------------------|---------------|--------------------------------|
| 3/18/2022 | 10111 | Eurofins Eaton Analytical, Inc. | 400.00 | Water Sample Analysis |
| 3/18/2022 | 10112 | John Robinson Consulting, Inc. | 3,000.00 | Professional/Contract Services |
| 3/18/2022 | 10113 | McMaster Carr | 446.40 | Maintenance Supplies |
| 3/18/2022 | 10114 | Sage Designs, Inc. | 660.00 | Computer Software Maintenance |
| 3/18/2022 | EFT5167 | Automatic Data Processing, Inc. | 99.17 | Payroll Processing Fee |
| 3/18/2022 | EFT5168 | American Messaging Services | 35.05 | Paging Service |
| 3/18/2022 | EFT5169 | Arco Gaspro Plus | 1,183.89 | Vehicle Fuel |
| 3/18/2022 | EFT5170 | Athens Services | 222.16 | Trash Service |
| 3/29/2022 | EFT5171 | Automatic Data Processing, Inc. | 106.98 | Payroll Processing Fee |
| 3/29/2022 | EFT5172 | AT&T Mobility | 157.89 | Telephone Service |
| 3/29/2022 | 10115 | CV Strategies | 2,268.75 | Communication / Outreach |
| 3/29/2022 | 10116 | Denram Products | 1,417.90 | Bill Statements / Envelopes |
| 3/29/2022 | 10117 | Brian Fry | 30.00 | Fuel Reimbursement |
| 3/29/2022 | 10118 | Generator Services Co. | 8,136.89 | Generator Maintenance |
| 3/29/2022 | 10119 | Matt Chlor Inc. | 2,413.85 | Water Treatment/Analysis |
| 3/29/2022 | 10120 | McMaster Carr | 592.11 | Maintenance Supplies |
| 3/29/2022 | 10122 | Utility Service Co., Inc. | 5,429.10 | Tank Maintenance |
| 3/31/2022 | EFT5173 | Bernadette C. Allen | 756.70 | Salary |
| 3/31/2022 | EFT5174 | Arthur M. Aragon | 2,151.59 | Salary |
| 3/31/2022 | EFT5175 | Stephen Brown | 138.52 | Salary |
| 3/31/2022 | EFT5176 | Christopher A. Burt | 2,912.90 | Salary |
| 3/31/2022 | EFT5177 | Michele M. Ferrell | 3,336.28 | Salary |
| 3/31/2022 | EFT5178 | Brian L. Fry | 2,265.13 | Salary |
| 3/31/2022 | EFT5179 | Gerrie G. Kilburn | 138.52 | Salary |
| 3/31/2022 | EFT5180 | Melvin L. Matthews | 4,264.92 | Salary |
| 3/31/2022 | EFT5181 | Juan R. Tello | 1,735.82 | Salary |
| 3/31/2022 | EFT5182 | Melanie E. Timoteo | 1,563.98 | Salary |
| 3/31/2022 | EFT5181a | Juan R.Tello | 353.00 | Salary |
| 3/31/2022 | EFT5176a | Christopher A. Burt | 300.00 | Salary |
| 3/31/2022 | EFT5183 | Automatic Data Processing, Inc. | 9,202.05 | Payroll Taxes & Withholdings |
| | | | 130,601.34 | |

* Gap in check sequence:

Voided check #10121V (Misprint)

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

| Acct. No. | Account Description | Additional Description | MM | CB | BF | MA | MF | JT | TOTAL |
|--------------|--------------------------------|---|----------|----------|------------|----------|------------|----------|------------|
| 1505 | House Tunnel Project | | | | | | | | \$0.00 |
| 1511 | Water Treatment Plant | | | | | | | | \$0.00 |
| 1514 | Computer/Office Equip. | | | | | | | | \$0.00 |
| 5010 | Maintenance Supplies | JT: Socket Set CB: Hoses, Series Analog Timers MF: Concrete, Rope, Post Stands, Sheet Metal, Lumber, Battery Chargers | | \$520.38 | | | \$1,277.83 | \$110.94 | \$1,909.15 |
| 5011 | Materials for Install | | | | | | | | \$0.00 |
| 5012 | Safety Equipment | | | | | | | | \$0.00 |
| 5022 | Training/Certification | MM: JPIA | \$35.00 | | | | | | \$35.00 |
| 5025 | Water Treatment/Analysis | BF: Salt | | | \$1,073.71 | | | | \$1,073.71 |
| 5035 | Vehicle Maintenance | JT: Light Bulb Truck #4 | | | | | | \$22.02 | \$22.02 |
| 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: Cleaning Supplies, Paper Supplies, MM: Toner Cartridge | \$237.47 | | | \$246.75 | | | \$484.22 |
| 6036 | Postage/Delivery | MA: Stamps, Certified Mail | | | | \$275.98 | | | \$275.98 |
| 6040 | Professional Dues | | | | | | | | \$0.00 |
| 6050 | Telephone | MM: Alert Communications | \$75.00 | | | | | | \$75.00 |
| 6051 | Mobile Phone | | | | | | | | \$0.00 |
| 6053 | Internet Service | | | | | | | | \$0.00 |
| 6059 | Computer/Software Maint. | | | | | | | | \$0.00 |
| 6061 | Office Equipment Maint. | | | | | | | | \$0.00 |
| 6075 | Outside Services | MM: Water District Jobs | \$175.00 | | | | | | \$175.00 |
| 6081 | Permits/Fees | | | | | | | | \$0.00 |
| TOTAL | | | \$522.47 | \$520.38 | \$1,073.71 | \$522.73 | \$1,277.83 | \$132.96 | \$4,050.08 |

General Manager's Report for the Special Board of Directors Meeting on April 19, 2022

I. Customer Account Information and Internet Usage

A. Customer Accounts –

Active accounts: 590
 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 |
|-----------------------|-------------|------------|------------|--------------------|-------------|
| 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 |
| October 2021 | \$33,896.61 | \$4,370.85 | \$631.32 | \$0.00 | \$38,898.78 |
| November 2021 | \$19,367.43 | \$2,756.78 | \$553.36 | \$313.14 | \$22,990.71 |
| December 2021 | \$20,857.23 | \$3,390.27 | \$292.56 | \$313.14 | \$24,853.20 |
| January 2022 | \$23,194.52 | \$1,157.57 | \$509.67 | \$6.61 | \$24,868.37 |
| February 2022 | \$14,806.91 | \$1,385.73 | \$0.00 | \$6.61 | \$16,199.25 |
| March 2022 | \$15,564.59 | \$1,186.55 | \$0.00 | \$0.00 | \$16,751.14 |

C. Website Usage and Online Payments –

| Month | Users | Page Views | Online Payments | Online Amount |
|-----------------------|-------|------------|-----------------|---------------|
| 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 |
| October 2021 | 287 | 1,111 | 114 | \$34,577.62 |
| November 2021 | 301 | 1,352 | 116 | \$31,969.58 |
| December 2021 | 380 | 1,620 | 113 | \$26,972.98 |
| January 2022 | 327 | 1,488 | 118 | \$28,429.94 |
| February 2022 | 442 | 2,587 | 106 | \$18,909.23 |
| March 2022 | 493 | 2,684 | 122 | \$28,872.00 |

II. General Manager's Projects and Activities

- A. Advanced Meter Infrastructure (AMI) Project – As of this meeting 58 additional installations have been completed. The total installations are 111 out of the 590 active accounts. Additional installations will be scheduled for April, May and June as materials are received.
- B. Customer Outreach Project – Consultant has completed the first of the quarterly newsletters and the customer survey is in progress.
- C. Distribution System Map Update Project – The second set of maps has been received, reviewed and completed.
- D. 2021 Audit – I am reviewing the draft audit and completing the Management Analysis and Discussion section.
- 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 has been completed and has been reviewed by the Public Water Agencies Group (PWAG) Emergency Management Coordinator. The plan will be presented at the May board meeting for adoption. Training is tentatively scheduled by PWAG for the fall and an exercise will be conducted in October on the day of the California Shakeout event.
- G. Master Plan Revision – Final technical memo has been received from the consultant after revisions based on the discussion by the Board and the General Manager. The staff recommendations are being presented at this meeting.
- H. Brown-Glen Pipeline Improvement Project – Report has been received from the engineer regarding the pressure sustaining valve. The staff recommendations are being presented at this meeting.
- I. Employee Policies and Procedures – I have prepared Revision 6 of the document to be presented at this meeting for adoption to comply with the changes in regulations and the current practices of the District.
- J. Activities/Meetings/Webinars/Conferences*
 - 1. KID Staff Meetings
 - 2. KID Board Meetings (2)
 - 3. FMWD Board Meeting**
 - 4. LAFCO Board Meeting**
 - 5. Water Loss Series for Small Water Systems: Water Loss Control and the Water Audit
 - 6. PWAG Conservation and Education Team Meeting
 - 7. ACWA Region 8 Event Planning Workgroup Meeting
 - 8. PWAG COVID Update Zoom call
 - 9. FMWD Manager's Meeting
 - 10. Subeca Meeting to plan installations
 - 11. ACWA JPIA Human Resources Meeting
 - 12. RBMB Finance and Administration Committee Meeting
 - 13. Webinar - Water Loss Series for Small Water Systems: Taking Action to Address Apparent Losses

* 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 | 0 | 0 | 4 | |

* 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. Facility and Equipment Repair and Maintenance
 - a. Replaced Flo-Loc batteries at Sage Tank
 - b. Received and tested PWAG Generator
 - c. Repaired Cl2 leak at K-3 Well
 - d. Replaced broken pressure gauge on Sage Booster #2

2. Capital Improvement and Maintenance Projects for 2022*
 - a. House Tunnel Pipeline repair (Completed) (MR)
 - b. System Maps Update (In Progress) (EP, OPS)
 - c. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
 - d. High/Low Tunnel Pipeline inspection and repair if needed (MR)
 - e. Truck replacement – Replace one pickup truck that is 23 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 February 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 | 33 |
| Prior Year Carryover | 52 | Far Mesa | 22 |
| Less Temporary 30% Reduction in Water Rights | -155 | Delores | 4 |
| Leases/Exchanges | 207 | House | |
| Prior Year Spreading | 77 | Holly High/Low | 24 |
| Short Term Storage | 45 | | |
| Current Year Spreading | 0 | | |
| Total Allowable Extractions | 742 | | |
| Less Water Extracted YTD This Watermaster Year | -418 | Year to Date Tunnel Production | 83 |
| Remaining Allowable Groundwater Extractions through June 2022 | 324 | Remaining Estimated Tunnel Production through June 2022 | 46 |
| Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022) | | 370 Acre Feet | |
| Less Remaining Forecasted Retail Water Sales through June 2022 | | -222 Acre Feet | |
| Estimated Surplus Water through June 2022* | | 148 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 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.

V. Appendix – Meeting Agendas and Information



Local Agency Formation Commission
for the County of Los Angeles

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
Michael Henderson
Alisha O'Brien

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

www.lalafco.org

LIVE VIRTUAL COMMISSION MEETING

LOCAL AGENCY FORMATION COMMISSION

Wednesday, March 9th, 2022
9:00 a.m.

This meeting will be conducted as a virtual meeting with telephone 1-415-655-0001 (Access Code: 2598 919 6870) and web access (<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/onstage/g.php?MTID=e1a44795657d60dec872f7f21ea23dc16>) 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: 2598 919 6870 (English)

OR TO LISTEN VIA WEB AND PROVIDE COMMENT:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/onstage/g.php?MTID=e1a44795657d60dec872f7f21ea23dc16>

TO PROVIDE WRITTEN PUBLIC COMMENT:

Any interested person may submit written opposition or comments by email at 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

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. **PUBLIC COMMENT**

This is the opportunity for members of the public to address the Commission on any items, including those items that are on the posted agenda, provided that the subject matter is within the jurisdiction of the Commission. Public comments are limited to three minutes.

6. **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 February 9, 2022.
- b. Approve Operating Account Check Register for the month of February, 2022.
- c. Receive and file Update on Pending Proposals.
- d. Information Item(s) – Government Code §§ 56751 & 56857 (None).

7. **PUBLIC HEARING(S)**

- a. Draft Municipal Service Review (MSR) 2022-02 and Sphere of Influence (SOI) Update for the Resource Conservation Districts (Antelope Valley Resource Conservation District and Resource Conservation District of the Santa Monica Mountains).
- b. Proposed Draft Budget for Fiscal Year 2022-23

8. **PROTEST HEARING(S)**

None.

9. **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. As-Needed Alternate Legal Counsel.
- c. Policy for Commissioner Term of Office

10. **LEGISLATION**

- a. Legislative Update and Request to Support SB 938 and AB 2449

11. **MISCELLANEOUS CORRESPONDENCE**

None.

12. **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.

13. **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. Written Update
- b. Verbal Update

14. **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.

15. **FUTURE MEETINGS**

April 13, 2022
May 11, 2022
June 8, 2022

16. **ADJOURNMENT**

FOOTHILL MUNICIPAL WATER DISTRICT
4536 Hampton Road
La Cañada Flintridge, California

A G E N D A
REGULAR MEETING OF THE
BOARD OF DIRECTORS
March 21, 2022
3:00 PM

Posted: March 17, 2022, 5:00 p.m.

Teleconferencing will be used during this meeting per California Assembly Bill 361.
To join, see meeting agenda attachment.

ZOOM VIRTUAL CONFERENCE

Meeting ID: 993-2680-0954

Password: 419316

- 1. Call to Order and Determination of a Quorum**
- 2. Preliminary Matters**
 - 2.1. Adoption of Resolution No. 928-0322 pertaining to the use of teleconferencing for meetings.
 - 2.2. Additions to Agenda (as required by Gov. Code 54954.2)
- 3. Public Comments**
 - 3.1. Opportunity for members of the public to address the board directly on items of public interest that are within the subject matter jurisdiction of the board (as required by Gov. Code 54954.3(a)). Speakers may be limited to two minutes each at the discretion of the President of the Board
- 4. Special Procedures**
 - 4.1. Public Hearing to consider FMWD's Redistricting.
- 5. Consent Calendar**
 - 5.1. Action approving the Minutes of the February 22, 2022; Regular Meeting of the Board of Directors.
 - 5.2. Action approving the Financial Statements for February 2022; monthly Director Compensation, Expense Report and Treasurer's Report.
 - 5.3. Action accepting Fiscal Year 2020-2021 FMWD Management Report
- 6. Directors' Oral Reports**
 - 6.1. Reports and appropriate action on ACWA, MWD, and other association and organization activities.

7. Action Calendar

- 7.1. Discussion and action regarding Assembly Bill 2449 (Rubio).
- 7.2. Discussion and action voting for open LAFCO positions.
- 7.3. Discussion and action regarding agreements for legal services.
- 7.4. Discussion and action to adopt Resolution No. 929-0322, modifying the District Divisions' boundaries.
- 7.5. Discussion and action regarding awarding the Operations Center Roof Replacement.
- 7.6. Discussion and action regarding permission to advertise Booster 1-East Replacement.

8. Information Item

- 8.1. Reviewing Emergency Resolution 906-0420 in response to COVID-19.

9. Staff and Committee Reports

General Manager Nina Jazmadarian: Reports and appropriate action on administrative and operating projects and activities:

- 9.1. Operations/Sales Summary
- 9.2. Water Supply Update
- 9.3. Education & Conservation Updates
- 9.4. Conservation Rebate Activity
- 9.5. Great Pacific Securities
- 9.6. Drought Infographics
- 9.7. Charles White Park Landscape Water Survey
- 9.8. Other

Engineering Report, Ken Herman: Report on capital improvement projects. Report attached.

Operations Report, Jay Bobnes: Report on maintenance projects and system operations. Report attached.

MWD Representative Richard Atwater: Report regarding MWD activities.

Attorney: Report on legal and related matters relevant to the District.

Water Resources Committee: Report regarding Water Resources Committee meeting.

Engineering and Operations Committee: Report regarding Engineering and Operations Committee meeting.

10. Closed Session

- 10.1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to § 54956.9(b): (One case).

11. Other Business

Related to general operations, administration and policy items, future agenda items, and concerns of Board members.

Next Board meetings:
Monday, April 18, 2022 @ 3PM
Monday, May 16, 2022 @ 3PM
Budget Workshop, Tuesday, May 24, 2022 @ 3PM

12. Adjournment

KINNELOA IRRIGATION DISTRICT EMPLOYEE POLICIES AND PROCEDURES

Adopted

~~April February 15 19, 2000~~ February 15, 2022

Revision 65

~~January 19~~ March 30, 2021 2022

CalPERS members are encouraged to take a CalPERS retirement planning class prior to submitting their application for retirement. CalPERS offers classes designed to educate and inform CalPERS members at any stage of their careers. These classes are available both online and in a classroom with an instructor.

CalPERS members may apply for retirement online through their personal my|CalPERS account at my.calpers.ca.gov or they can submit and mail a hardcopy retirement application available in Forms & Publications area at www.calpers.ca.gov. Members can also print an application and bring it to a Regional Office. The application for retirement should be submitted no more than 120 days prior to the desired effective retirement date. The application must be received within nine months after discontinuance of employment to be eligible for the earliest possible retirement date, which is the day following the last day on payroll. If not, the retirement date can be no earlier than the first of the month in which CalPERS receives the application. CalPERS retirement planning checklist recommends submitting your application three to four months before the planned retirement date. (Social Security recommends applying for retirement benefits four months in advance.). However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager can provide more detailed information as well as the phone numbers of personnel at CalPERS who can assist in retirement planning.

VIII. EMPLOYEE GRIEVANCE OR CONCERN PROCEDURE

The District defines a grievance or concern as an expressed dissatisfaction by employees to conditions of their employment. The District encourages its employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of the General Manager. If the General Manager is involved in the situation or does not respond to the complaint in a reasonable length of time the employee may contact the Board Chairman.-

In matters relating to the General Manager's job demotion, reduction in salary, or employment termination, the General Manager may present concerns to the Board of Directors in a closed session or at its next regularly scheduled meeting.



Kinneoloa Irrigation District Employee Policies and Procedures

KINNELOA IRRIGATION DISTRICT EMPLOYEE POLICIES AND PROCEDURES

**Adopted
April 19, 2022**

**Revision 6
March 30, 2021**

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I. GENERAL EMPLOYMENT POLICIES

A. Equal Employment Policy

State and Federal employment laws prohibit discrimination because of race, color, religion, sex, sexual orientation, age, physical or mental disability, veteran's status, marital status, national origin, ancestry, pregnancy, citizenship, or medical condition in all employment practices, including conditions of employment. Job applicants and current employees will be evaluated solely on their ability and experience as it relates to the requirements of the position.

The Kinneloa Irrigation District (the District) will not tolerate acts of discrimination, including harassment, by either board directors, managers, supervisors, employees, or members of the public.

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment, unless undue hardship would result. Any applicant or employee who requires accommodation to perform the essential functions of a job should contact the General Manager. The applicant or employee should advise the District what accommodations are needed to perform the job. The District will determine possible accommodations, if any. If accommodation is reasonable and will not impose undue hardship upon the District, the accommodation will be made.

When job openings occur, the District is interested in obtaining the best-qualified personnel available, consistent with the requirements of the job.

Federal and State Child Labor Laws prohibit the District from employing anyone less than 18 years of age, except in jobs not prohibited by these laws.

If an employee believes that they have been subjected to any form of unlawful discrimination, they should promptly report the facts of the incident or incidents, and names of the individuals involved, to the General Manager. The District will promptly investigate all claims of discrimination and ensure that appropriate action will be taken. The District will also take action to deter any future discrimination. The District's determination and related District action will be communicated to the reporting employee.

B. Discrimination or Harassment Policy

1. Discrimination or Harassment

The District strictly prohibits unlawful discrimination or harassment on the basis of an employee's race, sex, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability. Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited. This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments, or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings based on one of the categories above.

If an employee believes they have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, they should promptly report it to the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the agency, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances. If they have any questions about this policy or want more information about it, please contact the General Manager.

2. Sexual Harassment

Sexual harassment of the District employees, by any person includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

3. Anti-Harassment Training

In compliance with CA Government Code §12950 and §12950.1, the District will provide:

- At least two hours of classroom or other effective training and education regarding sexual harassment prevention to supervisory employees (CA SB1343/AB1825). Thereafter, anti-harassment training will be provided once every two years.
- One hour of sexual harassment prevention training and education to nonsupervisory employees (SB1343). Thereafter, anti-harassment training will be provided once every two years.
- New employees will be trained within thirty calendar days after hire date or within 100 hours, whichever is first. Thereafter, anti-harassment training will be provided once every two years.
- Temporary employees must be trained within thirty calendar days after the hire date or within 100 hours worked if the employee is expected to work for less than six months.

4. Guidelines for the Employee

If an employee thinks they are being sexually harassed they should be advised to:

- Say NO! Make it clear to the offender that the behavior is unacceptable to them. The person may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Not let confusion and/or self-doubt stop them from speaking out.
- Keep a record of dates, times, places, witnesses, and nature of harassment. Such records will be helpful if they find it necessary to pursue a formal grievance.

If an employee feels that they have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or they desire counseling on coping with sexual harassment, they should be encouraged to immediately contact the General Manager.

5. Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the District will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

C. Immigration Reform and Control Act Policy

The District is committed to full compliance with the Immigration Reform and Control Act. This law requires all individuals pass a verification procedure, including the completion of an "Employment Verification Form," before they are permitted to work. This verification procedure requires every potential new employee to provide satisfactory evidence of identity and legal authority to work in this country, which comply with the requirements of the Immigration law. All new employees are required to pass this verification process.

D. Nepotism Policy

A spouse of a District employee may not be precluded from employment unless there is a supervision, safety or morale problem involved in placement of the employee in the same department as the spouse, creating potential conflict of interest or other hazard greater for married couples than for other persons.

A closely related person of any present elected or appointed officer or employee may not be hired by the District so long as such elected or appointed officer or employee remains as such, except as may be approved by the General Manager or the Board of Directors. For the purpose of this rule, a closely related person shall be defined as any of the following: spouse, registered domestic partner, child, adopted child, stepchild, son-in-law, daughter-in-law, parent, stepparent, father-in-law, mother-in-law, sibling, stepsibling, brother-in-law, sister-in-law, grandparent, or grandchild.

E. Employee Classification Policy

Upon successfully completing an initial appraisal process, the employee will then be classified into one of the following classifications.

1. Full-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time. Full-time regular employees are eligible for employee benefits as described later in this handbook. Full-time employees that work less than 40 hours per week, but 30 or more hours per week, will have benefits pro-rated according to the number of hours worked if permitted by the benefit provider and if in accordance with the District's policies and procedures.

2. Part-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a work schedule of less than 30 hours per week and it is expected to continue for an indefinite period of time. Part-time regular employees are not eligible for vacation, sick leave, and holiday benefits as described later in this handbook.

3. Temporary Employees

Defined as an employee who is hired to perform a specific task or to be employed for a temporary period of time. Temporary employees are not eligible for benefits.

4. Non-Exempt/Hourly Employee

Defined as an employee who is paid wages for each hour of work performed and who is eligible to receive overtime pay according to federal mandates.

5. Exempt/Administrative/Professional

Defined as a second level manager, an advisory specialist or consultant who is paid on a salary basis for work performed with no overtime pay and are expected to work those hours necessary to complete their duties and responsibilities.

6. Exempt/Executive, Manager or Supervisory Employee

Defined as a full-time department head. This management group is paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the organization, executive personnel are expected to work those hours necessary to complete their duties and responsibilities.

F. Rehired Employee Policy

Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial appraisal process, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

II. SAFETY AND SECURITY POLICIES

A. Injury and Illness Prevention Program (IIPP)

The District greatly values the safety and health of all of its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the establishment, implementation, and maintenance of an effective Injury and Illness Prevention Program (IIPP). The General Manager is assigned primary responsibility for implementing the IIPP.

All managers and supervisors are responsible for implementing the IIPP in their departments and for answering worker questions about the IIPP.

1. Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The District's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- All employees will be annually evaluated on their safety performance.
- Employees who exercise safe and healthful work practices will be recognized on their performance appraisal.
- Employees that do not exercise safe and healthful work practices will be trained or retrained.
- Any employee that continues not to comply with or ignores safe and healthful work practices will be disciplined. The District will not tolerate unsafe acts by its employees. If any employee violates safety and health policies and rules, or otherwise does not work in a safe and healthful manner, they will be subject to appropriate corrective action, up to and including termination.

2. Communication of Safety and Health Information

The District recognizes that open, two-way communication between management and staff on safety and health issues is essential to an injury-free, productive workplace.

The District will provide employees with up-to-date safety and health information that is readily understandable. The information will be presented through:

- New employee orientation;
- Staff questions and answers scheduled to coordinate with a Board of Direct regular meeting or committee meeting;
- Staff meetings;
- Posters in the break area; and
- The monthly Risk Control Bulletin provided by the District's insurance carrier and other training materials.

Safety and health information shall include:

- The District's safety and health policies;
- The District's safety and health rules and regulations; and
- New work procedures.

The managers and supervisors may recommend topics or entire articles for distribution and consideration.

Employees are encouraged to share safety and health ideas, information, and concerns with the District's management. The District will give these communications prompt and serious attention. As part of this commitment, the District pledges not to discriminate or take any type of corrective action against any employees who express their safety concerns. The suggestions may be also submitted anonymously.

The District shall comply with the California Division of Occupational Safety and Health (Cal/OSHA) and other safety and health rules and regulations that apply.

3. Safety and Healthful Work Practices

The District recognizes its responsibility to create a safe and healthful workplace for all employees. However, each employee must also share in this responsibility. Specifically, every employee:

- Is responsible for the safe operation of all equipment, tools, machinery, vehicles, or other District property in their charge.
- Must not remove or inactivate any established safeguards. Mechanical safeguards must be in place at all times.

- Must immediately report any machine, tool, or equipment malfunctions to their manager. Managers shall investigate and take the necessary steps to correct the malfunction as soon as possible.
- Must wear appropriate personal protective equipment (PPE) when required. This personal protective equipment shall be provided and maintained by the District. Failure to wear the required equipment is cause for disciplinary action.
- Shall follow beneficial ergonomic criteria and adjustments.
- Will utilize defensive driving techniques supported by the District while driving on the District's business.
- Report accidents, injuries, exposures, and incidents to their immediate manager and any other manager.

4. Hazard Assessment

Semi-annual inspections to identify and evaluate workplace hazards will be conducted by the General Manager or a designated employee with the assistance of a Risk Management Consultant. These inspections will also be conducted when:

- New processes, substances, procedures, or equipment which present potential new hazards are introduced into the workplace;
- New, previously unidentified hazards are recognized;
- Occupational injuries and illnesses occur; and
- Workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing the checklists provided by the Risk Management Consultant or the General Manager.

5. Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. The inspection checklist will be presented to management and the hazards will be corrected in accordance with the following:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately be abated without endangering employees or property, all exposed workers will be removed from the department except those necessary to correct the existing condition. The employees necessary to correct the existing condition will be trained to handle the condition and be provided with necessary protection.
- All corrective actions taken and the dates they are completed will be documented and maintained in a file.

6. Training

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

7. Record Keeping

The following procedures are taken to maintain the District IIPP:

- Records of hazard assessment inspections, including the names of persons conducting the inspection, the date and unsafe work conditions and practices that have been identified and the action taken to correct the identified unsafe work conditions and work practices will be documented.
- Documentation of safety and health training for each employee, including the employee's name training dates, type of training will be recorded on the training database.

B. Security Policy

The District's policy is to not discuss the security of the District premises or services with any individual not employed by the District. Additionally, the District and its insurance carriers do not accept any liability for the employees' personal belongings.

The District retains the right to search its property or facilities at any time (including employee-assigned desks, files, and computer systems). Anything of a private nature subjected to discovery during such searches should be kept in a briefcase, backpack, purse, or lunch bag.

C. Alcohol, Marijuana and Drug Free Workplace Policy

The District recognizes that behavior resulting from the use of alcohol and/or marijuana and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

In recognition of the District's responsibility to maintain a safe work environment and the employees' responsibility to perform safely, the District will act to eliminate any substance abuse which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the employee's use or possession of illegal drugs, alcohol, marijuana, sharing of prescription drugs, or abuse of prescription drugs, which could impair work performance and/or impair the ability to perform their job safely.

It is expected that the employee shall not be at work, drive a vehicle on District business, or operate equipment with any amount of alcohol, marijuana, and/or illegal drugs in their system which would result in a confirmed positive test; shall not use alcohol or marijuana, possess open containers of alcohol, possess marijuana or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell, or provide alcohol, marijuana, or illegal drugs to any person while on duty. If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to the General Manager prior to reporting to work.

Employees may be subject to drug and alcohol testing upon hiring or when there is reasonable suspicion that the employee has violated the District's policy. In addition, an employee who has already been found in violation of the policy will be required to submit to periodic substance testing as a condition of remaining in or returning to the District's employment.

D. Blood Borne Pathogens Policy

As part of its continuing commitment to employee safety and health the District has adopted a comprehensive policy for dealing with possible employee exposure to blood-borne pathogens. While possible employee exposure to blood-borne pathogens may have serious consequences, these measures are primarily intended to be precautionary.

An employee who renders first aid assistance in any situation involving the presence of blood or other potentially infectious materials will immediately be offered Hepatitis B vaccination. The District will pay for this vaccination. If rendering first aid results in an eye, mouth, or non-intact skin contact with blood or other potentially infectious materials, the District will document the circumstances of the exposure, identify the person from whom the potentially infectious material came, inform the first aid provider about the symptoms that might develop from exposure, collect and test the first aid provider's blood (with the employee's consent and at the District's expense) for Hepatitis B and HIV serum status, provide post exposure treatment, and provide employee counseling.

E. Bomb Threats and/or Threatening Call Procedure

Should an employee receive a threatening phone call, they should remain calm and try to write down the exact wording of the emergency/threat. Be sure to notify the General Manager immediately, and if appropriate, phone 9-1-1.

F. Emergency Evacuation Procedure

1. District Office

Should a warning alarm sound or an evacuation announcement be made, please take the following minimum actions:

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended. Time permitting, shut off computers, heaters, radios, coffee warmers, etc.
- Take personal items such as purses and briefcases, time permitting.
- Assemble at the predetermined safe location for an attendance check.
- An employee who is away from their work area at the sound of an alarm, should follow the instructions of the person in charge. They should not return to their work area after the evacuation process has begun.
- Do not re-enter the building until advised to do so by the person in charge or by the fire department.
- In the event of an earthquake, an employee is to get under their desk or the nearest table, (staying away from windows if possible) until further notice from the person in charge.
- In the event of a small fire, a conservative approach should be taken when deciding to use a fire extinguisher and/or calling 9-1-1.

2. Other District Facilities

Supervisors are responsible for the safety of those in their charge during an emergency evacuation, and they will be the last to leave the facility. Procedures should be followed that are appropriate for the particular facility to protect property and the safety and health of employees.

G. Employment Reference Check Procedure

All inquiries regarding a current or former District employee or Board Director must be referred to the General Manager. Should an employee receive a written request for a reference, they must refer the request to the General Manager for handling. Employees may not issue a reference letter to any current or former employee without the permission of the General Manager. Under no circumstances should an employee release any information about any current or former District employee or Board Director over the telephone. All telephone inquiries regarding any current or former employee of the District must be referred to the General Manager.

In response to an outside request for information regarding a current or former District employee, the General Manager will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish any information.

If, however, an employee is contacted to give a personal reference regarding a current or former District employee, they are permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the District.

Failure to follow these directions may be cause for discipline up to and including termination.

H. Media/Outside Information Request Procedure

Employees are not permitted to give or report any information about the customers of the District, another employee, outside vendor, client or consultant to anyone outside of the District staff. They should forward any such request, whether verbal or written, to the General Manager for handling.

I. Personnel Records Policy and Procedure

Employee files are confidential and are to be treated as such. Access to an employee file is limited to the following:

1. Persons Other Than The Employee

Other employees of the District may have access to personnel files only for legitimate business purposes. Legitimate business purposes shall include:

- Administrative staff access as needed in the course of normal duties;
- General Manager considering an employee for promotion; and
- Others only specifically authorized by the General Manager.

Non-employees may not, except with specific authorization, have access to the files themselves. Generally, such access will be granted only upon advice of counsel. Access of non-employees to information in a file is governed by the District's policy on references.

2. The Employee

An employee may inspect his or her own personnel file in the presence of the General Manager.

III. EMPLOYEE CONDUCT POLICIES

A. Standards of Employee Conduct Policy

The following examples are given in order to provide guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including possible termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples.

- Poor performance
- Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors
- Unavailability for work, i.e. absenteeism or tardiness
- Misuse of the District's moneys
- Conducting non-business activities during working hours
- Any action indicating a disrespect or disregard for the District suppliers or customers
- Release of confidential information about the District or its customers
- Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications and customer records
- Possessing or bringing firearms, weapons, open containers of alcohol, marijuana, illegal drugs or chemicals on or to the District's property
- Insubordination, refusing to follow a manager's directions, or other disrespectful conduct toward a manager
- Unauthorized possession or removal of property, records, or other materials that do not belong to the employee
- Smoking in restricted areas
- Destroying or willfully damaging the District's property or another employee's property, records, or other materials
- Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard
- Leaving the District property without approval prior to the end of a scheduled workday
- Sexual harassment or other unlawful harassment of another employee or customer
- Giving false or misleading information during the application and/or selection process
- Failure to report involvement in an accident occurring on the District's premises or involving the District's equipment, or giving false or misleading information in accident or insurance reports
- Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment
- Unauthorized opening of, or tampering with locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys

- Reporting to work under the influence of drugs and/or alcohol and/or marijuana
- Threatening or intimidating other employees or customers
- Behavior unbecoming a District employee; that behavior or action which would adversely prejudice public opinion of the District
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the California Department of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- Installing unauthorized software on the District's computer system

Since all employees are "at will" employees, the employment relationship may be terminated at any time by either the District or the employee with or without cause.

B. Dress and Grooming Standards Policy

While the District has no formal dress code, it is expected that an employee will dress in a manner consistent with good business practices. The Board of Directors and General Manager approved the following guidelines:

- Professional clothing for management and office personnel (suits, coats, ties, slacks, dress shirts, collared shirts, dresses, and skirts) is encouraged but not required.
- Professional clothing should be worn on days when professional contact is expected.

Employees should wear clothing that is appropriate for the tasks and responsibilities being performed and with safety in mind at all times. The following are not appropriate:

- Torn, cut-off, dirty or frayed clothing.
- Clothing with logos (except District logo), obscene messages or artwork.
- Hats or headgear (except those worn for acceptable religious reasons, for protection from the sun, or for safety reasons).

C. Driving Policy and Procedure

The District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The District obtains from the DMV a copy of the driving record of all employees that are authorized to operate District vehicles or personal vehicles for business reasons.

- As a public agency, the District is entitled to receive copies of driving records from the DMV without charge.
- A copy of an employee's driving record shall be obtained as soon as possible after they are hired and annually thereafter.

- The District is responsible for ordering and interpreting all driving records
- To ensure uniformity in the application of recommendations to employees whose records are found to be unacceptable, the driver record review criteria were developed.

Occasionally other concerned employees or the general public may bring to the District's attention the fact that an employee may be jeopardizing the District's integrity and exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated immediately and action taken to correct the problem as follows:

- If it is established that they have poor driving techniques and/or habits, the District's progressive disciplinary procedures may be followed. (Depending on the seriousness of the poor driving technique and/or habit, it may be desirable to enroll them in a "defensive driving course).
- A second warning for the same poor driving technique and/or habit, within a three-year period, may require temporary suspension or temporary reassignment to a non-driving position and will be appropriately documented.
- If their duties require driving of either a District vehicle or a personal vehicle, they must maintain a driving record that will not cause the District's insurance rate to be increased or for them to become uninsurable. Any such actions could lead to disciplinary action.

An employee driving private vehicles on District business will be required to attend a defensive driving class every four years and from time to time, to have their driving records reviewed. In addition, an employee is required to provide the District with proof of insurance coverage for their personal vehicle.

An employee is expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

D. Off-duty Conduct Policy

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, all employees should be made aware of the following District policies.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District or their integrity, reputation, or credibility. Conduct on the part of an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the District, employees are expected to devote their energies to their jobs with the District. The following types of outside employment are strictly prohibited.

- Employment that conflicts with an employee's work schedule, duties, and responsibilities.
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the District.
- Employment that impairs or has a detrimental effect on the employee's work performance with the District.
- Employment that requires the employee to conduct work or related activities on District's property, facilities and/or equipment during working hours.
- Employment that directly or indirectly competes with the business or the interests of the District.

Employees who wish to engage in outside employment that may create a conflict of interest must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to ensure there are no future problems.

E. Personal Use of Office Equipment Policy

The District does not permit its employees to utilize office equipment or supplies for personal use. However if an employee requests a single copy of some personal item or to fax a personal item, the District management may give permission as a convenience to the employee. If this practice is misused it may be cancelled by management at any time.

F. Vehicle Use Policy

The District does not permit its employees to utilize its vehicles for personal use or for commuting to and from work to home or for transporting non-employees unless otherwise authorized by the General Manager. The District vehicles are to be parked overnight at locations that are approved by the General Manager. The single exception without prior approval is when an operator is assigned to standby duty. On those weeks, an employee may (but is not required to) park the vehicle in a secure manner overnight at their personal residence.

G. Smoking Policy

For health, safety, and legal considerations, all District facilities are considered non-smoking areas. All District vehicles are also considered to be non-smoking vehicles, unless specifically stated otherwise by the General Manager. Vehicles shared with non-smoking employees are also considered to be non-smoking vehicles.

H. Solicitation and Distribution Policy

Soliciting co-workers during work time being paid for by the District is prohibited, including the use of email. Distribution or posting of pamphlets, leaflets, or any other literature in the District's work areas is prohibited.

I. Staff Expense Reimbursement Guideline Procedure

The District will fully compensate employees for all reasonable and prudent expenses incurred in the course of business, as described below:

1. Credit Card Use Procedure

District credit cards will be issued to specific employees who frequently purchase supplies or services. District credit cards shall be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card.
- All charges must be in line with guidelines or as approved by management.
- Receipts/invoices must be submitted to office on or before the last business day of the month. (To avoid loss of receipts, they should be submitted to the office as soon as possible.)

Personal credit cards should not be used unless there is no other option and/or the purchase is time sensitive. In this situation, or if a personal credit card is used accidentally to purchase supplies or services for the District, the employee must submit to the office as soon as possible and before the last business day of the month, the receipt/invoice along with an expense/reimbursement form.

2. Mileage Reimbursement Procedure

The mileage reimbursement rate to operate privately owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from the employee's home or the District's offices, whichever is shorter. The District may reimburse any employee incurring out-of-pocket expenses due to traffic accidents while on District business (i.e., deductibles).

J. Telephone Use Policy

The District expects its employee's cooperation in keeping incoming and outgoing personal calls to a minimal level to avoid tying up the phone lines unnecessarily and to avoid direct expense to the District and lost productivity.

K. Electronic Communications Policy

The District uses various forms of electronic communications including, but not limited to computers, email, telephones, cell phones, text messages, internet, PDAs, etc. All electronic communications are official District records and are the property of the District. The District reserves the right to access and disclose all messages sent through its system for any purpose.

Messages transmitted over the electronic communications system should be those involved in the District business activities for the accomplishment of business related tasks or any communication directly related to District business, administration, or practices. Incidental and occasional personal use of the system is permitted, but such messages are subject to the access and disclosure statement set forth in the policy above.

1. Personal Use of Electronics Communications Systems

Limited, occasional, or incidental use of the electronics communications systems (either furnished by the District or property of the employee) for personal, non-business purpose is permitted under the following circumstances:

- Personal use may not interfere with the productivity of the employee or with the productivity of co-workers.
- Personal use may not involve any prohibited activity described in this policy.
- Personal use may not disrupt or delay the performance of District business.
- Personal use may not consume District resources or otherwise deplete system resources available for District business purposes.
- Personal use may not be used for personal employee gain or commercial ventures.
- Personal use may not support or advocate non-District-related business purposes.

2. Retention of Email

The District's record retention program is regulated by various record retention laws.

No email messages shall be considered by the District to be retained in the ordinary course of business. However, the content of some email messages could be classified as a record pursuant to the guidelines established by management and to the following criteria:

- Content required by law to be retained.
- Content which is documentation of notice to a member of the public of an action or position taken on behalf of the District.
- Content which is documentation of a District policy, District regulation, or official decision made on behalf of the District.

- Content which is documentation of a transaction of business between the District and another party.

Employees should make themselves familiar with the provisions of the District's Records Retention Policy to determine if an email is required to be maintained as a printed and/or electronic document.

3. Access of Another Person's Electronic Communications

Employees may not intentionally intercept, eavesdrop on, record, read, alter, retrieve, receive, send, or use another person's electronic communications and/or electronic storage without proper authorization. Employees, including system administrators and supervisors, may not, without authorization, peruse electronic communications and/or electronic storage of other employees.

4. District World Wide Web Site Policy

The external (or public) District World Wide Web site, and all domains owned and maintained by the District represent a fundamental communication tool for providing critical District information. The goal of the collective web sites is to encourage increased participation in District activities. Towards this end, the development and use of the District's sites are guided by the web site policy.

The District's General Manager or a designated outside service provider is responsible for the implementation and maintenance of the District's sites, complying with the web policies, and maintaining and securing the web servers and web sites.

The District's web site is for "official use" only. All information disseminated through the web site must be related to the official duties and responsibilities of employees and departments.

The California Public Records Act applies to information processed, sent, and stored on the Internet. Confidential information should not be posted on the District's external web site. Management must approve all information that is posted on the web site.

No District employee or official may use any District web site for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: statements in support or opposition to any candidate or ballot measure; requests for campaign funds or references to any solicitations of campaign funds; and references to the campaign schedule or activities of any candidate. No District official's web site may be linked to any private web site related to a candidate's campaign for elective office, but it may link directly to the home page of the election-related pages where general election and candidate information can be found.

5. Internet

Access to the Internet has been provided to employees for the benefit of the District and its members. It allows employees to connect to information resources around the world. Each employee has the responsibility to maintain and enhance the organizations' public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the District. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the company's public image, the following guidelines have been established:

a. Unacceptable Use of the Internet

While it is not possible to provide an exhaustive list of every type of inappropriate use of the Internet, all users should be aware that appropriate use of the Internet includes, but is not limited to, the following rules:

- Never use an account assigned to another user.
- Never make an unauthorized attempt to enter any computer.
- Never post, send, or provide access to any confidential employer materials or information, unless authorized.
- Never post or send publications of discriminatory, offensive, harassing, defamatory, or confidential remarks about other employees.
- Never access or send sexually-suggestive material.
- No gambling.
- No trademark, copyright, and licensing stipulation infringements.
- No proprietary and confidential information.
- No solicitation, according to the District's policy.
- No personal sites.
- No threatening or inappropriate blogs.

b. Communications

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated over the Internet should have the employee's name attached. No messages should be transmitted under an assumed name. Employees may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system.

c. Passwords

All passwords created by the user or issued to the user are for the purpose of communication and are not to be shared, given, or otherwise disclosed to any other person. Passwords must not be shared and will be changed periodically by the General Manager as needed to ensure security. All security features contained within the District's Electronic Communications Systems such as passwords, codes, or delete functions will not prevent the District from accessing employees' business or personal electronic communications, stored or otherwise, on the electronic communications systems.

d. No Right of Privacy

The District respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of District-provided equipment or supplies. Employees should be aware that the terms of this policy limit their privacy in the workplace.

The District's electronic communications systems, electronic communications, and electronic storage are the District's property and are intended for District business. All electronic communications and electronic storage within these systems are the property of the District, regardless of the content, including any personal communications. The District reserves the right to monitor the electronic communications systems for any reason, including the right to review, audit, and disclose all matters sent over and/or stored in the electronic communications systems.

As a result, employees should be aware that no electronic communications transmitted on the electronic communications systems, or electronic storage contained within the systems, is private or confidential. Employees should have no expectation of privacy with respect to any use, including storage, business or personal, of the District's electronic communications systems.

Employees should be aware that electronic communications and/or electronic storage can be copied, modified, and/or forwarded to others without the express permission of the original author. Therefore, employees must use caution in the storage, transmission, and dissemination of electronic communications outside of the District and must comply with all state and federal laws. Electronic communications and/or electronic storage of the District may be recognized as official records in need of protection/retention in accordance with the laws of California. All email and Internet messages are subject to state and federal laws, including but not limited to the California Public Records Act, open meeting laws, and the federal Electronic Communications Privacy Act.

The California Public Records Act (CPRA), Government Code Section 6520, et seq requires the District to make all public records available for inspection and to provide copies upon request. A public record is any writing (which includes electronic documents) related to the conduct of the public's business prepared, owned, used, or retained by the District. The CPRA includes a number of exceptions from the disclosure requirement. Any information on the District's information system may be subject to disclosure under the CPRA. If there is some doubt, the employee should contact the General Manager for advice as to whether the information is public record. All public records must be retained in accordance with the District's Record Retention Policy.

6. Social Networking

The District views social networks such as web based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, YouTube, etc., as significant forms of public communication. As such, the District holds all employees who engage in social networking to the same standards held for any public communications. Therefore, all employees have an obligation to the District to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the District or bring disrepute in any way to the District, its partners, customers, suppliers, etc. Further, only the General Manager is authorized to publicly speak on behalf of the District unless approval is obtained in advance. Violations of this policy will result in discipline which may include termination, depending on the severity of the situation and its impact on the District.

Additionally, engaging in social networking during the workday can negatively impact productivity and work performance. Therefore, it is the employee's responsibility to regulate their social networking so that it does not negatively impact productivity or cause performance issues.

Identified below are general guidelines and examples of prohibited communications. Please note that this lists shows examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with the General Manager if there is any uncertainty.

General Guidelines and Examples of Prohibited Communications:

- If posts on social media mention the District, its products or services, employees and/or customers, make clear that the posts are made by an employee of the District and that the views posted are the employee's and do not represent the views of the District.

- Do not mention District employees, member Districts, clients, customers, or partners without their express consent. Information published on social networks or blog(s) should comply with the District's confidentiality and disclosure of proprietary data policies.
- Employees may not use the District's logo on their posts unless given written consent by the General Manager. Respect copyright laws, and reference or cite sources appropriately.
- Employees are responsible for what they write or present on social media. Employees can be sued by other employees, competitors, members, and any individual that views their social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.
- Employees may not use District equipment or facilities for non-work related activities without permission.
- Do not link to the District's web site or post District material on a social media site without written permission.
- All District policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

7. Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done by or under the supervision of the General Manager or his designated person.

8. Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the company will advise appropriate legal officials of any illegal violations.

L. Anti-Fraud and Ethics Policy

The District and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to the General Manager.

The District expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with suppliers, contractors, and customers. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud and/or dishonesty, they should immediately communicate all facts to the General Manager.

IV. PAYROLL POLICIES

A. Payroll Administration Policy and Procedure

1. Time Sheets

Employees are required to keep an accurate record of their time on the forms provided by the District. They must submit signed time sheets on a semi-monthly basis. Each time sheet covers one payroll period. The time sheet should be completed in a neat and orderly manner (so that all entries are easily read) and submitted before 9:00 AM on the first business day following the end of the payroll period.

Vacation, sick, holiday, and any other hours of paid time off must be entered on the time sheet. Vacation and/or sick time hours, combined with work/holiday hours, should not exceed 40 regular work hours in each week.

2. Payroll Periods and Paydays

The District's semi-monthly payroll periods for all employees are the first through the fifteenth and the sixteenth through the end of the month. Payroll should be processed and submitted on the first business day of the month following the end of the payroll period. Paychecks should be distributed or direct deposit made on the second business day of the month following the end of the payroll period, occurring no later than 4 business days after the end of the payroll period (on or before the 5th or 20th of the month respectively).

3. Direct Deposit Policy

Direct deposit of an employee paycheck is available (and processed by ADP®). To take advantage of this service, an employee must complete the Direct Deposit form and return it to the office. Direct Deposit is a voluntary participation policy.

B. Call Back Policy

If an employee is called back to work unscheduled overtime from their home, overtime is computed from the time the employee leaves home and ends upon the employees return home. The employee is paid according to the Overtime Policy and Procedures. Call back will be offered to personnel on the Standby rotation list and on seniority.

The District will pay all non-exempt employees overtime pay for hours worked in excess of forty (40) hours in one work week.* Although the District will endeavor to provide advance notice of an overtime request, this is not always possible. The General Manager, in advance of non-emergency overtime hours being worked, must approve overtime by non-exempt employees. The General Manager will always have the option to report to duty himself based on the circumstances.

* Fair Labor Standards Act

C. Compensation Review and Merit Increase Policy For Non-Exempt Employees

Reviews will occur when there has been a significant change in position, responsibilities, or job performance or at the discretion of the Board of Directors or General Manager. At a compensation review, the General Manager will evaluate an employee's performance and based on the outcome of the performance appraisal, an employee's position, salary and job responsibilities may be adjusted. Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. All these factors determine salary changes within the pay range. There is no automatic pay increase. It is the District's objective to adjust a salary level to best represent the performance level and responsibilities of each employee in accord with current business circumstances. Note: Any employee on written warning may be ineligible for merit pay increases or promotion.

1. Promotional Increase/Demotion

- A promotion occurs when an employee accepts a higher position. A salary increase is generally given to recognize increased job responsibilities.
- A demotion occurs when an employee has been assigned to a lower position. A salary decrease may be given depending on the circumstances.

2. Administrative Increase/Decrease (Adjustment)

- An administrative increase is an increase in salary within a salary range. It is given to recognize employees who accept a significant increase in responsibilities or have demonstrated significant "growth" in a position which supports a merit increase.

- Current salary level, increased responsibilities, and current business circumstances will be considered when determining a possible salary increase.
- An administrative decrease is a decrease in salary within a salary range if the responsibilities of the job have decreased or if required by the current economic conditions.

3. Pay Increases

- Minimum and maximum salary ranges have been established for each position. These ranges are reviewed and may be adjusted periodically for inflation or other circumstances with the approval of the Board of Directors.

D. Compensation Review and Merit Policy for Exempt Employees

Reviews will occur annually or at the discretion of the Board of Directors or General Manager. At a compensation review, the Board of Directors or General Manager will evaluate an employee's performance and based on the outcome of the performance appraisal, an employee's position, salary, and job responsibilities may be adjusted. This evaluation will be based on a set of goals determined by the exempt employee and the Board of Directors or the General Manager. The goals agreed upon will be evaluated for completeness and quality and an increase in compensation may be recommended based on the overall performance of the employee.

E. Employee Performance Evaluations Policy

The District maintains a policy of evaluating an employee's job performance as a means of measuring the efficiency and effectiveness of operations and providing meaningful information about their work. Employee performance evaluations also aid the General Manager or Board of Directors in making decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long range planning. The process is intended to be participatory in nature, involving the employee and the General Manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also take into account conduct, demeanor and record of attendance and tardiness.

1. Overview

All new employees will be evaluated at the end of the initial evaluation period to provide management with the opportunity to review their job performance. It will also provide them with an opportunity to become comfortable with their job position. Major objectives will be outlined by the General Manager at this employee performance evaluation.

Thereafter, an employee will be evaluated periodically to review the objectives set at the prior evaluation with suggestions for improvement, as necessary. The overall performance will be used in consideration of any compensation changes. Job descriptions should be reviewed at each evaluation and updated accordingly.

An employee performance evaluation form may be used to inform an employee of their performance during a review period and support the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification.

2. Mechanics of the Employee Performance Evaluations

The Employee Performance Evaluation contains several areas of consideration such as the following criteria:

- Availability
- Adherence to Policy
- Behavior Patterns
- Creativity
- Dependability
- Independence
- Initiative
- Interpersonal Relationships
- Knowledge of Job
- Productivity
- Quality

3. Consequences of Substandard Performance

Employees with substandard performance in one or more categories may have their employment conditions modified in any of, but not limited to, the following:

- Ineligibility for promotional consideration until the deficiency is corrected;
- Withholding of a merit or performance based pay increase until the deficiency is corrected;
- Transfer to a comparable position or demotion for an indefinite period to a position in which competency can be reasonably expected; or
- Termination.

If the employee's deficient performance has improved to an acceptable level while maintaining the satisfactory performance in all other respects, the General Manager may recommend a pay increase and restoration of promotional consideration.

F. Compensatory Time Off Policy

Paid compensatory time-off may be given to non-exempt employees at a rate of one and one half (1-1/2) hours for each hour of overtime if an employee and the District agree to the time off from work in lieu of earned overtime pay. Employees must request in writing their desire for compensatory time off in lieu of overtime pay. If an employee wishes to take compensatory time-off, a written request for the time off must be submitted and approved by the General Manager at least three (3) days in advance of the time requested.

Compensatory time for non-exempt employees must be taken within thirty (30) days following the date on which the overtime was worked. Hours paid for hours not worked, e.g., holidays, sick days, and vacation days, do not count toward hours worked for overtime computation purposes.

Requests from exempt personnel for compensatory time off for a day or more with pay must be approved by the General Manager in advance of the time being taken.

G. Work Week and Work Hours

The District's work week is Monday through Sunday, beginning at 12:00 AM (0000:00 hours) on Monday and ending at 11:59:59 PM (2359:59 hours) on Sunday.

As a general rule, regular work hours for the District are 8:00 AM (0800 hours) to 5:00 PM (1700 hours), with a lunch break duration of one hour. Any variation from this schedule must be preapproved in writing by the General Manager and employee. Lunch breaks are to be staggered when possible to have the District office open and to have at least one field person available for service calls during normal office hours, which are 8:00 AM to 5:00 PM, Monday through Friday.

All staff members are required to attend weekly staff meetings on Monday at 9:00 AM (0900 hours). If Monday is a holiday, the meeting will be conducted on Tuesday. Attendance is required unless the employee is ill, on vacation, or is participating in a work-related or personal activity that cannot be scheduled to avoid the conflict.

In compliance with Labor Code 551 and 552, employees are entitled to a day of rest and shall not work more than six days in seven unless done so voluntarily. Therefore, if an employee works twelve calendar days in a row for any reason, such as call back or standby, they are entitled to a day of rest and may take the next calendar day off or they may volunteer to work the next calendar day.

H. Overtime Policy and Procedure

Overtime compensation is paid at a rate of one-and-one-half (1-1/2) times the normal hourly rate for all hours worked in excess of forty (40) hours in one work week.* Hours paid for hours not worked, e.g., holidays, sick days, and vacations, do not count toward hours worked for overtime computation purposes.

Tasks are to be scheduled to avoid overtime hours by limiting actual working hours to 40 hours in a week. In order to minimize non-emergency overtime, if an employee works 40 hours, or close to 40 hours Monday through Thursday, the employee may seek approval from the General Manager to leave work early on Friday of that work week.

Non-exempt employees who work on a District-recognized holiday shall be paid their straight-time rate of pay for hours actually worked on the holiday, plus the regular holiday pay for the day.

All non-emergency overtime must be approved in advance by the General Manager or in his absence by the Senior Facilities Operator.** Non-approved overtime will be paid, but may subject the employee to disciplinary procedures.

* Fair Labor Standards Act

** Kinneloa Irrigation District Resolution 2001-12-18

I. Standby Policy and Procedure

Non-exempt employees shall be paid thirty dollars (\$30.00) per day. The employee assigned to standby duty will be furnished with a pager so that they can be contacted in the event of an emergency. The employee, while on standby, must be either at home or readily available by pager. The District voice mail will advise the caller how to be transferred to the answering service in case of a water emergency or other urgent need. Instructions on notifying the standby personnel of an emergency will be given to the District answering service after receiving a call from a customer or other agency. The answering service will page the person on standby.

When a page from the answering service is received, the person on standby will call the answering service to get the caller's contact information and determine the purpose of the call. If the call is an emergency the person on standby will call back immediately and advise the person that they are on the way to investigate the situation.

District vehicles may be taken home while on standby duty but are to be used only for District business and only District personnel are to be in the vehicle, unless otherwise authorized by the General Manager. Standby duty will be one week in duration (7 days), commencing at 7:00 PM Friday and ending at 7:30 AM the following Friday. In the event a holiday falls on Friday, the next scheduled person will take over the standby at 4:30 PM Thursday.

If for some reason such as illness, injury, etc. the person cannot fulfill their standby duty or remain on standby, the next person in rotation will take over, unless other arrangements are made.

The standby employee must be able to respond to the location of an emergency within thirty (30) minutes of becoming informed about an emergency.

Employees on standby will do the facility check daily on Saturday, Sunday and recognized holidays or as designated by the General Manager.

Any emergency work performed by an employee on standby duty should first be cleared through the General Manager.

Non-exempt employees who work on a recognized holiday shall be paid their straight-time rate of pay for hours actually worked on the holiday, plus the regular holiday pay for the day unless other arrangements have been made. Work on Saturday and Sunday shall be paid at an over-time rate if the employee has already worked 40 hours on the previous Monday through Friday.*

* Kinneloa Irrigation District Resolution 2001-12-18

V. PAID/UNPAID LEAVE POLICIES

A. Attendance Policy

The District may utilize a system of progressive discipline, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the District's or employees' right to terminate employment at any time with or without cause. If the number of absences within the most recent 12 month period, regardless of the reason, is excessive, employees will be required to attend corrective interviews, at the discretion of the District, to make them aware of problems and to create an action plan to resolve issues.

The corrective process first takes the form of an informal discussion. If the problem persists, a written corrective action plan will then be issued confirming they have been made aware of any problem, that an interview took place and that they understood the actions necessary for satisfactory resolution. Certain instances of gross misconduct could lead to immediate dismissal.

B. Absent Without Leave Policy

Failure on the part of the employee absent without leave to return to duty within 24 hours after notice to return is delivered by certified mail or direct contact shall be cause for immediate discharge.

C. Bereavement Leave Policy

In the event of a death in an employee's immediate family, the District will grant up to four (4) days of paid time away from work if they are a regular full-time employee. The intent of this benefit is to allow them to make arrangements for and/or to attend the funeral. Additional unpaid time off in the form of a personal leave of absence may be granted for special circumstances with the General Manager's approval. Immediate family for the purpose of bereavement leave is defined as a mother, father, spouse, registered domestic partners, natural or adopted child, brother, sister, grandparent, grandchild, similar in-laws or step-relatives or any other relative who resides with the employee.

D. Family Leave Policy

The District will grant employees, with at least one year of continuous service or a minimum of 1250 hours, up to 12 weeks of unpaid leave in a 12-month period for family care responsibilities and for the employee's own serious medical condition in conjunction with Family and Medical Leave Act (FMLA) and California Family Relief Act (CFRA).

The twelve-month period begins on January 1 and ends December 31, coinciding with the District's fiscal year. The purpose of the family leave is to provide them with the right to take time off from work to bond with a child, to care for a family member or to recover from a serious illness without jeopardizing their job.

When possible, requested leave should be submitted in writing and be approved by the General Manager before the leave begins. The District will maintain coverage under the group health plan provided by the District for the duration of the leave (for a maximum of 12 weeks) and under the condition that coverage would have been provided had they been employed continuously during the leave. If they fail to return to work at the end of the leave, the District has the right to collect from the employee the cost of the health benefits premiums. An employee who returns to work for at least 30 days is considered to have "returned to work".

E. Holiday Policy

All regularly scheduled full-time employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below.

1. District Holidays Observed

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

2. Holiday Conditions

- If the holiday falls on a Saturday, it will be observed on the preceding Friday.
- If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted and employees are informed at least 2 weeks in advance.
- Employees on leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
- If a holiday falls during employees' approved vacation period, they will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, employees do not receive credit for hours that are not actually worked on the holiday.
- In order to be paid for a holiday, employees must have worked both the business day before and the business day after a holiday, unless scheduled/planned time off was approved in advance (i.e., vacation). In the event of an emergency, the employee must contact the General Manager.
- Non-exempt employees who work, or are on call back, on a recognized holiday shall be paid the regular holiday pay for the day, plus their straight-time rate of pay for hours actually worked on the holiday or plus their overtime rate of pay for hours actually worked on the holiday if they have worked in excess of forty (40) hours in the work week.

F. Inclement Weather Policy

In the event the General Manager deems it necessary to close the office due to inclement weather, employees will be phoned. The employee should make the effort to come in to the office unless they are notified otherwise. If the employee is unable to do so, they need to touch base with the General Manager.

G. Jury Duty and Witness Duty Policy and Procedure

The employee should immediately notify the General Manager if they receive a notice for jury duty. If they are summoned for jury duty, they will be paid the difference between jury duty pay and their regular hourly rate for up to a maximum of ten working days per year.

If required by law to appear in court as a witness, they may be given paid time off up to a maximum of four (4) days per year for such purpose, provided that they provide the District with reasonable advance notice and proof of such court order.

H. Military Leave Policy

A military leave, in accordance with federal law, will be granted to those employees in a reserve component of the Armed Forces of the United States, Reserves or National Guard.

If regular full-time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they will be assured full pay for military leaves for up to ten (10) working days per calendar year provided that they are regular full-time employees; ordered for purposes of military training, encampment, naval cruises, special exercises or like activity; they shall be entitled to receive the difference between their regular rate of pay and the military rate of pay for the first thirty (30) calendar days of any such absence.

If regular full-time employees are called to active duty during national or state emergencies, as members of the Armed Forces, Reserves, or National Guard, they shall be entitled to receive the difference between their regular rates of pay and their military rate of pay for the duration of their active duty calls.

Military orders should be presented to the General Manager and arrangements for leave made as early as possible before departure.

Should they either voluntarily or involuntarily leave employment to serve in the armed services, they shall be entitled to reinstatement according to state and federal law in effect at the time of their release from active service. No one in this category should be denied re-employment without the District first consulting legal counsel.

I. Personal Leave of Absence Policy

Employees who have been continuously employed with the District for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for leave of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave and the expected impact on the District.

1. Requests

A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after the leave expires, the employee will be considered to have voluntarily resigned.

2. Employee Benefits During A Personal Leave

The District will not pay for group insurance premiums during any portion of a non-medical leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are the employee's complete responsibility. In order to keep the insurance in force, premiums for the period of the leave must be paid in a timely manner. Since premiums are normally due by the first of each month, premiums for a month will be considered untimely if received more than thirty (30) days after this date. Failure to pay premiums in a timely manner will result in immediate termination of coverage and a ninety (90) day waiting period from the date of return from the leave for reinstatement of benefits. Additionally, the District's insurance carrier may require employees on leave to go on a COBRA plan during the leave of absence.

J. Rest and Break Time Policy

Employees are encouraged to take a 15-minute break in the morning and a similar break in the afternoon in order to "break" up the day and as a relief from office and field routine and tension. Non-exempt employees are encouraged to take at least a 30-minute lunch break.

K. Part-time or Temporary Employee Paid Sick Leave Policy

California (CA) Paid Sick Leave law (AB 1522) mandates that part-time or temporary employees have the right to accrue and take sick leave for the employee's own or a family member's illness, care, treatment, or preventative care.

If part-time or temporary employees work for the District on or after July 1, 2015, the employees are eligible to accrue sick leave when they work in CA for thirty (30) or more days within a year from the hire date. After thirty (30) days, accrual is one hour of paid leave for every thirty (30) hours worked, with a maximum accrual of 24 hours per year. Unused, accrued paid sick leave will be carried over to the following year, with a maximum accrual of 48 hours.

Part-time or temporary employees are eligible to take sick leave on the ninetieth (90th) day of employment. The employee may submit the sick leave request to the General Manager in writing or verbally. Sick leave is paid at the employee's current rate of pay.

L. Personal Time Off (PTO) Policy and Procedure

In order to minimize the economic hardships that may result from out of the ordinary, unexpected or emergency need to take time off, such as an unexpected short-term illness or injury to employees or their immediate family members, the District provides employee paid time off (PTO) benefits. These benefits are intended to be used for the out of the ordinary or unexpected emergency need to take time off and are not intended to be used in lieu of vacation.

Immediate family for PTO purposes is defined as a family member residing with the employee. Employees shall report by telephone to the District office as early as possible, their inability to report to work, and the reason therefore.

Employees are encouraged to use PTO for contagious illnesses that might endanger the health of fellow employees and for illnesses or conditions that might impair safety or performance on the job. The General Manager may send an employee home if these illnesses or conditions are observed.

PTO is earned and accrued from the first day of employment

For full-time employees, PTO accrues at 6.667 hours per month (80 hours per year) with a maximum accrual of 480 hours (60 days). PTO is available when work is missed for any reason other than vacation, holiday, bereavement, jury/witness duty, inclement weather, and time to vote, military leave or workers' compensation. PTO cannot be attached before or after a holiday and/or vacation unless approved by the General Manager.

Full-time employees are eligible to take PTO on the ninetieth (90th) day of employment.

The guidelines for planned and unplanned PTO are defined below.

1. Planned PTO

Employee shall submit a request to the General Manager at least eighteen (18) hours in advance of scheduled absence. Time used will be deducted from accrued PTO.

2. Unplanned PTO

Employee shall notify the General Manager as soon as possible when time is needed for out-of-the-ordinary, unexpected time away from work because of short-term illness, injury or personal emergencies. This time generally cannot be made up unless approved by the General Manager and will be deducted from accrued PTO.

M. Pregnancy Disability Leave (PDL) Policy

Any full or part-time regular female employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon written request, be granted a pregnancy disability leave of absence (PDL) without pay not to exceed four (4) months. An employee who is granted a PDL may utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

If permitted by the District's insurance carrier, group insurance benefits ordinarily provided by the District will remain in effect until the end of the month in which the leave terminates provided that the employee pays the full cost of this coverage. The insurance carrier might require employees on leave to go on a COBRA plan during the leave of absence. Employees are requested to notify the General Manager that arrangements have been made with the office to pay for the cost of coverage before the leave begins. If they require a PDL, they must notify the General Manager in writing as soon as possible. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement.

Written extension requests of a PDL, not to exceed the four month limitation, must be received by the General Manager prior to the expiration of the approved leave or within three days of an absence. Employees who do not report for work at the end of an approved PDL will be considered to have voluntarily resigned. Employees returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work.

For employees on PDL, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless granting such a leave would substantially undermine the District's ability to operate the business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

N. School Activity Leave Policy

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities. This time will be unpaid unless they choose to use vacation or compensatory time off for this purpose. They will be limited to no more than eight hours off for this purpose in any one calendar month. Upon request, the District reserves the right to require documentation from the school as proof that they participated in the school activity. This request must be made in writing with as much advance notice as possible.

O. Time Off To Vote Policy

In accordance with California state law, if the District work hours do not allow sufficient time off to vote in California general, primary, or presidential elections, the District will offer two (2) hours paid time off for the employee to vote. To receive time off for voting, the employee must notify the General Manager and present a valid voter's registration card. When they return from voting, it will be necessary to present the voter's receipt to the General Manager. Time taken for the purpose of voting must be either at the beginning or end of the normal workday.

P. Vacation Policy and Procedure

Regular full-time employees are eligible for paid vacation according to months of service. Temporary and part-time employees are not covered under this policy. The General Manager shall schedule the times at which the employee may take their vacation. Length of service with the District, the needs of the District and the wishes of the employee will be considered in the scheduling of vacation time. Vacation must be approved in advance and any request for vacation in excess of ten days or vacation to be taken in advance of accrual needs the approval of the General Manager. Vacation is earned and accrued from the first day of employment with maximum accrual as follows:

| KID Service Completion of: | Monthly Accrual | Annual Accrual | Maximum Accrual |
|-----------------------------------|------------------------|-----------------------|------------------------|
| Less than 1 year | 3.334 hours | 40 hours | 40 hours |
| 1 - 5 years | 6.667 hours | 80 hours | 80 hours |
| Over 5 years | 10.000 hours | 120 hours | 120 hours |
| Over 10 years | 13.334 hours | 160 hours | 160 hours |

Employees do not accrue vacation leave during any unpaid leave of absence. No vacation shall be granted during the first year of employment except in emergency situations, where the use of vacation credits is recommended and approved by the General Manager.

At termination or retirement, any unused accrued vacation not to exceed 160 hours or the maximum accrual in the above table will be paid in a lump sum to the employee at his or hers base rate and combined with the final check. In no event shall such payment for unused accrued vacation credit exceed that which is allowed under the terms and conditions of this policy.

Q. Unpaid Leave of Absence Policy

Several types of unpaid leave of absence are available to eligible employees under the District policies. The types of leave that are available include personal, family (includes medical), and military. A summary of the rules and restrictions applicable to leave of absence is provided below:

- All leaves of absence are provided on an unpaid basis.
- When returning from a leave of absence for pregnancy, disability, family or military leave, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless it would substantially undermine the District's authority to operate the business safely and efficiently.
- When returning from a personal leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, the District will not guarantee reinstatement after a personal leave of absence.
- The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.
- The period that the employee is on a leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits such as vacation and sick benefits. When the employee returns from a leave of absence the eligibility and accrual dates will be adjusted forward to reflect the period of the leave.
- The employee will not be eligible for holiday pay if a paid holiday falls during the leave of absence.
- The employee will be required to pay for the entire cost of group health insurance for: (1) The period of any family leave of absence beyond the end of the third calendar month following the month in which the leave begins; and (2) The entire period of a non-medical leave beyond the end of the calendar month in which the leave begins. The employee is requested to notify the General Manager that they have arranged for all necessary payments with the office before their leave commences.
- Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.

The District's insurance carrier may require employees on leave to go on a COBRA plan during the leave of absence.

R. Return-to-Work Program (RTW) Policy

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the District has developed a Return-to-Work (RTW) program.

This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. Managers will also assist in arranging work which meets "light duty" restrictions, as needed, to reduce lost time. The management staff will work with the workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible.

By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

VI. EDUCATIONAL ASSISTANCE POLICY

Recognizing the mutual benefits derived from personal growth and increased work competence, it is the policy of the District to provide financial assistance to regular full-time employees interested in furthering their formal education. To be eligible, an employee must submit an Application for Educational Assistance for approval. All requests must be approved in advance by the General Manager and the Board of Directors and a limit to the amount of the assistance may be set by the Board of Directors. This assistance is provided through the Educational Assistance Program and outlined below.

A. Degree/Certification/Professional Designation Programs

The District will pre-pay the expense of tuition and required text for all courses leading to a job-related degree or certificate. Expenses for tuition and required text to obtain professional designations will be pre-paid/reimbursed at actual cost. The application must be complete with a description of the entire program, listing of classes required, explanation of job-relatedness to the District, targeted career path with the District and defined timelines for completion of courses. A copy of the course description and necessary classes from the school catalog should be included.

B. Professional Courses and Specific Job-related Courses

Professional and job-related course tuition, required text, and exam fee expenses will be pre-paid upon approval.

C. Additional Requirements

The employee is responsible for registration and ordering of any necessary text. It is the employee's responsibility to provide the General Manager with transcripts after completion of the course. If the employee does not complete or fails a course, he/she will be expected to repeat the course at their own expense or reimburse the District within one year if they decide not to continue pursuit of the program. In general, no future approval will be given until this expense/reimbursement is cleared from the files. Each application must include a two-year history of the educational courses the employee has taken while employed at the District. If the employee fails to meet the timelines outlined, the District will have the discretion to discontinue the financing of the program.

VII. EMPLOYEE BENEFITS

A. Introduction

The District has employee benefit programs for full-time employees. These employee benefit programs consist of two categories: uninsured and insured. Uninsured benefits are provided by and/or paid for by the District. Examples are vacation, personal time off and holidays as described in section Paid/Unpaid Leave Policies. Insured benefits are those that are provided through an outside source such as medical, dental and vision care. The District currently provides the benefits as described below. However, the benefits may be changed in the future upon approval of the Board of Directors.

B. Group Insurance Plans

1. Medical Plan

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 60 days of continuous full-time employment
- Employee Contribution: 30% of dependent cost
- Employer Contribution: 100% of employee cost and 70% of dependent cost
- Providers: Anthem Blue Cross of California, Prudent Buyer Plan, a preferred provider organization (PPO) plan, Classic PPO Plan; or Anthem Blue Cross of California, Prudent Buyer Plan, a preferred provider organization (PPO) plan, Consumer Driven Health Plan
- Benefits Provided: Current information provided upon request

2. Dental Plan

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 90 days of continuous full-time employment
- Employee Contribution: 30% of dependent cost
- Employer Contribution: 100% of employee cost and 70% of dependent cost
- Provider: Delta Dental of California
- Benefits Provided: Current information provided upon request

3. Vision Care

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 90 days of continuous full-time employment
- Employee Contribution: None
- Employer Contribution: 100% of employee and dependents cost
- Provider: Vision Service Plan
- Benefits Provided: Current information provided upon request
- Where To File Claims: All participating vision care providers have claim forms and will file directly with Vision Service Plan.

C. Workers' Compensation Program

The District provides workers' compensation coverage. This coverage protects the employee injured or disabled on the job. It also provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of hospitalization or after the third day following the injury if not hospitalized. The cost of this coverage is completely paid for by the District. "Sick/Paid Time Off" may be used for the three-day waiting period, but may not be used to supplement workers' compensation benefits for time lost from work due to an industrial injury or illness.

If injured while working, the employee must immediately report such injuries to the General Manager, regardless of how minor the injury might be. If employees have any questions regarding this workers' compensation coverage, they should contact the General Manager.

D. California Public Employees' Retirement System (CalPERS)

Along with Social Security, the District offers to its eligible employees, a retirement plan under the California Public Employees' Retirement System (CalPERS).

Public Employees' Pension Reform Act of 2013 (PEPRA) defines a new member as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon joining CalPERS.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

CalPERS refers to all members that do not fit within the definition of a new member as “classic members.” All existing CalPERS members as of December 31, 2012, retain their existing retirement benefit formula(s) for future service with the same employer.

Employees should refer to the member benefit publication for more information on new member benefit formulas mandated by PEPRRA.

1. Eligibility

Employees eligible for immediate membership and enrolled into CalPERS on the date of hire are:

- Employees hired to work full-time for more than six months.
- Employees working “regular, part-time service,” who work “at least an average of 20 hours a week” for one year or longer.
- Employees already a CalPERS member, unless working in a position excluded by law or contract exclusion. A person currently a member of CalPERS cannot be excluded from membership due to their time base (e.g. working less than 20 hours per week) or appointment length (e.g., 90 days).

Employees must otherwise be monitored to determine when and if they qualify for membership. Qualification for membership is reached when:

- No term (length) of appointment is specified in the appointment/employment, but full-time employment exceeds six months.
- The employee works more than 125 days in a fiscal year if paid on a “per diem” basis (i.e., “per day”). For this purpose, “day” means each 8 hours of compensated service.
- The person works 1,000 hours in a fiscal year if paid on other than a per diem basis. (All hours the employee is compensated counts toward membership qualifications, even if the compensation would not be reportable to CalPERS if the person was a member (e.g. Any overtime hours worked are counted as qualifying time, even though compensation for overtime hours would not be reportable if the person was a member.)

2. Employee Contribution

PEPRA New Members – Miscellaneous member contribution rate is 6.25% of regular semi-monthly compensation. (Overtime compensation is not reportable to CalPERS and is not included.)

Classic First Level – Miscellaneous member contribution rate is 7.0% of regular semi-monthly compensation. (Overtime compensation is not reportable to CalPERS and is not included.)

3. Employer Contribution

Varies according to experience rating

4. Vesting Provisions

An employee becomes vested after completion of five years of public service, be it with the District or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should the employee leave the District and wish to withdraw their employee contributions, a refund may be requested from CalPERS. The employer contributions are only paid upon retirement.

5. Benefits Provided and Retirement

A PEPRA member may apply for retirement at age 52 and after earning at least five years of service credit. A Classic member may apply for retirement at age 50 and after earning at least five years of service credit. The retirement date can be any date; however, the amount of the monthly allowance can be affected. Age influences the benefit factor used in the retirement benefit formula. So, an employee may decide to retire on a birthday or at a completed quarter year of age to increase the benefit factor. The PEPRA member benefit formula for the District is 2% at age 62. The Classic member benefit formula for the District is 2% at age 60. There is no mandatory retirement age.

CalPERS will calculate the retirement benefits based on three factors: (1) years of service; (2) a percentage factor determined by age at retirement and benefit formula; and (3) the final average monthly pay rate for the highest 36 consecutive months of work.

To be eligible for retirement a member must terminate, i.e., “separate from”, all employment with all CalPERS employers. If the member does not terminate all CalPERS employment before the retirement date the retirement will either be cancelled or an automatic change of the retirement date will be processed when this violation is discovered.

CalPERS members are encouraged to take a CalPERS retirement planning class prior to submitting their application for retirement. CalPERS offers classes designed to educate and inform CalPERS members at any stage of their careers. These classes are available both online and in a classroom with an instructor.

CalPERS members may apply for retirement online through their personal my|CalPERS account at my.calpers.ca.gov or they can submit and mail a hardcopy retirement application available in Forms & Publications area at www.calpers.ca.gov. Members can also print an application and bring it to a Regional Office. The application for retirement should be submitted no more than 120 days prior to the desired effective retirement date. The application must be received within nine months after discontinuance of employment to be eligible for the earliest possible retirement date, which is the day following the last day on payroll. If not, the retirement date can be no earlier than the first of the month in which CalPERS receives the application. CalPERS retirement planning checklist recommends submitting your application three to four months before the planned retirement date. (Social Security recommends applying for retirement benefits four months in advance.). However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager can provide more detailed information as well as the phone numbers of personnel at CalPERS who can assist in retirement planning.

VIII. EMPLOYEE GRIEVANCE OR CONCERN PROCEDURE

The District defines a grievance or concern as an expressed dissatisfaction by employees to conditions of their employment. The District encourages its employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of the General Manager. If the General Manager is involved in the situation or does not respond to the complaint in a reasonable length of time the employee may contact the Board Chairman.

In matters relating to the General Manager's job demotion, reduction in salary, or employment termination, the General Manager may present concerns to the Board of Directors in a closed session or at its next regularly scheduled meeting.

IX. DISCIPLINARY POLICY AND PROCEDURE

Employees whose conduct is detrimental to the District's service or whose performance falls below standard may be subject to disciplinary action. Prior to termination, suspension or reduction in salary or rate of pay imposed as a disciplinary action, an employee is entitled to receive notice, in writing, of the proposed discipline, the reason therefor and the basis of the charges. The employee shall have an opportunity to respond to the charges orally or in writing before the discipline is imposed. The penalty may vary with each case but, shall usually be one of the following:

- Oral reprimand
- Written reprimand
- Suspension without pay
- Demotion
- Dismissal

Employees are expected to perform their duties and conduct themselves in such manner that discipline is not necessary. The General Manager shall warn an employee who is performing poorly or behaving improperly. Only when the warning is not heeded, shall disciplinary action ordinarily be taken.

X. RESIGNATION/DISMISSAL PROCEDURE

A. Resignation

When an employee decides to leave for any reason, the General Manager would like an opportunity to discuss the resignation with the employee before final action is taken. Management would appreciate it if the employee would provide a written two-week advance notice. If, as it sometimes happens, management believes it advisable for the employee to leave prior to the end of the two weeks' notice, the employee may be paid for the remainder of that period.

B. Dismissal

District employees have the status of "employee-at-will", meaning that employees have no contractual right, expressed or implied, to remain in the District's employ. The District may terminate employment, or the employee may terminate employment, with or without cause, and with or without notice, at any time. No person has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the General Manager. All such agreements must be in writing. All of the District's property including but not limited to keys, reports, records, proprietary information or any other job related materials must be returned prior to departure.

C. Exit Interview

The General Manager is responsible for scheduling an exit interview with the employee on the last date of employment and for arranging the return of the District's property.

D. Benefits

Medical, dental and vision benefits end on the last day of the month of employment. COBRA notification will be sent directly to the employee's home address.

E. Final Paycheck

A terminated employee will receive a final paycheck on the next regularly scheduled payday, or earlier if law requires it. Unused vacation will be paid and calculated in accordance with the District's vacation policy.

F. California Public Employee's Retirement System (CalPERS)

A terminated employee will be notified directly by CalPERS regarding benefit options.

XI. MODIFICATION POLICY

These policies and procedures are subject to change, from time to time, by the District.

XII. ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES AND AT-WILL AGREEMENT (EMPLOYEE COPY)

After you have read this Policies and Procedures manual and have clarified any issues with the General Manager, please complete and sign both copies of the following statement. Two copies are provided, one for your records (Employee Copy) and one for Kinneloa Irrigation District records (District Copy). Return the signed District Copy to the General Manager within five days.

KID Employee Policies and Procedures Receipt

I have received my copy of the District's Employee Policy and Procedures manual. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the manual.

I understand that, except for employment at-will status, the District can change any and all policies or practices at any time. I understand and agree that, other than the General Manager of the District, no supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings and representations concerning the duration of my employment.

Employee's Signature: _____ Date: _____

Sign, date and keep this copy for your records.

XIII. ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES AND AT-WILL AGREEMENT (DISTRICT COPY)

After you have read this Policies and Procedures manual and have clarified any issues with the General Manager, please complete and sign both copies of the following statement. Two copies are provided, one for your records (Employee Copy) and one for Kinneloa Irrigation District records (District Copy). Return the signed District Copy to the General Manager within five days.

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I have received my copy of the District's Employee Policy and Procedures manual. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the manual.

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My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings and representations concerning the duration of my employment.

Employee's Signature: _____ Date: _____

Sign, date and return this copy to the General Manager.



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 conduct 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 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 act 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

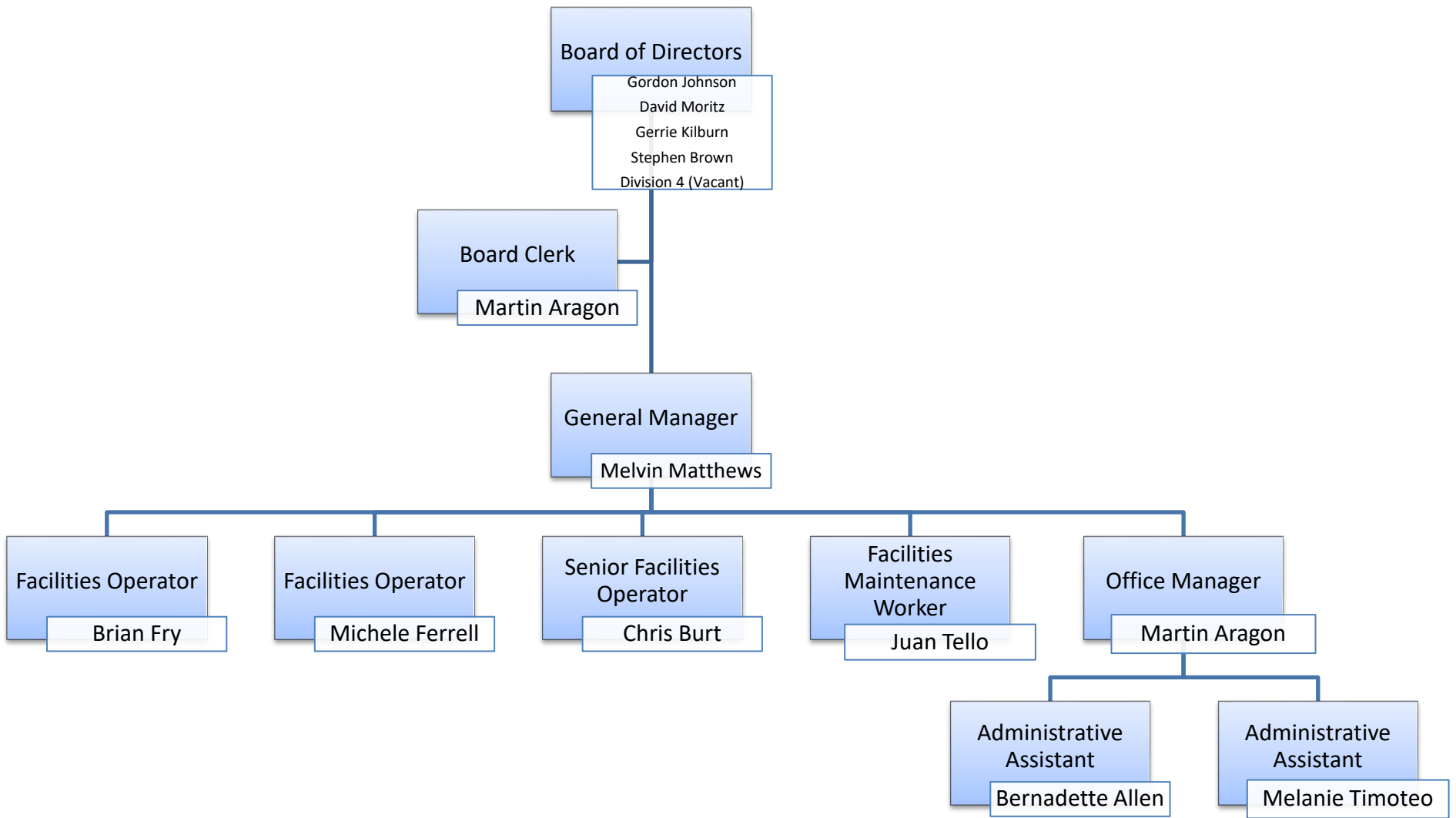
The **General Manager** has delegated to the **Office Manager** the primary responsibility for all routine tasks such as accounting, payroll, water quality reports, customer billing and customer service functions as well as any other urgent matters when the General Manager is not available. The **Office 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 the General Manager relieves him.

Summary

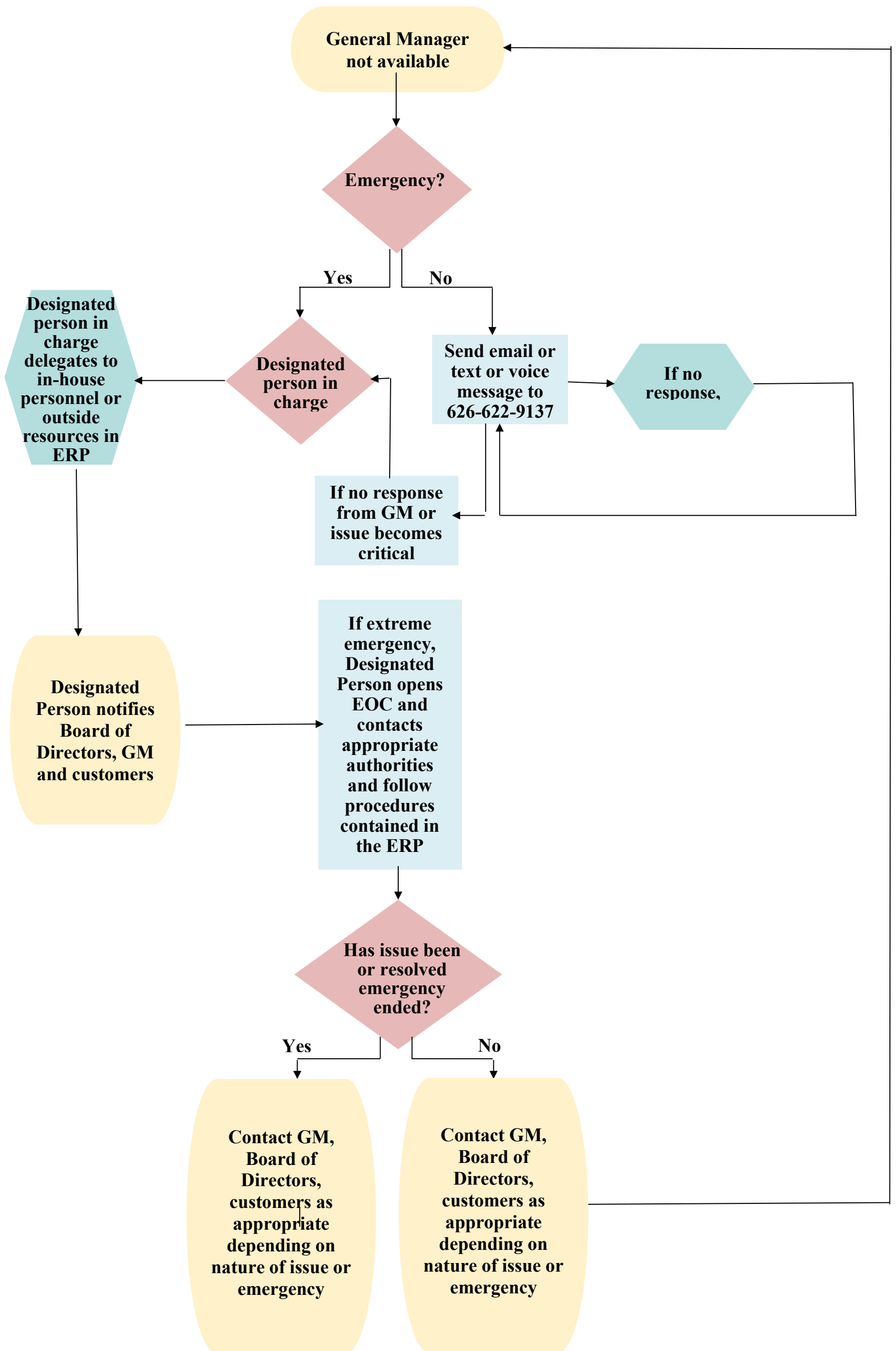
In all events whether it is an emergency or not, if the **General Manager** cannot be reached in a timely manner or excused from being immediately available such as when he is on vacation, on medical leave, or away from Southern California the **Office Manager** has the authority to take charge for all purposes as the **Acting General Manager** until the General Manager relieves him. In all events, the **Facility Operators** report to the **General Manager** or **Acting General Manager** as shown on the attached Organizational Chart.

Board Communications

The **General Manager** or **Acting General Manager** shall endeavor to communicate to the **Board of Directors** information on all non-routine events that occur in their division or in the District that affect customers or the mission of the District in the delivery of a safe and reliable water supply.



DELEGATION OF AUTHORITY FLOW CHART





Memo

Date: April 14, 2022
To: Board of Directors
From: Mel Matthews
Subject: Agenda Item 9b – Water Master Plan Evaluation

Background

The General Manager has periodically revised the current plan to reflect completed projects and changes in priorities established by the staff and the Board of Directors. The plan has worked well to accomplish projects primarily related to improving the District’s emergency preparedness and the ability to provide greater fire fighting capability.

The Board of Directors approved the engagement of John Robinson to review the current plan and explore the following issues to aid in future revisions of the plan:

1. Address potential water supply
 - a. Interconnections with Pasadena Water & Power
 - b. Connection to Metropolitan Water District of Southern California
 - c. Drilling and equipment of a new well
2. Address delivery risks
 - a. Planned and Unplanned Shutdown
 - b. Declining Water Projection issue with K-3 Well
3. Prioritizing capital improvement projects and potential funding
4. Discussion on potential demands from densification (i.e., Accessory Dwelling Units)
5. Discussion on upcoming regulations that might affect the District’s CIP, Operations and Maintenance

Consultant' Recommendations

The consultant does not recommend that the District prepare and release a Request for Proposal to develop a traditional Water Master Plan with an updated hydraulic model as this is cost prohibited. The expenditures could be significant as the traditional Water Master Plan could be \$200,000 to \$250,000 to prepare plus the District would need to decide on the hydraulic model as the purchase price could be \$30,000 to \$40,000 plus yearly maintenance costs. The consultant recommended that the District consider the following next steps:

A. Pursue and determine the viability of all three potential water supply via a development of technical memorandums or concept reports.

- Interconnections with Pasadena Water & Power
- Connection to Metropolitan Water District of Southern California
- Drilling and equipment of a new well

B. Update the EPANET hydraulic model with all existing projects that have been completed since the last update to present.

C. Review the DRAFT CIP Plan infrastructure priorities evaluate based on the following criteria and the weighing factor is shown in parenthesis after each selection criteria listed which can be adjusted.

- Capital costs (1)
- Operation and maintenance costs (2)
- Land requirement/environmental impacts (1)
- Funding agency assistance (1)
- Correspondence with other City projects (3)
- Unplanned Reliability/Emergency (2)
- Time for implementation (1)

D. Develop a CIP Plan that is focused 5-, 10- and 20-year schedule.

E. Research and determine if any of the drinking water regulations are applicable to the District based on current permit and any planned projects.

F. Review existing Emergency Response Plan and determine if updates should be considered for planned and unplanned events such as natural disaster, cybersecurity threats, etc.

Staff's Response to the Consultant' Recommendations

- Traditional Water Master Plan – We agree that the cost of development of new plan is not necessary and the cost burden to the District is not affordable or justified.
- Hydraulic Model – The District already has a hydraulic model developed by CivilTec Engineering. The model is updated by the engineer at a nominal cost to reflect completed pipeline projects and the model is run by the engineer on an as-needed basis.
- Interconnections with the City of Pasadena – There are no additional locations needed for connections to the City's system. The current six locations are geographically spread throughout the District in several pressure zones where the District is adjacent to the City.

- Establish a connection with MWD to receive imported water (via FMWD) directly into the KID system. – The cost for a direct connection is prohibitively expensive and the KID would have to construct a pipeline from the connection point to its system. As an alternative, the staff recommends an agreement could be made with the City of Pasadena to purchase water using one or more of the existing interconnections or to wheel FMWD water through its system from another FMWD agency.
- Drilling a new well – A new well does not increase the KID’s water supply. We have identified a possible location for a joint well with the City of Pasadena, but this is not a priority for the City. A new well at this location would provide operational redundancy with the existing K-3 Well. An alternative would be to rehabilitate the Wilcox Well to provide a greater capacity.
- Capital Improvement Plan and Asset Management Plan – The existing water master plan already addresses and prioritizes pipeline, booster and reservoir improvements without specifically establishing a schedule for the next 5, 10 or 20 years. The staff recommends that a CIP spreadsheet be prepared to establish the recommended timing for the projects for at least the next 5 years which would be consistent with the financial forecast that is provided to the Board at the presentation of the proposed budget. There is no existing inventory of the KID’s assets. It would take another staff person or intern to develop this document.
- Research on applicable drinking water regulations that might be applicable to future projects – Our participation in the Public Water Agencies Group (PWAG) and the Association of California Water Agencies (ACWA) gives us an early opportunity to be informed on all regulatory matters.
- Emergency Response Plan – Our participation in the Emergency Preparedness Program of PWAG and the services of its full time Emergency Management Coordinator provide the opportunity for review and updating our plan plus actual exercises to practice the implementation. This is included at no additional cost and there is no need to engage a consultant.

Although it was not specifically addressed in the recommendations, the issue of densification of the District with the construction of auxiliary dwelling units (ADUs) and other dwellings due to parcel splits, information was presented in the Final Technical Memo regarding the issue. The staff believes that it is too early to draw conclusions on how this might affect our limited water supply. Our water availability (will serve) letter which is required by the County of Los Angeles contain clauses that require the property owner to maintain water usage at or below the historical water usage on the parcel or be subject to fines and penalties. Furthermore, the County requires a landscape plan on the entire property that meets the County’s landscape ordinance. This combination of requirements might result in reduced water usage on the property. We will monitor all accounts where ADU’s have been constructed to be in a better position to plan for the future.

Conclusion

That staff believes that the revision to the current master plan is the most cost-effective course of action. With the addition of a five-year project spreadsheet, we will have a better understanding of the capital needs and financing alternatives for the KID. Discussions will continue with the City of Pasadena and FMWD regarding supplemental water supplies for increased demand and reliability. Finally, emergency response will be a continuing focus for the District as it has been in past years and our participation in the Emergency Preparedness programs of PWAG is cost-effective means of keeping our Emergency Response Plan up to date as well as providing continuing training of our staff.

FINAL TECHNICAL MEMORANDUM

Subject: Kinneloa Irrigation District – Water Master Plan Evaluation

Prepared For: Melvin L. Matthews, General Manager with Kinneloa Irrigation District

Prepared By: John Robinson, Principal with John Robinson Consulting, Inc.

Date: April 10, 2022

This Technical Memorandum (TM) summarizes the review of the 2018 Water Master Plan (2018 Master Plan) for the Kinneloa Irrigation District (District or KID). The purpose of this review is to 2018 Master Plan, provide information to address the five (5) scope item listed below and provide conclusions regarding next steps for the 2018 Master Plant. This TM is divided into the following sections:

1. Address potential water supply
 - a. Interconnections with Pasadena Water & Power
 - b. Connection to Metropolitan Water District of Southern California
 - c. Drilling and equipment of a new well
2. Address delivery risks
 - a. Planned and Unplanned Shutdown
 - b. Declining Water Projection issue with K-3 Well
3. Prioritizing capital improvement projects and potential funding
4. Discussion on potential demands from densification (i.e. Accessory Dwelling Units)
5. Discussion on upcoming regulations that might affect the District’s CIP, Operations and Maintenance

1. ADDRESSING POTENTIAL WATER SUPPLY

1.1 Interconnections with Pasadena Water & Power

As outlined in the 2018 Master Plan, the District has six (6) interconnections with the City of Pasadena to deliver excess District water and/or to receive water in the event of an emergency. These interconnections are shown in Table 1-1. The capacity of interconnections 3 and 5 was increased in 2008 as a joint project with the City of Pasadena.

TABLE 1-1 – INTERCONNECTIONS WITH CITY OF PASADENA

| ID | Location | Description | Size | Capacity | Purpose |
|----|---------------------------|--|------|----------|---|
| 1 | 1776 Kinneloa Canyon Road | KID-Eucalyptus (1125 HWL) to Pasadena-Sheldon (1050 HWL) | 4" | 800 gpm | Deliver excess KID water to City of Pasadena |
| 2 | 1727 Kinneloa Canyon Road | Pasadena-Calaveras (1209 HWL) to KID-Eucalyptus (1125 HWL) | 4" | 650 gpm | Emergency interconnection to KID-Eucalyptus (K-3 Well System) |

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| | | | | | |
|---|-----------------------|---|----|----------|---|
| 3 | 3560 Ranch Top Road | Pasadena-Don Benito (1432 HWL) to KID-Vosburg (1430 HWL) | 8" | 800 gpm | Emergency interconnection to KID-Vosburg & Brown/Glen System and to deliver excess KID water to Pasadena |
| 4 | 2999 New York Drive | Pasadena-Sheldon (1050 HWL) to KID-Wilcox Reservoir (944 HWL) | 6" | 1200 gpm | Emergency interconnection to KID-Wilcox Well/Wilcox Reservoir |
| 5 | 3410 Fairpoint Street | KID-Vosburg (1430 HWL) to Pasadena-Murray System (1176 HWL) | 8" | 400 gpm | Emergency interconnection to Pasadena-Murray/Calaveras System and to deliver excess KID water to Pasadena |
| 6 | 2650 New York Drive | Pasadena-Calaveras (1209 HWL) to KID-Eucalyptus (1125 HWL) | 8" | 1500 gpm | Emergency interconnection to KID to provide additional fire protection for Dove Creek Town Homes |

The District has the option to discuss additional interconnections with the City of Pasadena to provide mutual benefits and reliance during an emergency, provide options if there are water quality constraints/concerns with the District groundwater supply, and finally a teaming opportunity regarding a potential new well on Outpost Lane, owned by the City of Pasadena, is a possible location for a joint well project.

1.2 Connection to Metropolitan Water District of Southern California

KID is a member of the Foothill Municipal Water District (FMWD) which supplies imported water from the Metropolitan Water District of Southern California (MWD) to eight retail agencies in the area. As outlined in the 2018 Master Plan, there is no physical pipeline connection from FMWD to the KID at this time, arrangements could be made to deliver the water through the distribution systems of an adjacent water agency if supplemental water is needed in the future.

Interconnection to MWD varies depending on distance of the connection, metering of the connection via flow control or gravity metered using flow control and other factors including connection directly into the distribution system or into a reservoir. In order to determine the viability of this effort, MWD operations staff are open to conduct a meeting with KID to discuss options in conjunction with FMWD staff.

FMWD would be required to submit a request for a new service connection to the West Coast Feeder on the behalf of KID. After the request, MWD would have KID complete a service connection requirement form which would include estimated capacity required, along with a nine (9) point questionnaire. Once the questionnaire is reviewed then MWD will require a \$75,000 deposit for the work associated in implementing FMWD's request. The deposit will be used for the Study Phase, preparation of a cost estimate for the project, and determination of surge analysis requirements. It should be noted that MWD would be responsible for design and construction. Once MWD receives the deposit, they will prepare a letter agreement and arrange a site visit. If Metropolitan encounters any other unforeseen items during the project that may increase the costs, KID would be notified in advance to the request of additional funds. MWD would reconcile the costs at the end of the project and return any unused funds. Connection costs vary but typically cost are \$300,000 to \$500,000.

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1.3 Drilling and equipment of a new well

The District owns five water wells. Two of these wells are operational and are the primary source of water for the District. Those wells are the Wilcox Well, which supplies the Wilcox Reservoir and the K-3 Well, which supplies the Eucalyptus and Wilcox Reservoirs. Both wells pump from the Raymond Basin. The District’s adjudicated pumping allowance is 516 acre-feet per year plus an allowance for spreading.

The current pumping allowance has been reduced by 30% to 361 acre-feet by informal agreement among water agencies to help maintain Raymond Groundwater Basin water levels. Both wells are equipped with deep-well, oil-lubricated, vertical turbine pumps and on-site generated sodium hypochlorite (0.8%) chlorinators with metering pumps for disinfection. Well status signals are received via radio telemetry and start-stop commands are based on reservoir levels and time-of-use schedules to take advantage of off-peak electricity rates.

In addition to the two wells, The District produces water from several tunnels. Per the 2018 Master Plan, the 2016-2017 production from those sources is shown in Table 1-2.

TABLE 1-2 -TUNNEL AND WELL PRODUCTION

| DELIVERED TO DISTRIBUTION SYSTEM 2016-2017 Source | 2016-2017 Production ⁽¹⁾ |
|--|--|
| K-3 Well | 556.9 acre-feet* |
| Wilcox Well | 5.1 acre-feet |
| High and Low-Pressure Tunnels | 40.9 acre-feet |
| Far Mesa Tunnel | 28.5 acre-feet |
| House Tunnel | 18 acre-feet ⁽¹⁾ |
| Eucalyptus Tunnel | 39.0 acre-feet |
| Delores Tunnel | 11.7 acre-feet |
| TOTAL | 700.0 acre-feet |

(1) Changed from 0 AFY to 18 AFY based on Board Meeting of March 29, 2022

Production from tunnels is delivered for spreading in the Raymond Basin. Water delivered for spreading can be recovered by the District by increased pumping allotments or can be sold to other water purveyors.

In 2016-2017, water delivered for spreading by the KID amounted to 130 acre-feet. The sources of this water in a year can include the High and Low-Pressure Tunnels, the Long Tunnel, Delores Tunnel, Diversion Tunnel, Falls Tunnel, Winifred Tunnels, Tent Tunnel, and surface runoff from watershed owned by the District into the Glen Wash, Kinneloa Canyon and the Sierra Madre Villa Debris Basins.

The 2018 Master Plan has identified a few potential well sites within the District boundaries. The Equestrian Center north of New York Drive was acquired by Los Angeles County and incorporated into the Eaton Canyon Natural Area. The park status will allow for a well site for the District. The area of Wilcox Canyon, north or south of the Wilcox Reservoir also offers potential for a future well site. Finally, a site on Outpost Lane owned by the City of Pasadena is a possible location for a joint well project.

The District could develop new well(s) after completion of surface and subsurface investigations that meet State Water Resources Control Board Division of Drinking Water (DDW) setback and water quality requirements, site access requirements, well construction space requirements for equipment, and well yield and capacity targets. If all necessary criteria are met, new production well(s) would be constructed and

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tested. It is assumed that the wells requiring wellhead treatment would use either oxidation/filtration or ion exchange technology. Typical costs to design a well is \$175,000-\$250,000 and construction could be \$2,500,000 to \$3,000,000.

2. ADDRESS DELIVERY RISKS

2.1 Planned and Unplanned Shutdown

Background:

Many of the distribution and transmission pipelines predate 1953 and are nearing the end of their useful service life which has been set for 50 years. Development of excessive numbers of leaks and/or reduced pipeline capacity are two of the indications of pipelines at the end of their useful service life. After October 1993 fire event, the District adopted a Fire Preparedness Policy which requires new water mains to be sized to provide 20 gpm per service, plus a fire flow of 1,250 gpm each at two fire hydrants simultaneously.

As the population of the KID has grown over the years, the demands placed upon the entire system, including distribution and transmission mains, water sources, reservoirs, and pump stations have encroached upon the ability of the system to meet the required demands. Population growth, plus the need for increased fire flow to provide adequate fire protection will require the KID to construct improvements to the KID water system.

The water system and each pressure zone shall have at least two independent supply sources as recommended by American Water Works Association (AWWA). Where water is pumped from another zone or from an imported supply source, the booster pumping station shall have a backup pump online and equal in size to the largest pump in the station. The station shall also have a backup (or secondary) power source. A portable generator can be considered acceptable as a backup power source for the booster station. Where two sources of supply are not practicable, the zone should have sufficient storage to meet all emergency criteria with the supply out of service.

Planned Shutdown:

During a planned shutdown water supply and generators are less of an issue as customers have been contacted, equipment has been tested. alternative supplies have been determined and KID has taken all those items into consideration in order to supply water to customers, if possible. The interconnections for water supply were discussed above in Section 1 covering the six (6) interconnections with City of Pasadena and potential connection to MWD.

The District currently has six (6) diesel-powered trailer-mounted portable generators to supply emergency power to any of the District facilities. Although the generators can be moved, each generator is dedicated to a facility that is critical in the event of a power failure due to any cause. District emergency portable generators are maintained and tested monthly and placed in service when required to provide emergency power for pumping to maintain adequate storage levels when anticipated power failure is expected for a duration of more than 2 hours.

Unplanned Shutdown:

The key concern is the unplanned shutdowns and 2018 Master Plan has identified capital improvements necessary to upgrade existing facilities to provide increased operational efficiency,

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greater margins of safety, address emergency preparedness issues, and to decrease maintenance costs. Additional capital improvements are shown in Table 2-1.

TABLE 2-1 - ADDITIONAL IMPROVEMENTS

| Description |
|---|
| Upgrade SCADA hardware, software and communications radios to prevent obsolescence (OPS) |
| Replace obsolete on-site chlorine generators. (OPS) |
| Purchase 250 kw trailer-mounted generator to be used at Wilcox and K-3 (EP) |
| EP= Emergency Preparedness |
| OPS= Operations Improvement |

Many pipelines have been completed since the 1996 study that identified water main improvements required to increase water system capabilities to deliver domestic demands plus 1,250 gpm fire flows. Per the 2018 Master Plan, the remaining projects that are listed in Table 2-2 provide a remedy for the following conditions which would cause unplanned shutdowns

- Chronically leaking pipes.
- Pipe requiring upgrade to meet domestic demand and fire preparedness goals.
- Piping which has become inaccessible due to development or crosses private property in easements.

One recommendation is to review the existing Emergency Response Plan to determine how KID will respond to future planning and unplanned shutdowns in the futures. A series of workshops discussing responses to unplanned shutdowns has been helpful to FMWD in the past for their planning documents.

TABLE 2-2 - REQUIRED WATER MAIN REPLACEMENTS TO MEET 1,250 GPM FIRE FLOW AND 450 FEET VEHICULAR DISTANCE

| Main Size | Description | |
|-----------|---|---|
| | From | To |
| 8" | Sierra Madre Villa at Windover Rd. | Corner of 2090 & 2060 Villa Heights Rd.. |
| 8" | Country Lane | Southeast Corner of 1747 Country Lane |
| 12" | Glen Reservoir | Intersection Villa Highlands & Sierra Madre Villa Includes Slope from Pasadena Glen to Barhite |
| 8" | Kinclair Dr. | Behind 2150 Kinclair Dr. |
| 8" | Kinclair Dr. | #4 Cricklewood Path |
| 8" | Kinneloa Canyon Rd. | Behind 2044 Piccadilly Ln. |
| 8" | Intersection of Vosburg St. & Lower Pasadena Glen Rd. | In front of 1658 Pasadena Glen Rd. |

The District presently has sufficient booster pump capacity to provide for domestic demands. The 1,250 gpm fire flow requires supplementing booster station flow with gravity flow from reservoirs. Per the 2018 Master Plan, booster facility must provide capacity to serve all zones in the system above the booster station based on 16-hour maximum pumping period; however, Table 2-3 shows the proposed booster pump improvements to increase efficiencies and/or capacities and provide improved redundancy.

TABLE 2-3 – PROPOSED BOOSTER IMPROVEMENTS

| Booster Station | Description |
|-------------------|---------------------------------|
| Glen | Increase booster pump capacity. |
| Wilcox Reservoir* | Increase booster pump capacity. |

* Pipeline upgrades also required to reduce pumping head.

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2.2 Declining Water Production from K-3 Well

As noted in the 2018 Master Plan the Wilcox Well is no longer a major production facility due to declining pumping levels in the Raymond Basin which has only become worse over the last 3 years and production level from the tunnels has also been declining due to lower average rainfall. Due to this situation, the District has become increasingly dependent on a single production source – the K-3 Well.

If the current conditions continue or worsen in the years ahead, the K-3 Well may not be able to meet the District production demands for normal or emergency conditions. Therefore, the items outlined in Section 1 including additional connections to City of Pasadena, connection to MWD and drilling a new well are all critical to pursue. Until those infrastructure options have been implemented voluntary or mandatory conservation programs should continue to be necessary to avoid major additional capital expenditures.

3. PRIORITIZING CAPITAL IMPROVEMENT PROJECTS AND POTENTIAL FUNDING

3.1 Prioritizing Capital Improvement Projects

The District staff has identified in their Draft 5-year Capital Improvement Projects (CIP) Plan the top priority projects based on:

1. Field experiences
2. Recommendations of outside engineers and contractors.

The four (4) infrastructure improvement groups (Pipeline, Booster Pump, Tunnel and Others) provide projects into priority depending on the type of project. The main criterion for spreading out the capital projects and their costs in the next 5 years is the correspondence of any of the projects with a top priority project. The future value for the completion of each phase was calculated on the estimated year of completion of the project phase.

The components that are agreed to be most urgently in need of repair or replacement at the present time (January 2021) are listed in Tables 3-1 through 3-4. The costs represent our opinion of probable construction costs in 2021 dollars.

TABLE 3-1 – PIPELINE IMPROVEMENTS

| Priority | Main Size | Description | | Category | Cost |
|----------|-----------|---|---------------------------------|---------------|----------|
| | | From | To | | |
| 1 | 4" | 3033 Clarmeya Ln. | East end of Clarmeya Ln. | PM | \$60,000 |
| 2 | 8" | Kinclair Dr. | Rear of 2150 Kinclair Dr. | EP 250 ft. | \$40,000 |
| 3 | 8" | Kinclair Dr. | #4 Cricklewood Path | EP 400 ft. | \$60,000 |
| 4 | 8" | Kinneloa Canyon Rd. | Rear of 2044 Piccadilly Ln. | EP 250 ft. | \$40,000 |
| 5 | 8" | Intersection of Vosburg St. & Lower Pasadena Glen Rd. | Front of 1658 Pasadena Glen Rd. | EP/PM 350 ft. | \$50,000 |

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| Priority | Main Size | Description | | Category | Cost |
|--|-----------|------------------------------------|--|--------------------|--------------------|
| | | From | To | | |
| 6 | 8" | Larmona Drive & Kinneloa Mesa Road | 1908 N. Kinneloa Canyon Rd. | EP 2000 ft. | \$575,000 |
| 7 | 8" | Villa Knolls Drive | End of Harwood Point | EP/PM 1960 ft. | \$300,000 |
| 8 | 8" | Sierra Madre Villa | 3336 Villa Mesa | EP/PM 300 ft. | \$50,000 |
| 9 | 12" | Glen Reservoir | Intersection Villa Highlands & Sierra Madre Villa Includes Slope from Pasadena Glen to Barhite | EP/OPS 3100 ft. | \$600,000 |
| SUBTOTAL | | | | | \$2,250,000 |
| Engineering, Design, and Planning | | | | | \$500,000 |
| Construction Management and Inspection | | | | | \$200,000 |
| SUBTOTAL | | | | | \$700,000 |
| TOTAL PIPELINE PROJECTS | | | | | \$2,995,000 |

PM = Preventive Maintenance

TABLE 3-2 – BOOSTER PUMP STATION IMPROVEMENTS

| Priority | Description | Estimated Costs |
|----------|--|-----------------|
| 1 | Replace the existing 50 HP oil lubricated booster pump at Wilcox Reservoir with a water-lubricated pump. | \$30,000 |
| 2 | Construct improvements to the Booster Pump at Glen Reservoir | \$60,000 |
| | Total Pump Station Improvements | \$90,000 |

TABLE 3-3 – TUNNEL IMPROVEMENTS

| Priority | Description | Cost Estimate |
|----------|---|------------------|
| 1 | Replace the combined High/Low Pressure Tunnel Pipeline from combiner to Kinneloa Canyon West Debris Basin | \$200,000 |
| 2 | Replace the lower Low-Pressure Tunnel Pipeline | \$ 61,000 |
| 3 | Replace other tunnel pipelines as required | \$100,000 |
| | Total Tunnel Improvements | \$361,000 |

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TABLE 3-4 – OTHER IMPROVEMENTS

| Priority | Description | Estimated Cost |
|----------|---|--------------------|
| 1 | AMI installation on 547 meters | \$200,000 |
| 2 | Purchase 250 kw portable generator for Wilcox and K-3 | \$50,000 |
| 3 | Reconstruct Holly Tanks site and piping | \$1,000,000 |
| 4 | Reconstruct East Tank site and piping | \$500,000 |
| | Total Other Improvements | \$1,750,000 |

The District typically pays for any capital improvements based primarily on customer water revenues. As outlined in the 2018 Master Plan, the District does need to consider how it will pay to replace its aging water infrastructure and save for future replacement of newly installed components before increased wear and tear and deferred maintenance create a situation where the District is unable to satisfactorily fulfill its dedication to providing clean, safe, and reliable drinking water supply to its customers.

The above capital improvements plan for the District’s water system lays out the anticipated improvements, their priority of implementation, and their costs. The time horizon for the Capital Improvement Plan should be established but we could assume the above is based on 10 years (2022-2032).

3.2 Potential Funding

For the DRAFT 5-year CIP Plan’s time horizon, the projected capital expenditure exceeds the District annual capital projects budget. To address this, the District could apply to outside agencies for financial assistance. Sources of funding include:

- A. State Water Resources Control Board Division of Financial Assistance
 - a. Drinking Water State Revolving Fund (Grant and Loan)
 - b. Proposition 1, Round 2 (Grant)
- B. Department of Water Resources
 - a. Small Community Drought Relief (Grant)
 - b. Sustainable Groundwater Grant Program (Grant)
- C. American Rescue Plan Act (ARPA) Funding

4. POTENTIAL DEMANDS FROM DENSIFICATION (I.E. ACCESSORY DWELLING UNITS)

4.1 Land Use Analysis

The City of Pasadena provided geographic information system (GIS) database information containing different types of the land usage according to Southern California Association of Governments (SCAG). The land usage in the City is divided into the following categories:

- HR: Hillside Residential
- R-1: Single Family Residential

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- R1-H: Single Family Residential – Hillside
- R-1 (5000): Single Family Residential
- R-2: Multiple Family
- P-C: Planned Communities
- R-3: Multiple Family
- C-G: General Commercial
- C-C: Major Shopping Center
- C-P: Administrative and Professional Office
- C-N: Neighborhood Commercial
- BISP: Brea Industrial Specific Plan
- C-M: Industrial Commercial
- M-1: Light Industrial
- M-2: General Industrial
- M-P: Planned Industrial
- MU-I: Mixed Use -I
- MU-II: Mixed Use -II
- MU-III: Mixed Use -III

4.2 Water Duty Factors

After reviewing the list we only kept the following Land Use categories that are most applicable to the District:

- HR: Hillside Residential
- R-1: Single Family Residential
- R1-H: Single Family Residential – Hillside
- R-1 (5000): Single Family Residential
- C-P: Administrative and Professional Office

To understand and project water use for each type of land use, water duty factors were created. Water consumption established from customer meter readings were compared with specific parcel land use specific to City of Pasadena as well as other similar communities including cities of Altadena, Sierra Madre, Monrovia, and Arcadia.

The duty factor is a ratio of the water demand and the size of the parcel expressed as acre-feet per acre (AF/ac). The parcel sizes were determined using the City GIS database. Duty factors are also commonly expressed as acre-feet per dwelling unit or acre feet per square foot for residential lots.

4.2.1 Single Family Residential

The zone designations HR, R-1, R1-H, and R-1 (5000) are similar, so they were combined to create a water duty factor for all single-family homes. This category also includes High Point Academy, Magic Growers, and Equestrian Center as well as all the single family residential options. These areas are located throughout the District and the water duty factor is typically 1.2 to 1.3 gallons per minute per acre.

FINAL TECHNICAL MEMORANDUM

4.2.2 Accessory Dwelling Units

The City of Pasadena and several other cities reviewed did not have a demand (gallons per minute per acre) for accessory dwelling units available, so water duty factor in approximately 10 different water master plans matches a single family residential water duty factor which is estimated at 1.2 to 1.3 gallons per minute per acre which is very conservative.

4.2.3 Business / Commercial

Business/Commercial land usage area is the District office, Los Angeles County Fire Station No. 66, and Pasadena Church of Christ. The zone designations included in this category is C-P and the water duty factor is typically 0.4 to 0.6 gallons per minute per acre.

4.3 Use of Water Duty Factors

Water duty factors can be used to estimate future demand for new proposed developments within the District. To identify the future demands for new developments, the water duty factors can be multiplied by the size of the development. In the case of redevelopment or densification, the existing demand needs to be subtracted from the estimated future demand to find the incremental increase in demand associated with the development.

5. UPCOMING REGULATIONS THAT MIGHT AFFECT THE DISTRICT'S CIP, OPERATIONS AND MAINTENANCE

5.1 Fire Flow Requirements

Every water system must provide adequate supply for fire-fighting capabilities. To determine if the water system has adequate capacity to provide fire flows, it is necessary to establish the minimum fire flow requirements in the distribution system.

Under fire flow conditions, residual pressures cannot fall below 20 psi when delivering the required fire flows. The minimum residual pressure is established by the Title 22 of the California Code of Regulations, Division, Chapter 16, Article 8, Section 64602. This threshold provides a buffer from negative pressure in the distribution system that could result in an ingress of contaminants. Guidance on fire flow requirements for new construction is provided by the County of Los Angeles Fire Department Master Plans for Commercial and Residential Development.

Typically, the fire flow requirements are based on the type of land usage in the area of the fire flow. The criteria provided above in Section 4 are still current, as shown in Table 5-1 below.

TABLE 5-1: FIRE FLOW REQUIREMENT PER LAND USAGE

| Land Use Description | Zoning Designation | Minimum Fire Flow (gpm) | Minimum Duration (hrs) |
|---------------------------|--------------------------|-------------------------|------------------------|
| Single Family Residential | HR, R1-H, R-1, R-1(5000) | 1,250 | 2 |
| Schools | N/A | 3,500 | 4 |
| Business/ Commercial | C-P, C-N, C-G, C-C, PF | 1,250 | 2 |

Currently, the District utilizing 1,250 gallons per minutes for firefighting, which should be at 20 psi for two hours, which does not meet the above requirement range of 3,500 gpm for a school. This flow may be reduced if the building has an approved automatic fire sprinkler system which might be the case for the school. In addition, the distance from any structure to the nearest fire hydrant cannot exceed 450 feet via vehicular access.

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5.2 Emergency Storage

Emergency storage is required to meet demands during times of planned and unplanned equipment outages such as pump breakdown, power failure, pipeline rupture, etc. The reservoir should have sufficient capacity to supply 48 hours of Average Daily Demand (ADD). The emergency storage requirement is driven by emergency preparedness. At this time, the District should review their hydraulic model, apply development updates, and determine if emergency storage over 48 hours can be provided in combination with interconnections from the City of Pasadena.

5.3 Upcoming Drinking Water Regulations

On the State Water Resource Control Board Division of Drinking Water website ([Upcoming Drinking Water Regulations | California State Water Resources Control Board](#)) there is a list of upcoming drinking water regulation in process or planning including:

1. **Maximum Contaminant Levels** – Draft Regulations are being prepared for the following contaminants
 - a. Chromium (hexavalent)
 - b. Arsenic
 - c. Per- and Polyfluoroalkyl Substances (PFAS).
 - d. N-nitroso-dimethylamine (NDMA).
 - e. Styrene
 - f. Cadmium.
2. **Lead and Copper Rule:** The State Water Board (through the Division of Drinking Water, DDW) enforces the Lead and Copper Rule, which follows the U.S. Environmental Protection Agency’s (US EPA’s) Lead and Copper Rule, and is used to protect the public’s drinking water from metals that can adversely affect public health. The Lead and Copper Rule requires water systems to monitor lead and copper levels at the consumers’ taps. If action levels for lead or copper are exceeded, installation or modifications to corrosion control treatment is required. If the action level for lead is exceeded, public notification is required. California’s Lead and Copper Rule begins with Section 64670 of Title 22, California Code of Regulations (see DDW’s Drinking Water Law Book for these regulations).
3. **Microplastics:** Senate Bill No. 1422 (filed on September 28, 2018) requires the State Water Board to adopt a definition of microplastics in drinking water on or before July 1, 2020, and to adopt a standard testing methodology for microplastics on or before July 1, 2021, and provide requirements for four years of testing and reporting, including public disclosure of results.
4. **Metal Detection Limits for Purposes of Reporting** - Draft Regulations are being prepared for the following contaminant.
5. **Primacy Package Approvals**
 - a. Public Notification Rule. - The Public Notification Rule (PN) is part of the Safe Drinking Water Act. The rule ensures that consumers will know if there is a problem with their drinking water. These notices alert consumers if there is risk to public health. They also notify customers:
 - if the water does not meet drinking water standards;

FINAL TECHNICAL MEMORANDUM

- if the water system fails to test its water;
- if the system has been granted a variance (use of less costly technology); or
- if the system has been granted an exemption (more time to comply with a new regulation).

In 2000, the Environmental Protection Agency (EPA) revised the existing Public Notification Rule. The revisions matched the form, manner, and timing of the notices to the relative risk to human health. The revised rule makes notification easier and more effective for both water systems and their customers.

- b. Consumer Confidence Reports (CCRs). - Draft Regulations are being prepared

6. Electronic Reporting of Drinking Water Quality Data

7. Notification and Response Levels

- a. Harmful Algal Bloom
- b. Manganese

- 8. **Quinquennial Maximum Contaminant Levels Review:** To meet requirements of the Health and Safety Code Section 116365(g), each year the State Water Board identifies the MCLs it intends to review.

6. CONCLUSIONS

Typical Water Master Plans includes the following discussions:

- Executive Summary
- Introduction
- Existing Facilities Summary
- Summary of Sources of Supply
- Land Usage of Water Demands
- Model Update and
- Existing System Analysis with Recommended Projects.

The existing 2018 Master Plan includes the following discussion:

- Executive Summary which is updated with update for the four revisions
- Introduction
- System Description
- Existing Service Demands
- Future Development
- Capacity Charge Improvement Fee
- Service Demands
- System Improvements
- Planned Maintenance Program
- Project Priorities
- Cost Estimate for Required Improvements

The main difference between a traditional Water Master Plan and the 2018 Master Plan is:

FINAL TECHNICAL MEMORANDUM

- A. Traditional Water Master Plans utilizes the hydraulic model to develop the recommended water infrastructure improvements but in this case the development of the CIP Plan is based on both field experiences and recommendations from outside engineers and contractors.
- B. Traditional Water Master Plans rely on land use and water demand to determine peaking factures (average day demand and maximum day demand) which is not required for the District as the service area is almost fully development and almost all of the 587 customers are single family residential.
- C. Both the Traditional and 2018 Master Plans perform an existing system analysis which generates a CIP Plan.
- D. Traditional Water Master Plans outline potential projects typically for 20 years and the 2018 Master Plan projects for only 5 years.

7. RECOMMENDATIONS

It is not recommended that the District prepare and release a Request for Proposal to develop a traditional Water Master Plan with an updated hydraulic model as this is cost prohibited. The expenditures could be significant as the traditional Water Master Plan could be \$200,000 to \$250,000 to prepare plus the District would need to decide on the hydraulic model as the purchase price could be \$30,000 to \$40,000 plus yearly maintenance costs.

We recommended that the District consider the following next steps.

- A. Pursue and determine the viability of all three potential water supply via a development of technical memorandums or concept reports.
 - Interconnections with Pasadena Water & Power
 - Connection to Metropolitan Water District of Southern California
 - Drilling and equipment of a new well
- B. Update the EPANET hydraulic model with all existing projects that have been completed since the last update to present.
- C. Review the DRAFT CIP Plan infrastructure priorities evaluate based on the following criteria and the weighing factor is shown in parenthesis after each selection criteria listed which can be adjusted.
 - Capital costs (1)
 - Operation and maintenance costs (2)
 - Land requirement/environmental impacts (1)
 - Funding agency assistance (1)
 - Correspondence with other City projects (3)
 - Unplanned Reliability/Emergency (2)
 - Time for implementation (1)
- D. Develop a CIP Plan that is focused 5, 10 and 20 year schedule.
- E. Research and determine if any of the drinking water regulations are applicable to the District based on current permit and any planned projects.
- F. Review existing Emergency Response Plan and determine if updates should be considered for planned and unplanned events such as natural disaster, cybersecurity threats, etc.



Memo

Date: April 14, 2022

To: Board of Directors

From: Mel Matthews

Subject: Agenda Item 9c – Brown-Glen Pipeline Improvement Project

Background

This project is in the final design stage. The remaining issue is the placement of a pressure sustaining valve to connect the Vosburg pressure zone with the Brown-Glen zone when a low-pressure event occurs in the Brown-Glen zone such as when fighting a fire. Four scenarios were presented in the analysis prepared by Terry Kerger of Civiltec Engineering in the attached report.

Staff Recommendations

After review of all the scenarios this valve is required to achieve the fire flow improvement desired in the Brown-Glen pressure zone. The current design places this valve adjacent to the intersection of Sierra Madre Villa Avenue and Barhite Street in the Los Angeles County right-of-way but physically in the homeowner's front yard. This is the staff's recommended location but it is important that the homeowner is aware of the location of this valve and our efforts to hide it from view with appropriate landscaping and fencing like what the homeowner already has in his yard.

If this location does not work out for any reason, the staff recommends the location on Fairpoint Street in the parkway in front of the City of Pasadena facility. Approval would have to be obtained from the City but since our joint interconnection facilities are already located here, we would not expect a problem in getting approval. However, additional design work would be necessary if this location is chosen.

Next Steps

In order to present the project to the homeowner, Chris has requested from the engineer an artist's conception of the view of the valve location from the homeowner's front door. Once that is in hand, Chris will arrange to meet with the homeowner to discuss the project. The valve location is the last remaining detail to confirm before developing the final plans and specifications.



Civil, Water, Wastewater, Drainage and Transportation Engineering
Construction Management • Surveying
California • Arizona

February 25, 2022



Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, California 91107-1017

Attention: Melvin Matthews, General Manager

Subject: Water System Analysis and Technical Memorandum
Brown/ Glen Pressure Sustaining Value Study

Dear Mr. Matthews:

Kinneloa Irrigation District (KID) and *CIVILTEC engineering, inc. (Civiltec)* are investigating the possible location of installing a pressure sustaining valve (PSV) to help achieve higher available flows at Edgecliff Avenue within the Brown/Glen Zone. The proposed scenarios were programmed with Sierra Madre Villa Improvements (Phase 1) and Villa Knolls / Edgecliff Avenue Improvements (Phase 2) implemented into the hydraulic water model. These phases were identified in the past technical memorandum dated January 9, 2020.

This memo will summarize the analyses and provide results of the hydraulic modeling such as maximum available fire flows while the zone does not exceed 20 psi as required per Fire Code.



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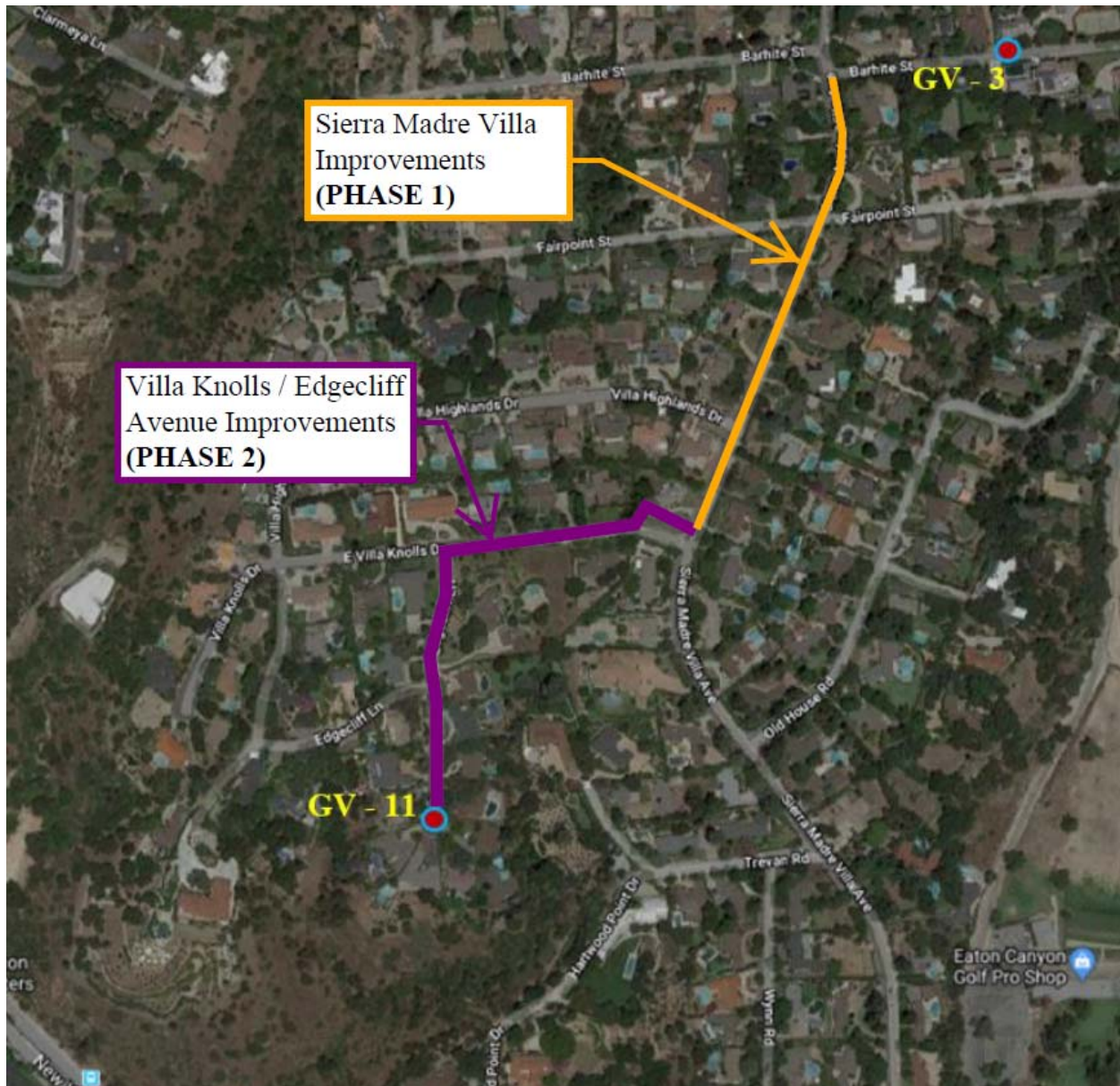
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HYDRAULIC ANALYSIS

The purpose of the analysis is to determine the maximum available fire flow at hydrant GV-11 after the Sierra Madre Villa Improvements (Phase 1) and Villa Knolls / Edgecliff Avenue Improvements (Phase 2) were constructed to be part of KID's water system.

For this study, we focused on two hydrants: GV-3 and GV-11 as shown in **Figure 1**.

Figure 1 - Location of Hydrants for Study





Fire Flow Analysis was run under the following conditions:

- ◆ Maximum Day Demand
- ◆ Fire Flow at each hydrant was set at 1,250gpm
- ◆ Steady State Analysis
- ◆ Reservoirs water levels was set at a capacity of 70%

Supply Sources for Scenarios

When running the flow analysis, we analyzed four system supply configurations scenarios. The scenarios were:

- ◆ **Scenario 1** – Supplied by Reservoirs only (Existing Conditions)
- ◆ **Scenario 2** – Supplied by Reservoirs and Proposed Pressure Sustaining Valve (PSV) located at Barhite Street, sustaining the Brown/Glen Zone at 28 psi.
- ◆ **Scenario 3** – Supplied by Reservoirs and Proposed Pressure Sustaining Valve (PSV) located at Fairpoint Street, sustaining the Brown/Glen Zone at 42 psi.
- ◆ **Scenario 4** – Supplied by Reservoirs and Proposed Pressure Sustaining Valve (PSV) located at Fairpoint Street, sustaining the Brown/Glen Zone at 42 psi and upsizing the existing 6-inch on Fairpoint Street, east of Sierra Marde Villa Avenue (approximately 702 LF)

The results are shown in detail per each scenario in the Analysis Results section of the memo. The result of each scenario is also shown in its corresponding Exhibit.

Scenario 1 – Supplied by Reservoirs (Existing Conditions)

Under this scenario, the pressure zone is supplied solely by gravity flow from the Glen and Brown Reservoirs. We set the reservoirs to have a hydraulic water line (HWL) of 1,261 feet (or at 70% capacity) for this analysis. This would simulate existing conditions under the conditions listed for this hydraulic analysis.

Scenario 2 – Supplied by Reservoirs and Proposed PSV at Barhite Street

Under this scenario, the pressure zone is supplied by gravity flow from the Glen and Brown Reservoirs and the Proposed PSV set near the intersection of Barhite Street and Sierra Madre Villa Avenue. The PSV would sustain the Brown/Glen Zone so that the system pressures would not drop lower than the required 20 psi under a fire flow event within that zone.

The PSV was set to sustain pressures in the Glen Zone at 28 psi (roughly at a hydraulic head of 1,193 feet).



Scenario 3 – Supplied by Reservoirs and Proposed PSV at Fairpoint Street

Under this scenario, the pressure zone is supplied by gravity flow from the Glen and Brown Reservoirs and the Proposed PSV set near the intersection of Fairpoint Street and Sierra Madre Villa Avenue. The PSV would sustain the Brown/Glen Zone so that the system pressures would not drop lower than the required 20 psi under a fire flow event within that zone.

The PSV was set to sustain pressures in the Glen Zone at 42 psi (roughly at a hydraulic head of 1,193 feet).

Scenario 4 – Supplied by Reservoirs and Proposed PSV at Fairpoint Street and Fairpoint Street Improvements

Under this scenario, the pressure zone is supplied by gravity flow from the Glen and Brown Reservoirs and the Proposed PSV set near the intersection of Fairpoint Street and Sierra Madre Villa Avenue. The existing 6-inch main along Fairpoint Street, east of Sierra Madre Villa Avenue was upsized to be a 12-inch main (approximately 702 LF). The PSV would sustain the Brown/Glen Zone so that the system pressures would not drop lower than the required 20 psi under a fire flow event within that zone.

The PSV was set to sustain pressures in the Glen Zone at 42 psi (roughly at a hydraulic head of 1,193 feet).



ANALYSIS RESULTS

Scenario 1 – Supplied by Reservoirs (Existing Conditions)

Under existing conditions, hydrant GV-11 produced an available fire flow of 279 gpm at a residual pressure of 88 psi while the lowest residual in the Brown/Glen zone dropped to 20 psi at hydrant GV-3. Figure 2 (Exhibit 1) below shows the residual pressures throughout the Brown/Glen zone when hydrant GV-11 is flowing 279 gpm along with Phase 1 and Phase 2 improvements activated. Table 1 summarizes the findings under current existing conditions.

Figure 2 – Highest Available Fire Flow at GV-11 under Existing Conditions

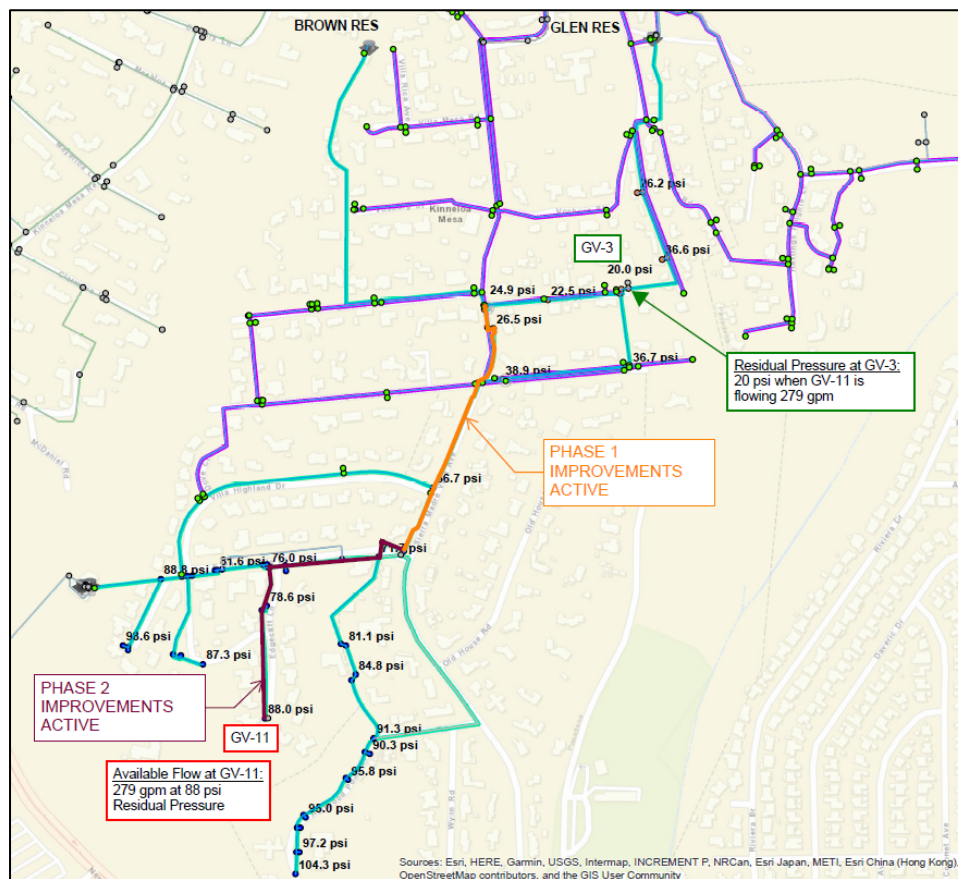


Table 1 - Residual Pressures and Allowable Fire Flows under Existing Conditions

| Scenario | Edgecliff Ln Hydrant Available Flow (gpm) | Edgecliff Ln Hydrant (GV-11) Pressure with Available Flow (psi) | Critical Pressure for Glen Zone (psi) | Pressure at Barhite Hydrant GV-3 (psi) | Setting to Sustain at PSV (psi) |
|--|---|---|---------------------------------------|--|---------------------------------|
| Existing Conditions – No PSV Installed | | | | | |
| 1 | 279 | 88.0 | 20 | 20 | NA |



Scenario 2 – Supplied by Reservoirs and Proposed PSV at Barhite Street

Under Scenario 2 conditions where the PSV would be installed near the intersection of Barhite Street and Sierra Madra Villa Avenue at a proposed setting of 28 psi, hydrant GV-11 produced an available fire flow of 2,976 gpm at a residual pressure of 20 psi and it was the lowest residual in the Brown/Glen zone. The hydrant GV-3 dropped to 23 psi when GV-11 was flowing. Figure 3 (Exhibit 2) below shows the residual pressures throughout the Brown/Glen zone when hydrant GV-11 is flowing 2,976 gpm along with Phase 1 and Phase 2 improvements activated. Table 2 summarizes the findings under Scenario 2 conditions.

Figure 3 – Highest Available Fire Flow at GV-11 under Scenario 2 Conditions

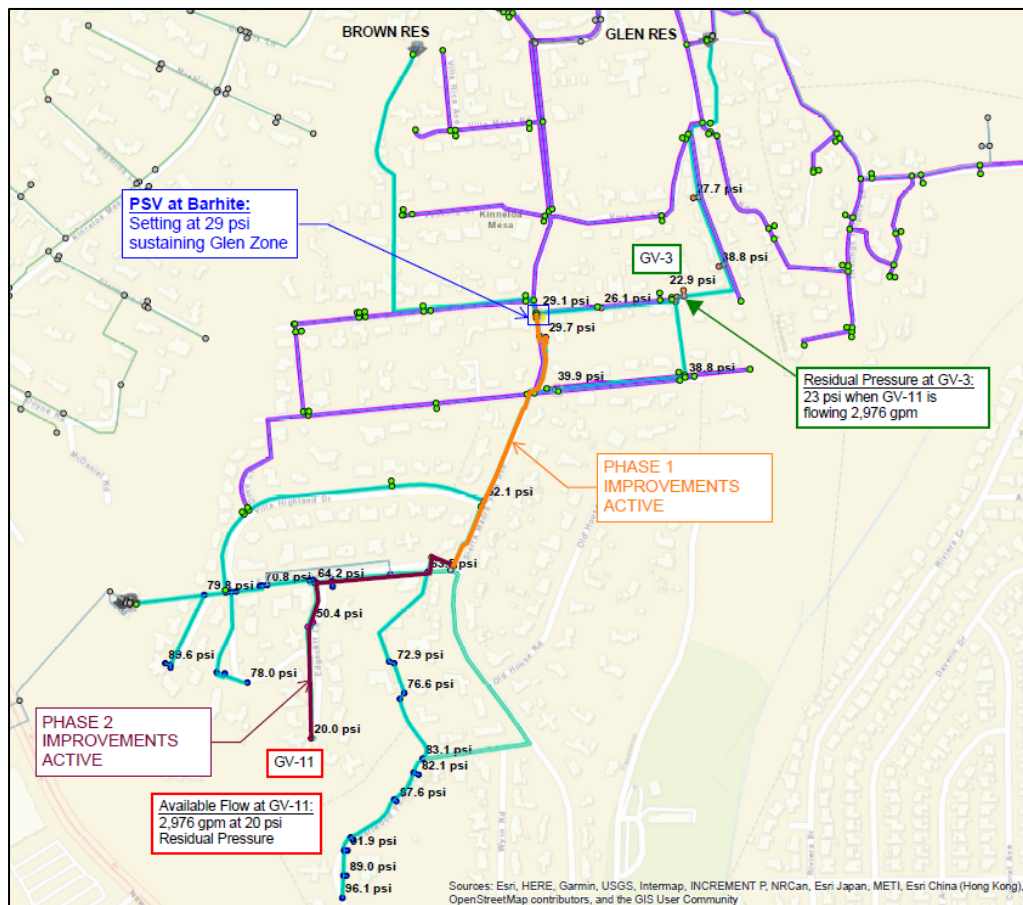


Table 2 - Residual Pressures and Allowable Fire Flows under Scenario 2 Conditions

| Scenario | Edgecliff Ln Hydrant Available Flow (gpm) | Edgecliff Ln Hydrant (GV-11) Pressure with Available Flow (psi) | Critical Pressure for Glen Zone (psi) | Pressure at Barhite Hydrant GV-3 (psi) | Setting to Sustain at PSV (psi) |
|---|---|---|---------------------------------------|--|---------------------------------|
| Scenario 2 Conditions – PSV Installed at Barhite Street | | | | | |
| 2 | 2,976 | 20.0 | 20 | 23 | 28 |



Scenario 3 – Supplied by Reservoirs and Proposed PSV at Fairpoint Street

Under Scenario 3 conditions where the PSV would be installed along Fairpoint Street, east of Sierra Madra Villa Avenue at a proposed setting of 42 psi, hydrant GV-11 produced an available fire flow of 1,868 gpm at a residual pressure of 54.5 psi. The lowest residual pressure within the Brown/Glen Zone dropped to 20.3 psi near the intersection of Barhite Street and Sierra Madre Villa Avenue and hydrant GV-3 dropped to 21 psi when GV-11 was flowing. Figure 4 (Exhibit 3) below shows the residual pressures throughout the Brown/Glen zone when hydrant GV-11 is flowing 1,868 gpm along with Phase 1 and Phase 2 improvements activated. **Table 2**Table 3 summarizes the findings under Scenario 3 conditions.

Figure 4 – Highest Available Fire Flow at GV-11 under Scenario 3 Conditions

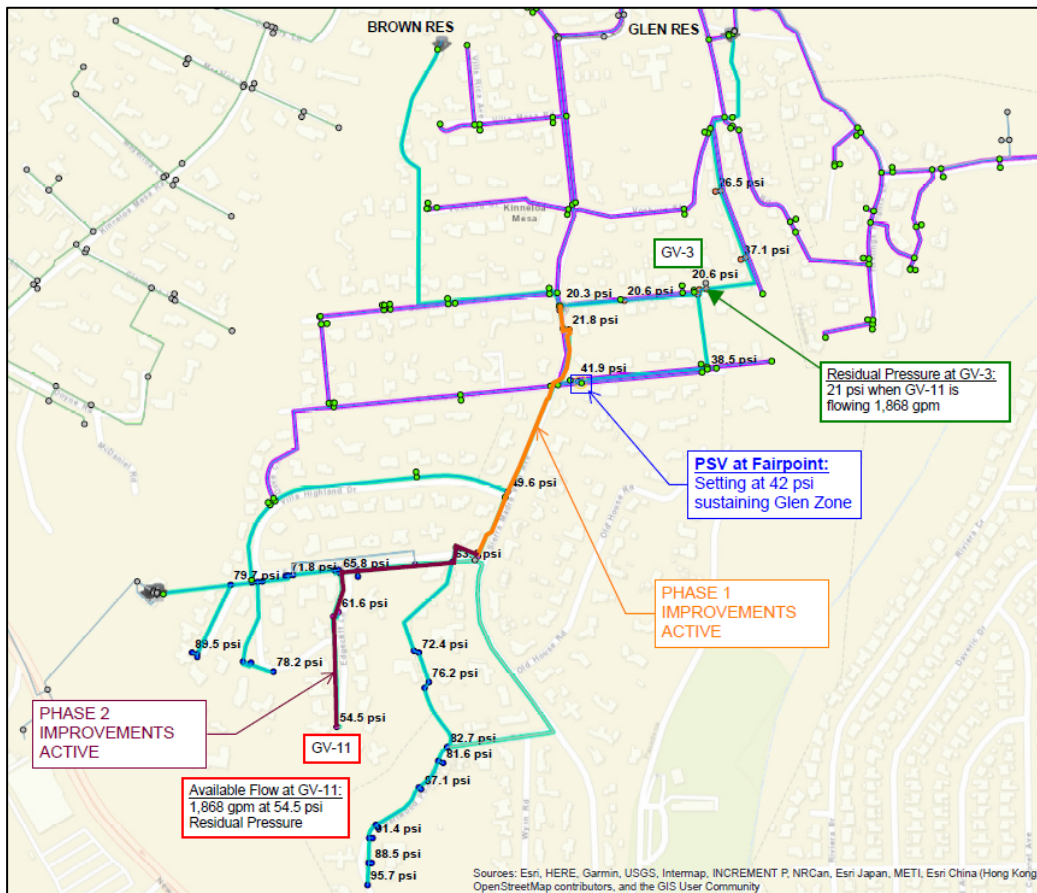


Table 3 - Residual Pressures and Allowable Fire Flows under Scenario 3 Conditions

| Scenario | Edgecliff Ln Hydrant Available Flow (gpm) | Edgecliff Ln Hydrant (GV-11) Pressure with Available Flow (psi) | Critical Pressure for Glen Zone (psi) | Pressure at Barhite Hydrant GV-3 (psi) | Setting to Sustain at PSV (psi) |
|---|---|---|---------------------------------------|--|---------------------------------|
| Scenario 3 Conditions – PSV Installed at Fairpoint Street | | | | | |
| 3 | 1,868 | 54.5 | 20 | 21 | 42 |



Scenario 4 – Supplied by Reservoirs and Proposed PSV at Fairpoint Street with Fairpoint Improvements

For Scenario 4 conditions, the PSV would be installed along Fairpoint Street, east of Sierra Madra Villa Avenue at a proposed setting of 42 psi, and the District would upsize approximately 702 LF of existing 6-inch along Fairpoint Street as shown below to a new 12-inch main.

Under this scenario, hydrant GV-11 produced an available fire flow of 3,001 gpm at a residual pressure of 54.5 psi and it was the lowest residual in the Brown/Glen zone. The hydrant GV-3 dropped to 22 psi when GV-11 was flowing. Figure 5 (Exhibit 4) below shows the residual pressures throughout the Brown/Glen zone when hydrant GV-11 is flowing 3 001 gpm along with Phase 1 and Phase 2 improvements activated. Table 4 summarizes the findings under Scenario 4 conditions.

Figure 5 – Highest Available Fire Flow at GV-11 under Scenario 4 Conditions

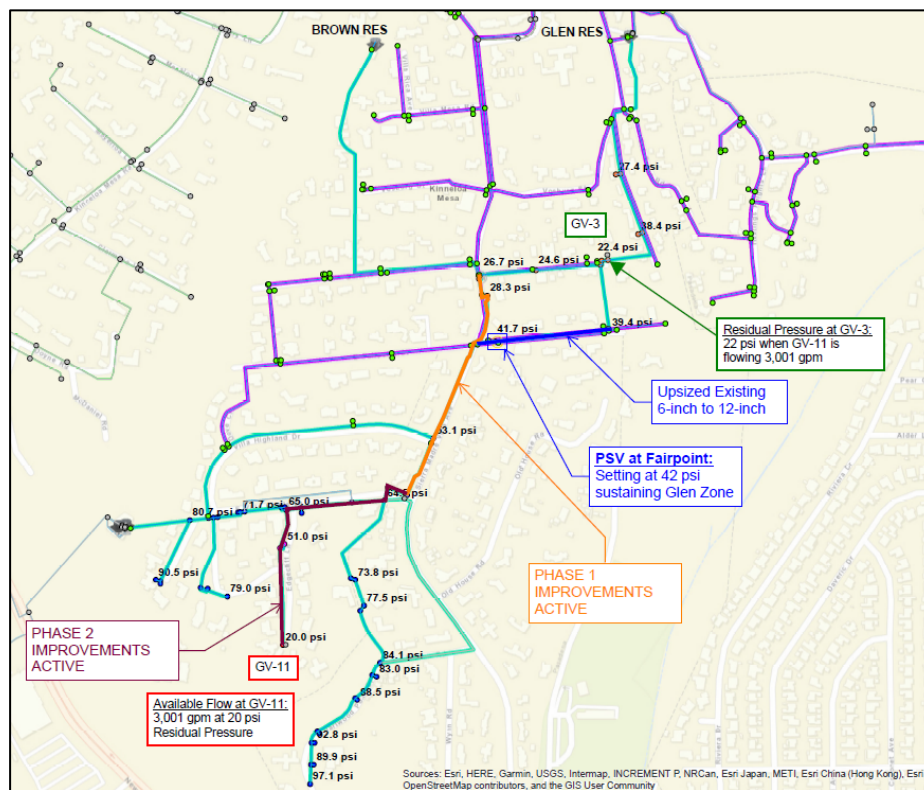


Table 4 - Residual Pressures and Allowable Fire Flows under Scenario 4 Conditions

| Scenario | Edgecliff Ln Hydrant Available Flow (gpm) | Edgecliff Ln Hydrant (GV-11) Pressure with Available Flow (psi) | Critical Pressure for Glen Zone (psi) | Pressure at Barhite Hydrant GV-3 (psi) | Setting to Sustain at PSV (psi) |
|---|---|---|---------------------------------------|--|---------------------------------|
| Scenario 4 Conditions – PSV Installed at Fairpoint Street with Additional Pipeline Improvements | | | | | |
| 4 | 3,001 | 20.0 | 20 | 22 | 42 |



CONCLUSIONS

Based upon the analysis performed, installing the PSV at Barhite Street as shown in Scenario 2 would provide the highest available fire flow at without the need for additional pipeline improvements within the Brown/Glen Zone. If the District would prefer to implement pipeline improvements along Fairpoint Street, then installing the PSV at Fairpoint Street in addition to those improvements as shown in Scenario 4, would be the provide the highest available fire flow at GV-11 while not allowing the Brown/Glen Zone to drop further than 20 psi residual pressure.

Please contact the undersigned with any questions regarding these analyses.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Kerger".

Terry Kerger, P.E.
Principal Engineer

X:\2019\2019170.00-KID-Brown-Glen Replace Pipeln Phase 1-3\Documents\Tech Memo\Brown-Glen PSV Study.docx

RESOLUTION 2022-04-19

**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 NINETEENTH DAY OF APRIL, 2022.

SIGNED: _____
Chair

ATTEST: _____
Secretary