

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, October 20, 2020  
3:00 P.M.

## AGENDA

This meeting will be conducted only by teleconference under the provisions of Executive Order N-29-20. Public comments may be submitted via email to [kinneloa@outlook.com](mailto:kinneloa@outlook.com) prior to the meeting and any information submitted will become part of the official record. The public may participate via computer or telephone using the following information:

<https://zoom.us/j/96953912891?pwd=UXJBdVpHVHZsdU5JMENGtkc1b1VDQT09>

+1 669 900 9128

Meeting ID: 969 5391 2891

Password: 206936

1. **CALL TO ORDER – 3:00 P.M.**
  - a. Declaration of a quorum
  - b. Review of agenda
  
2. **PUBLIC COMMENT –** Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District  
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
  
3. **REVIEW OF MINUTES –** September 15, 2020  
*Recommended Action: Review and approve motion to file*
  
4. **REVIEW OF FINANCIAL REPORTS –** September 30, 2020  
*Recommended Action: Review and approve motion to file*
  
5. **GENERAL MANAGER’S REPORT –** Information item presented by the General Manager  
*Recommended Action: General Manager to summarize the report and respond to questions*
  
6. **PRODUCTION AND SALES REPORT FOR 2019-2020 –** General Manager to present report  
*Recommended Action: General Manager to summarize the report and respond to questions*
  
7. **ADVANCED METER INFRASTRUCTURE –** Update on pilot program by General Manager and representatives from Subeca Inc.
  
8. **INFORMATION ITEMS**
  - a. LAFCO Alternate Representative election results
  - b. Open Meeting Requirements – General Manager’s memo
  - c. Enactment of AB 992 – Amendment to the Brown Act regarding the use of social media

**9. DIRECTOR REPORTS AND/OR COMMENTS** – In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

**10. CALENDAR** – November 17, 2020 December 15, 2020 January 19,2021

**11. 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://kinneloirrigationdistrict.info>.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, September 15, 2020, 3:00 pm**  
**Minutes**

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

The meeting was being 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 stated in the agenda, there was no public location for the attending the meeting in person, however the public was provided with alternative methods of listening or participating via telephonically or by videoconference.

**DIRECTORS PRESENT:** Zoom teleconference/videoconference (Zoom): Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Zoom: General Manager Melvin Matthews, Office Manager Martin Aragon & Senior Facilities Operator Chris Burt

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

**2. PUBLIC COMMENT:** Member of the public Stephen Brown inquired about the calculation of the budget and reserve levels. Mr. Matthews answered his questions.

**3. REVIEW OF MINUTES:** The meeting minutes from 8/18/2020 were reviewed and the following revisions were requested: On page 1, item 3, “was” changed to “were” and on page 3, item 5, “Metropolitan” changed to “Municipal”.

It was motioned by Frank Griffith and seconded by Gerri Kilburn to approve the minute with indicated revisions. A roll call vote was taken and Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerri Kilburn and Dave Moritz all voted *AYE*.

**4. REVIEW OF FINANCIAL REPORTS:** Director Dave Moritz reviewed the financial reports. It was motioned by Gerri kilburn/seconded by Tim Eldridge to approve the Financial Report as presented for filing. A roll call vote was taken and directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerri Kilburn and Dave Moritz all voted *AYE*.

**5. GENERAL MANAGER’S REPORT:** General Manager’s report was presented, and no actions were taken.

**6. DISTRICT BUDGET FOR 2021:** Mr. Matthews presented the District budget for 2021. It was motioned by Tim Eldridge/seconded by Gerri Kilburn to adopt the 2021 Budget subject to holding the public hearing and approval of the proposed water rates. A roll call vote was taken and directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerri Kilburn and Dave Moritz all voted *AYE*.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**Tuesday, September 15, 2020**  
**Minutes**

**7. DISCUSSION OF FORMAT, POLICY AND GUIDELINES FOR BOARD MEETING MINUTES:** There is a consensus among the Directors to shift the approach of the minutes from detailed to a more streamlined version that emphasizes the more pertinent issues and decisions.

**8. DIRECTOR REPORTS AND/OR COMMENTS:** Discussed various topics and no actions were taken.

**9. CALENDAR:** The next meeting will be a Regular Meeting on October 20, 2020, at 3:00 pm.

**10. ADJOURNMENT:**

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

**“That the Board adjourns the meeting.”**

The meeting was adjourned at 4:33 pm.

Prepared by,  
Martin Aragon, Office Manager

Reviewed and submitted by,

*Melvin L. Matthews*

Melvin L. Matthews  
General Manager/Acting Board Clerk

**Kinneloa Irrigation District**  
**Income Statement for the Nine Months Ending September 30, 2020**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
4000 Water Sales	212,887.83	150,000.00	62,887.83	1,272,987.76	1,161,000.00	111,987.76
4015 Wholesale Water Sales	0.00	0.00	0.00	35,406.96	0.00	35,406.96
4020 Service/Installation Charges	590.50	833.33	(242.83)	6,061.93	7,499.97	(1,438.04)
4035 Interest-Reserve Fund	1,349.80	2,500.00	(1,150.20)	18,504.40	22,500.00	(3,995.60)
4036 Unrealized Gain(Loss)-CalTRU	(1,210.84)	0.00	(1,210.84)	25,345.99	0.00	25,345.99
<b>Total Revenues</b>	<b>213,617.29</b>	<b>153,333.33</b>	<b>60,283.96</b>	<b>1,358,307.04</b>	<b>1,190,999.97</b>	<b>167,307.07</b>
<b>Expenses</b>						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	14,174.57	11,000.00	3,174.57	96,032.65	89,000.00	7,032.65
5010 Maintenance/Repair Supplies	2,031.47	2,083.33	(51.86)	30,256.04	18,749.97	11,506.07
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	7,499.97	(7,499.97)
5012 Safety Equipment	7.74	133.33	(125.59)	689.13	1,199.97	(510.84)
5015 Operations Labor	20,065.52	17,200.00	2,865.52	148,037.76	154,800.00	(6,762.24)
5016 Operations OT	895.32	1,125.00	(229.68)	11,428.74	10,125.00	1,303.74
5020 Stand-by Compensation	900.00	915.00	(15.00)	8,370.00	8,235.00	135.00
5022 Training/Certification	0.00	133.33	(133.33)	150.00	1,199.97	(1,049.97)
5025 Water Treatment/Analysis	1,221.08	1,833.33	(612.25)	22,476.01	16,499.97	5,976.04
5030 Maintenance/Repair Contractors	23,828.90	10,833.33	12,995.57	112,371.96	97,499.97	14,871.99
5034 Equipment Maintenance	926.60	1,250.00	(323.40)	14,392.29	11,250.00	3,142.29
5035 Vehicle Maintenance	47.37	1,250.00	(1,202.63)	5,696.83	11,250.00	(5,553.17)
5036 Fuel	1,275.99	1,250.00	25.99	11,580.02	11,250.00	330.02
5045 Insurance-Workers Comp.	4,176.93	5,000.00	(823.07)	9,456.12	15,000.00	(5,543.88)
5046 Insurance-Liability	1,294.81	1,333.33	(38.52)	11,533.52	11,999.97	(466.45)
5048 Insurance-Property	196.04	208.33	(12.29)	1,619.24	1,874.97	(255.73)
5049 Insurance-Medical	4,442.22	7,375.00	(2,932.78)	63,237.42	66,375.00	(3,137.58)
6000 Engineering Services	0.00	3,958.33	(3,958.33)	27,791.38	35,624.97	(7,833.59)
6005 Watermaster Services	870.08	1,000.00	(129.92)	7,892.30	9,000.00	(1,107.70)
6015 Administrative Salary	12,063.48	12,833.33	(769.85)	107,135.17	115,499.97	(8,364.80)
6017 Administrative Travel	51.41	250.00	(198.59)	454.70	2,250.00	(1,795.30)
6020 Board Compensation	450.00	700.00	(250.00)	4,950.00	6,300.00	(1,350.00)
6021 Administrative & Board Exp.	360.13	83.33	276.80	392.13	749.97	(357.84)
6022 Board of Directors Election	0.00	0.00	0.00	211.03	0.00	211.03
6024 Customer/Public Info. Prog.	0.00	166.67	(166.67)	1,813.58	1,500.03	313.55
6025 PERS - KID	3,807.34	3,000.00	807.34	27,022.73	27,000.00	22.73
6030 Social Security - KID	2,748.88	2,416.67	332.21	22,151.43	21,750.03	401.40
6031 Medicare - KID	642.93	566.67	76.26	5,180.76	5,100.03	80.73
6035 Office/Computer Supplies	1,220.14	583.33	636.81	5,416.62	5,249.97	166.65
6036 Postage/Delivery	331.80	416.67	(84.87)	3,008.10	3,750.03	(741.93)
6040 Professional Dues	1,176.61	1,000.00	176.61	10,581.31	9,000.00	1,581.31
6045 Legal Services	205.46	1,250.00	(1,044.54)	7,579.93	11,250.00	(3,670.07)
6050 Telephone	380.72	375.00	5.72	3,347.22	3,375.00	(27.78)
6051 Mobile Telephone	20.97	125.00	(104.03)	187.80	1,125.00	(937.20)
6052 Pagers	34.79	41.67	(6.88)	311.82	375.03	(63.21)

**Kinneloa Irrigation District**  
**Income Statement for the Nine Months Ending September 30, 2020**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6053 Internet Service	69.99	83.33	(13.34)	629.91	749.97	(120.06)
6059 Computer Software Maintenance	442.00	1,000.00	(558.00)	5,895.73	9,000.00	(3,104.27)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	749.97	(749.97)
6065 Accounting Services	6,400.00	0.00	6,400.00	7,100.00	7,000.00	100.00
6070 Office & Accounting Labor	10,638.50	9,125.00	1,513.50	85,215.00	82,125.00	3,090.00
6075 Professional/Contract Services	2,209.29	2,333.33	(124.04)	18,914.55	20,999.97	(2,085.42)
6080 Administrative Fees	953.73	750.00	203.73	8,425.67	6,750.00	1,675.67
6081 Permits/Fees	322.85	1,250.00	(927.15)	6,210.50	11,250.00	(5,039.50)
6086 Taxes - Sales/Use	0.00	0.00	0.00	3,499.48	500.00	2,999.48
6088 Interest Expense	0.00	0.00	0.00	31,490.37	31,490.00	0.37
6120 Bank Service Charges	479.02	541.67	(62.65)	6,393.84	4,875.03	1,518.81
<b>Total Expenses</b>	<b>121,364.68</b>	<b>107,689.97</b>	<b>13,674.71</b>	<b>1,019,665.79</b>	<b>1,031,334.73</b>	<b>(11,668.94)</b>
<b>Net Income</b>	<b>92,252.61</b>	<b>45,643.36</b>	<b>46,609.25</b>	<b>338,641.25</b>	<b>159,665.24</b>	<b>178,976.01</b>
<b>Other Expenditures</b>						
1504 Water Mains	0.00	0.00	0.00	43,463.68	43,510.00	(46.32)
1511 Water Treatment Plant	0.00	0.00	0.00	9,626.06	6,000.00	3,626.06
1512 Water Meters	3,146.61	0.00	3,146.61	6,142.82	1,000.00	5,142.82
1514 Computer/Office Equipment	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)
1515 Vehicles & Portable Equipment	0.00	0.00	0.00	33,053.92	90,000.00	(56,946.08)
1516 Water Company Facilities	0.00	0.00	0.00	33,800.00	30,000.00	3,800.00
1527 SCADA Equipment	0.00	0.00	0.00	11,959.56	10,000.00	1,959.56
2400 Installment Purchase Agreement	0.00	0.00	0.00	68,610.61	68,611.00	(0.39)
<b>Total Other Expenditures</b>	<b>3,146.61</b>	<b>0.00</b>	<b>3,146.61</b>	<b>206,656.65</b>	<b>250,121.00</b>	<b>(43,464.35)</b>
<b>Total Increase or (Drawdown)</b>	<b>89,106.00</b>	<b>45,643.36</b>	<b>43,462.64</b>	<b>131,984.60</b>	<b>(90,455.76)</b>	<b>222,440.36</b>

**Kinneloa Irrigation District**  
**Balance Sheet as of September 30, 2020**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 384,373.71
1012	Reserve Fund-LAIF	127,444.27
1014	Reserve Fund-CalTRUST	1,762,290.67
1016	Accrued Interest-LAIF	450.60
1100	Accts. Receivable-Water Sales	36,268.94
1113	Employee Loans	451.64
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	213,895.84
1350	Prepaid Insurance	217.84
1360	Prepaid Expenses	31,290.06

Total Current Assets

2,575,912.09

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,627,981.45
1505	Water Tunnels	729,074.60
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	201,251.88
1512	Water Meters	118,735.53
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,922.12
1515	Vehicles & Portable Equipment	275,602.83
1516	Water Company Facilities	104,222.20
1517	KID Office	54,741.36
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
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	(5,253,645.76)

Total Property and Equipment

5,478,152.86

**Other Assets**

1901	PERS-Deferred Outflows	76,176.00
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Total Assets

\$ 8,130,240.95

**Kinneloa Irrigation District**  
**Balance Sheet as of September 30, 2020**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 40,280.43	
2272	Job Deposits	1,800.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	21,462.60	
	Total Current Liabilities		63,798.05

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,664,465.52	
2801	PERS- Net Liability	291,188.87	
2901	PERS- Deferred Inflows	38,397.00	
	Total Long-Term Liabilities		1,994,051.39
	Total Liabilities		2,057,849.44

**Capital**

3040	Fund Balance	5,733,750.26	
	Net Income	338,641.25	
	Total Capital		6,072,391.51
	Total Liabilities & Capital		\$ 8,130,240.95



**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Nine Months Ended September 30, 2020**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 92,252.61	\$ 338,641.25
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(5,673.38)	7,610.74
1101 Accts. Receiv.-Service Charges	0.00	494.19
1113 Employee Loans	50.19	451.71
1340 Accrued Water Sales	(46,088.49)	(85,616.54)
1350 Prepaid Insurance	1,490.85	10,919.80
1360 Prepaid Expenses	(3,359.64)	(1,496.68)
2000 Accounts Payable	16,370.63	8,088.19
2260 Med./Dental-Withhold-Employee	252.84	0.00
2272 Job Deposits	(900.00)	900.00
	(37,857.00)	(58,648.59)
<b>Total Adjustments</b>	<b>(37,857.00)</b>	<b>(58,648.59)</b>
<b>Net Cash Provided by Operations</b>	<b>54,395.61</b>	<b>279,992.66</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1504 Water Mains	0.00	(43,463.68)
1511 Water Treatment Plant	0.00	(9,683.82)
1512 Water Meters	(3,146.61)	(6,142.82)
1515 Vehicles & Portable Equipment	0.00	(33,053.92)
1516 Water Company Facilities	0.00	(33,800.00)
1527 SCADA Equipment	0.00	(11,959.56)
	(3,146.61)	(118,103.80)
<b>Net Cash Used in Investing</b>	<b>(3,146.61)</b>	<b>(138,103.80)</b>
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(68,610.61)
2801 PERS- Net Liability	(1,732.49)	(13,815.09)
	(1,732.49)	(82,425.70)
<b>Net Cash Used in Financing</b>	<b>(1,732.49)</b>	<b>(82,425.70)</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 49,516.51</b>	<b>\$ 59,463.16</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 2,274,559.25	\$ 2,274,559.25
Cash Balance at Beg. of Period	(2,225,042.74)	(2,215,038.33)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 49,516.51</b>	<b>\$ 59,520.92</b>

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from September 1, 2020 to September 30, 2020**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/2/20	9560*	Patrick & Laura Vargas	650.00	fire flow net refund on deposit
9/11/20	EFT4442	Automatic Data Processing, Inc.	99.40	payroll processing fees
9/11/20	EFT4443	American Messaging Services	34.79	pager service
9/11/20	EFT4444	Arco Gaspro Plus	1,275.99	fuel for trucks
9/11/20	EFT4445	Athens Services	215.69	trash pickup service
9/11/20	EFT4446	CA Public Employees Ret. Sys.	5,290.56	KID & employee retirement contributions
9/11/20	EFT4447	Century Business Solutions	357.61	credit card processing fees
9/11/20	EFT4448	Pasadena Municipal Services	1,817.27	electricity for Wilcox Well
9/11/20	EFT4449	Southern California Edison Co.	11,557.78	Electricity for 13 sites
9/11/20	EFT4450	Umpqua Bank	2,216.04	Credit Cards - see attached detail
9/11/20	EFT4451	VeriCheck, Inc.	132.34	echeck processing fees
9/11/20	9574	BrightView Landscape Services	1,490.00	landscape services
9/11/20	9575	Byrd Industrial Electronics	3,554.62	Programming and electrical work
9/11/20	9576	Underground Service Alert	24.85	Digalert
9/11/20	9577	Employee Relations	45.22	Background check for new employees
9/11/20	9578	Eurofins Eaton Analytical, Inc.	250.80	water sample analysis
9/11/20	9579	Ferguson Waterworks #1083	2,127.38	Neptune Meter Registers
9/11/20	9580	Foothill Municipal Water District	584.26	administrative fee
9/11/20	9581	Hill Brothers Chemical Co.	467.00	Sodium hypochloride
9/11/20	9582	McMaster Carr	1,608.32	maintenance supplies
9/11/20	9583	Public Water Agencies Group	205.46	PWAG KID cost share
9/11/20	9584	Red Supply	59.06	safety equipment and supplies
9/11/20	9585*	Ultimate Cleaning Solutions, Inc.	75.00	janitorial services
9/11/20	9587*	Generator Services Co.	926.60	Wilcox Generator fuel basin alarm repair
9/15/20	EFT4452	Bernadette C. Allen	714.18	salary
9/15/20	EFT4453	Arthur M. Aragon	1,492.18	salary
9/15/20	EFT4454	Joel D. Bundy	1,679.47	salary
9/15/20	EFT4455	Christopher A. Burt	3,531.65	salary
9/15/20	EFT4456	Timothy J. Eldridge	138.53	salary
9/15/20	EFT4457	Michele M. Ferrell	459.07	salary
9/15/20	EFT4458	Brian L. Fry	1,857.56	salary
9/15/20	EFT4459	Francis J. Griffith	138.52	salary
9/15/20	EFT4460	Gerrie G. Kilburn	138.53	salary
9/15/20	EFT4461	Melvin L. Matthews	3,963.00	salary
9/15/20	EFT4462	Juan R. Tello	1,420.61	salary
9/15/20	EFT4463	Christopher A. Burt	150.00	salary
9/15/20	EFT4464	Automatic Data Processing, Inc.	6,522.56	Payroll taxes and withholdings
9/29/20	EFT4465	Automatic Data Processing, Inc.	104.35	payroll processing fees
9/29/20	EFT4466	AT&T Mobility	125.82	Firstnet cell phone service
9/29/20	EFT4467	CA Public Employees Ret. Sys.	300.00	SSA218 Annual Fee

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from September 1, 2020 to September 30, 2020**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/29/20	EFT4468	Century Business Solutions	15.00	credit card processing fees
9/29/20	9589*	ACWA-JPIA	4,865.54	KID & employee health benefits contributions
9/29/20	9591	AmeriPride Services	81.97	shop rag service
9/29/20	9592	Badger Meter Inc	3,146.61	Water meter replenishment
9/29/20	9593	BrightView Landscape Services	1,490.00	landscape services
9/29/20	9594	Clinical Lab of San Bernardino	24.00	water sample analysis
9/29/20	9595	Denram Products	915.25	billing statement paper
9/29/20	9596	Eurofins Eaton Analytical, Inc.	105.60	water sample analysis
9/29/20	9597	General Pump Company	425.00	Booster Maintenance Service
9/29/20	9598	Hill Brothers Chemical Co.	467.00	Sodium hypochloride
9/29/20	9599	KCR Gate Committee	50.00	KCR gate remote for new truck
9/29/20	9600*	Perry Thomas Construction Co.	1,756.00	Leak repair
9/29/20	9602	Sulzer Electro Mech. Services	12,845.04	K-3 Well VFD replacement
9/29/20	9603	Utility Service Co., Inc.	5,248.24	tank maintenance agreement
9/30/20	EFT4469	Bernadette C. Allen	581.61	salary
9/30/20	EFT4470	Arthur M. Aragon	1,517.62	salary
9/30/20	EFT4471	Joel D. Bundy	1,671.48	salary
9/30/20	EFT4472	Christopher A. Burt	2,644.16	salary
9/30/20	EFT4473	Michele M. Ferrell	1,863.62	salary
9/30/20	EFT4474	Brian L. Fry	1,802.49	salary
9/30/20	EFT4475	Melvin L. Matthews	4,025.92	salary
9/30/20	EFT4476	Juan R. Tello	1,618.59	salary
9/30/20	EFT4477	Christopher A. Burt	150.00	salary
9/30/20	EFT4478	Automatic Data Processing, Inc.	<u>6,644.42</u>	Payroll taxes and withholdings
<b>Total</b>			<b><u>111,757.23</u></b>	

\* Gap in check sequence: checks: 9561-9573 - misprints  
9586, 9588, 9590, 9601 - damaged by printer/not assigned.

**Credit Card Detail Umpqua Bank**  
**August 2020**  
(Expenses incurred/billed in August and due/paid in September)

Acct. No.	Account Description	Additional Description	MLM	CAB	BLF	JDB	BCA	JRT	TOTAL
1511	Water Treatment Plant								\$0.00
1514	Computer/Office Equip.								\$0.00
5010	Maintenance Supplies	power supply, panel meter; brass impact nozzle, Black Top patch, zinc sprinkler spike, floor mat; sprayer, paint cans, engine cleaner & roundup		\$582.61	\$150.22			\$184.16	\$916.99
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis								\$0.00
5035	Vehicle Maintenance	Engine Cleaner						\$10.44	\$10.44
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6024	Customer/Public Info								\$0.00
6035	Office/Computer Supplies	Toner(3); file jackets, cleaner, paper, composition notebook	\$527.67			\$116.79			\$644.46
6036	Postage/Delivery	Roll of Stamps & Certified Mail				\$331.80	\$5.35		\$337.15
6040	Professional Dues								\$0.00
6050	Telephone	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	Zip Recruiter; Digital Deployment	\$32.00			\$200.00			\$232.00
6081	Permits/Fees								\$0.00
<b>TOTAL</b>			\$634.67	\$582.61	\$150.22	\$648.59	\$5.35	\$194.60	\$2,216.04

# General Manager's Report for the Board of Directors Meeting on October 20, 2020

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

- 14 accounts received past-due notice
- 14 accounts received late charges in the total amount of \$240.50
- 5 accounts received door hanger shut off notice
- 0 accounts were shut off for non-payment
- 0 accounts remain shut off for non-payment

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
October 2019	\$60,921.43	\$4,985.08	\$264.23	\$0.00	\$66,170.74
November 2019	\$54,389.42	\$5,897.73	\$492.72	\$0.00	\$60,779.87
December 2019	\$39,429.62	\$4,242.43	\$207.63	\$0.00	\$43,879.68
January 2020	\$57,804.78	\$2,029.61	\$0.00	\$0.00	\$59,834.39
February 2020	\$43,425.93	\$2,189.30	\$0.00	\$0.00	\$45,615.23
March 2020	\$17,853.64	\$2,148.94	\$261.86	\$0.00	\$20,264.44
April 2020	\$20,241.55	\$3,075.96	\$320.44	\$24.85	\$23,662.80
May 2020	\$21,330.64	\$2,628.19	\$261.22	\$159.13	\$24,379.18
June 2020	\$26,619.22	\$1,657.73	\$0.00	\$0.00	\$28,276.95
July 2020	\$35,672.74	\$1,791.06	\$44.66	\$0.00	\$37,508.46
August 2020	\$27,970.57	\$2,624.99	\$0.00	\$0.00	\$30,595.56
September 2020	\$32,787.39	\$3,299.78	\$181.77	\$0.00	\$36,268.94

### C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
October 2019	202	548	78	\$21,966.42
November 2019	*	*	82	\$23,583.46
December 2019	*	*	77	\$18,103.56
January 2020	222	633	86	\$16,487.54
February 2020	302	792	79	\$15,576.49
March 2020	261	676	71	\$13,884.21
April 2020	268	729	87	\$16,741.06
May 2020	296	798	92	\$15,222.42
June 2020	459	994	92	\$19,899.20
July 2020	354	1166	98	\$27,411.85
August 2020	276	708	100	\$30,398.55
September 2020	277	608	91	\$27,761.46

\* No data due to transition to new website

## II. General Manager’s Projects and Activities

- A. **Rate Hearing** – Public Hearing letter in preparation.
- B. **Pipeline Projects** – Reviewed and approved 90%-completion plans and specifications for the Sierra Madre Villa/Villa Heights pipeline project.
- C. **Office Manager Training**
- D. **Facilities Operator Training**
- E. **Advanced Meter Infrastructure** – Test underway with second vendor.
- F. **Emergency Preparedness Training** – Conducted ICS/SEMS/NIMS training with entire staff
- G. **Activities/Meetings/Webinars/Conferences\***
  - 1. FMWD Board Meetings (Two this month)
  - 2. KID Board Meeting
  - 3. PWAG Meeting
  - 4. FMWD Managers Meeting
  - 5. KID Staff Meetings
  - 6. RBMB Meeting – Finance and Administration Committee
  - 7. Webinar – Weekly training for using the editing and other features of our website dashboard
  - 8. Webinar – New pathways to building water infrastructure and optimizing budgets
  - 9. Special Districts Virtual Summit 2020
  - 10. CSDA Network Meeting
  - 11. Meeting with Subeca Representative – Advanced Meter Infrastructure Pilot Program
  - 12. Office Manager Training
  - 13. Organization Acronyms:  
 ACWA – Association of California Water Agencies  
 ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority  
 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  
 KID – Kinneloa Irrigation District  
 PWAG – Public Water Agencies Group  
 RBMB – Raymond Basin Management Board  
 RCAC – Rural Community Assistance Corporation

## III. Incident Reports and Facility Activities for August

### A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
0	1	0	0	3	System leak was on old steel main running through Eaton Canyon Equestrian Center

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

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

1. Routine daily and monthly activities
  - a. Operator training
  - b. Meter and transmitter maintenance and replacement
  - c. Water samples
  - d. Vehicle and equipment maintenance and testing
  - e. Facility cleanup
  - f. Production meter readings and report to RBMB
  - g. Chlorine generator maintenance
  - h. Meter reading
  - i. Customer service calls
  - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance for September
  - a. SCE API/SCADA improvements and test to indicate power interruption events
  - b. K-3 well pump power disconnect switch installed
  - c. Eucalyptus motor control center repair and testing
  - d. K-3 Cl<sub>2</sub> analyzer calibration
  - e. Far Mesa Tunnel flow reduction and Cl<sub>2</sub> residual adjustment
  - f. West Tank mixer test and confirmation of operational status
3. Capital Improvement and Maintenance Projects for 2020 (Completed or in progress)
  - a. Water softener installation at Glen for Far Mesa Cl<sub>2</sub> system
  - b. Two replacement pickup trucks
  - c. Replace chlorination equipment at Eucalyptus Reservoir for Eucalyptus Tunnel water
  - d. Solar power supplies for West Tank and Transfer Valve
  - e. Office driveway remove and replace

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

1. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Design phase in progress)
2. Brown/Glen Pipeline Improvement Project (Design phase in progress)
3. House Tunnel Pipeline repair
4. High/Low Tunnel Pipeline inspection
5. Valve Maintenance
6. Vosburg security light modification
7. Glen area light repair
8. Radio mast at Holly
9. Wilcox Reservoir Warrick head and probe

IV. Water Supply Summary as of August for the Watermaster Year July 2020 through June 2021

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	6
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	2
Leases/Exchanges	0	House	0
Prior Year Spreading	93	Holly High/Low	4
Short Term Storage	134		
Current Year Spreading	0		
<b>Total Allowable Extractions</b>	<b>640</b>		
Less Water Extracted YTD This Watermaster Year	-93	Current Tunnel Monthly Production	15
Remaining Allowable Groundwater Extractions through June 2021	547	Remaining Estimated Tunnel Production through June 2021	150
<b>Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2021)</b>		<b>697 Acre Feet</b>	
<b>Less Remaining Forecasted Retail Water Sales through June 2021</b>		<b>-406 Acre Feet</b>	

Surplus Water through June 2021\*

291 Acre Feet

\* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2019-2020 year, 119 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2020-2021 and 134 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 774 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply, we do not plan to use or sell this water now.

V. Water Samples and Test Results – See Attachment A



# Attachment A

## Water Samples and Test Results

Sample Date	Source or Distribution	Lab	Description	# of tests	Results**	Maximum Contaminant Level* (MCL)
01/07/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
01/08/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
01/08/20	Distribution	Clinical	fluoride	6	1.2 - 1.7 ppm	3 ppm
01/15/20	Source	Weck	Title 22 VOC	66	ND or A	1 positive sample
01/15/20	Source	Weck	Title 22 fluoride	6	1.1 - 2.7	3 ppm
01/15/20	Source	Weck	Title 22 nitrate	3	1.6 - 4.2	10 ppm
01/21/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
02/04/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
02/04/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
02/12/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
02/13/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
02/19/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
03/03/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
03/04/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
03/04/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/11/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/12/20	Both	Eurofins	coliform, e. coli	16	ND or A	1 positive sample
03/17/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
04/01/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
04/01/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
04/01/20	Distribution	Clinical	fluoride	6	1.2 - 1.7 ppm	3 ppm
04/02/20	Source	Weck	Title 22 VOC	330	ND or A	1 positive sample
04/02/20	Source	Weck	Title 22 fluoride	6	1.2-2.7	3 ppm
04/02/20	Source	Weck	Title 22 nitrate	5	0.76-4.5	10 ppm
04/14/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
05/05/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
05/05/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
05/19/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
06/02/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
06/02/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
06/16/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
07/07/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
07/07/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
07/14/20	Source	Weck	fluoride	6	1.0-2.5	3 ppm
07/14/20	Source	Weck	Nitrate	2	3.9-4.2	10 ppm
07/14/20	Source	Weck	Perchlorate	6	ND	6 ppb
07/21/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
07/22/20	Distribution	Clinical	fluoride	6	1.2 - 1.5 ppm	3 ppm
08/04/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
08/04/20	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
08/10/20	Distribution	Weck	DBPR TTHM/HAA5	22	<1-26 ppb	80 ppb, 60 ppb
08/18/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample

# Attachment A

## Water Samples and Test Results

Sample Date	Source or Distribution	Lab	Description	# of tests	Results**	Maximum Contaminant Level* (MCL)
08/20/20	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
09/01/20	Distribution	Clinical	color, odor, turbidity*	18	<MCL	15 units, 3 units, 5 units
09/01/20	Both	Eurofins	coliform, e. coli	80	ND or A	1 positive sample
09/22/20	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample

**Total samples: 2016**

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

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

The State of California Water Resources Control Board, Division of Drinking Water, provides access to water quality monitoring notification documents, including monitoring schedules and test results. The link for Kinneloa Irrigation District Water System Details is

[https://sdwis.waterboards.ca.gov/PDWW/JSP/WaterSystemDetail.jsp?tinwsys\\_is\\_number=2514&tinwsys\\_st\\_code=CA](https://sdwis.waterboards.ca.gov/PDWW/JSP/WaterSystemDetail.jsp?tinwsys_is_number=2514&tinwsys_st_code=CA)

# PRODUCTION AND SALES REPORT FOR 2019-2020



10/20/2020

Kinneloa Irrigation District

Prepared by Melvin L. Matthews, General Manager



# PRODUCTION AND SALES REPORT FOR 2019-2020

SUMMARY OF PRODUCTION SOURCES, CUSTOMER SALES,  
RAINFALL, POWER COSTS, LONG AND SHORT-TERM STORAGE  
AND ACTIVITIES AND INITIATIVES FOR THE WATERMASTER  
YEAR OF 2019-2020, JULY THROUGH JUNE

## Production

The Kinneloa Irrigation District (KID) produced 808.7 acre-feet from our wells and tunnels for the year of 2019-2020, July through June, as shown in Figure 1. 689.2 acre-feet were produced for our retail customers and other uses, and 119.5 acre-feet were produced for delivery to the City of Pasadena. Water production for our retail customers and system use was 4.6% more than the 658.6 acre-feet produced last year. Figure 1 includes data from 2009-2010 through 2019-2020 for all production sources as well as for surface water and ground water, which is diverted from our system for spreading credits. Spreading credits are added to our available extraction rights. Figure 2 shows total production from the KID wells and tunnels. Tunnel production level is dependent on rainfall and has ranged from a high of 530.1 acre-feet in 2005-2006 to a low of 112.4 acre-feet in 2015-2016. The tunnel production for 2019-2020 was 158.0 acre-feet which is significantly below the 26-year average of 239.1 acre-feet. Figure 3 is a pie chart showing the percentage of total production by source. This year our wells produced approximately 80% of the water and the tunnels produced 20% of the water.

## Sales

Total sales to retail customers were 579.1 acre-feet as shown in Figure 4. The average monthly sales of water during the year from 1994-1995 to 2019-2020 are shown in Figure 5. Peak sales are usually in the July through October period and minimum sales usually occur in December through March period. Weather conditions in a year can cause these periods to shift and can drastically affect the total sales for the year, but the monthly sales pattern has been relatively constant over the 26-year period.

## Water Use Efficiency

The KID has extensively promoted measures to increase water use efficiency over the past fourteen years and has participated in rebate programs to provide incentives to our customers to reduce water usage. The usage was 8% lower in 2019-2020 as compared to 2018-2019, and the data indicates a 36% decrease in usage as compared to the base year of 2006-2007 when water use efficiency became a mandate from the State and a priority for the KID. The 2019-2020 usage is 16% lower than the 26-year average of 691.2 acre-feet. However, it is too soon to know whether there has been permanent reduction in water usage due to state regulations, our water conservation program or the extensive media coverage during the drought and the current media encouraging water use efficiency. A comparison of total water sales for the calendar years of 2013 through 2019 is shown in Figure 6. The percentage reduction for the calendar year of 2019 as compared to 2013 was 24%.

## Non-Revenue Water Use and Water Loss

The difference between the water produced and water sold and used for system purposes (which is the water loss for the system) was 110.2 acre-feet or 16% as shown in Figure 1. The loss is attributed to system leaks, main flushing for water quality purposes, fire flow tests, unmetered water used for firefighting and various other purposes, normal operational procedures at KID facilities and water meter inaccuracies. This loss is more than the 26-year average of 74.1 acre-feet or 9.8%. A water loss of less than 10% is excellent by industry standards. Although we do not have a means to track non-metered water usage, during the 2019-2020 year there was a major water main break and water was used by the fire department for a structure fire and a brush fire.

## Rainfall

Rainfall for 2019-2020 was 19.5 inches as shown in Figures 1 and Figure 7 as compared to 27.8 inches in the previous year and the 26-year average of 21.0 inches. Whether the two years of near average rainfall is an indication of the end of the seven-year drought is uncertain. However, it will take multiple years of above-average rainfall before there is a significant recovery of tunnel production and spreading credits. The KID continues to lease additional pumping rights from other agencies to offset the decline in tunnel production and spreading credits, but these supplemental production sources are not guaranteed and an increase in water-use efficiency may be needed to offset the loss of available water for production.

## Power Cost

Figure 8 shows the total cost per acre-foot of total production for 2019-2020. Since most of our power consumption is for pumping, it is also an approximate indirect measure of production efficiency. However, it should be noted that this indicator does not consider the percentage of well production vs. tunnel production nor does it consider rising electricity rates. In years of high tunnel production, less water is pumped from our wells saving us considerable power cost.

Although electricity rates have increased over the years, we have been able to mitigate most of the increases by participating in various time-of-use and interruptible power programs that restrict our use of power to non-peak hours in exchange for lower rates. We have also installed higher-efficiency motors when equipment has been replaced. The net effect has been to stabilize our power costs. The 2019-2020 cost was \$159 per acre-foot of total production as compared to \$147 per acre-foot for the previous year and the 26-year average of \$116 per acre-foot. Even though we will continue to take advantage of cost-reduction programs, it will be more difficult to maintain our current cost especially considering the announced rate increases and the mandated switch to more “green” power in the years ahead.

## Long-Term Storage

The Raymond Basin Management Board (RBMB) established a long-term storage program to cover situations such as prolonged drought or unusually high demand that might lead to over pumping of our water rights in the current year. This program is the equivalent of a savings account for surplus water. The KID activated its long-term storage account for the first time in 2004-2005 by adding 327 acre-feet of surplus water as shown in Figure 1A. The following year we added additional storage to bring the account to 848 acre-feet. Some of this storage was used in 2006-2007 to support our water sales to the City of Pasadena so the remaining storage at the end of 2006-2007 was 729 acre-feet. The net addition to our long-term storage in 2007-2008 was 69 acre-feet and the total was 798 acre-feet at the end of that year. Due to

declining water levels in the Raymond Basin, the RBMB voted to suspend the program and freeze the total at the end of the 2008-2009 year.

The result of the additions and withdrawals, as shown in Figure 10, is that we still have 782 acre-feet in the account that may be used to offset any shortages in the future. We will not be able to add any surplus to the account unless the RBMB changes the policy. Our current plan is to use this water only if we are unable to lease temporary pumping rights at a reasonable cost or unable to acquire additional pumping rights from another Raymond Basin member. This additional water in storage is especially important to the KID considering that the RBMB has implemented a 30% reduction of our adjudicated pumping rights to address declining water levels in the basin. The RBMB will continue to monitor basin pumping levels to see if stabilization can be achieved without the injection of imported water or other recovery efforts. RBMB could approve elimination of the long-term storage program and KID could lose the ability to pump the 782 acre-feet in the account.

### Short-Term Storage

The RBMB established a short-term storage program in 2016 for the Pasadena subarea for agencies with carryover rights of less than 300 acre-feet to allow operational flexibility and allow for better planning and utilization of leases, management of decreed rights and maximize beneficial use of spreading credits. The maximum amount of water is limited to 300 acre-feet and must be used within the time specified by the RBMB rules. The KID had 128 acre-feet in our account at the end of the 2019-2020 year. If the combined balance of the 10% carryover rights and short-term storage exceeds 300 acre-feet on June 30<sup>th</sup>, the excess amount is deducted from short-term storage and lost for future pumping.

### Production Issues

Figure 1 shows that the Wilcox Well only produced 1.4 acre-feet of water in 2019-2020 as compared with 272.4 acre-feet in the peak year of 1999-2000. The level in the Raymond Basin aquifer at this facility has caused a 50% reduction in the available operational flow rate because the output from this well needs to be restricted to prevent entrainment of air and damage to the pump. This operational necessity is inefficient from a power standpoint and relegates this well to emergency and supplemental supply uses only. The lost production from Wilcox Well was shifted to the K-3 Well which accounted for 80% of our total annual production in 2019-2020. A continued decline in basin levels could also affect the K-3 Well in future years, and our increased dependence on a single production source diminishes production reliability.

Although the production from the KID's tunnels was slightly higher in 2019-2020 as compared to 2018-2019, the production is significantly lower than 26-year average. Tunnel water is not counted in our adjudicated pumping rights and is our only source of low-cost supplemental water. Multiple years of above-average rainfall will be needed to increase the contribution to our total production from the current 20% to the more typical 25-50%. Thus, continued maintenance of our tunnel sources continues to be a high priority.

### Supply Issues

The court-ordered adjudication of pumping rights in the Raymond Basin no longer matches the natural replenishment rate. The voluntary 30% pumping reduction in the Pasadena subarea has helped to reduce the rate of decline in the basin level, but the RBMB has not yet developed an external replenishment source. Therefore, additional water resources, conservation measures and reduced pumping are being considered to stabilize the basin level.

The KID is the only water agency in the area that does not purchase imported supplemental water from the Metropolitan Water District of Southern California (MWD) or through its wholesale distributor, Foothill Municipal Water District (FMWD). The KID has not needed to purchase imported water because our local tunnel water, adjudicated pumping rights, spreading credits and available leases have been enough to meet customer demand. However, our independence from imported water is not assured unless we are able to continue to lease or purchase unused pumping rights from other water agencies in the area.

We also continue to rely on our interconnections with the City of Pasadena for a water supply during system emergencies or for planned facility maintenance purposes, but that water must be returned to Pasadena as soon as possible after an event or purchased at the retail rate. The KID continues to work with FMWD to develop a long-term plan for supplemental water in case our ground water pumping rights are permanently reduced and/or leased or purchased pumping rights are no longer available. Since there is no pipeline from MWD or FMWD to the KID, a new connection would be needed, or an arrangement made with an adjacent water agency to wheel FMWD/MWD water through its pipelines to the KID. FMWD is the only source of supplemental water currently available to the KID.

The KID continues to perform projects identified in the **Water Master Plan for the Kinneloa Irrigation District** and other planning documents to improve the District's emergency preparedness and operational performance. One pipeline project was completed in the 2019-2020 year and two projects are being designed for the 2020-2021 year. Thirteen major pipeline projects remain to be completed at the estimated cost of \$3,000,000. Although increased fire-flow capacity is the primary objective of these projects, other benefits include replacement of older portions of the distribution system that have reached the end of their useful life cycles. In addition, approximately \$1,000,000 in facility improvements and equipment replacement are on the planning horizon. However, none of these projects address the water supply issue or improves the KID's production reliability.

Respectfully submitted to the Board of Directors,



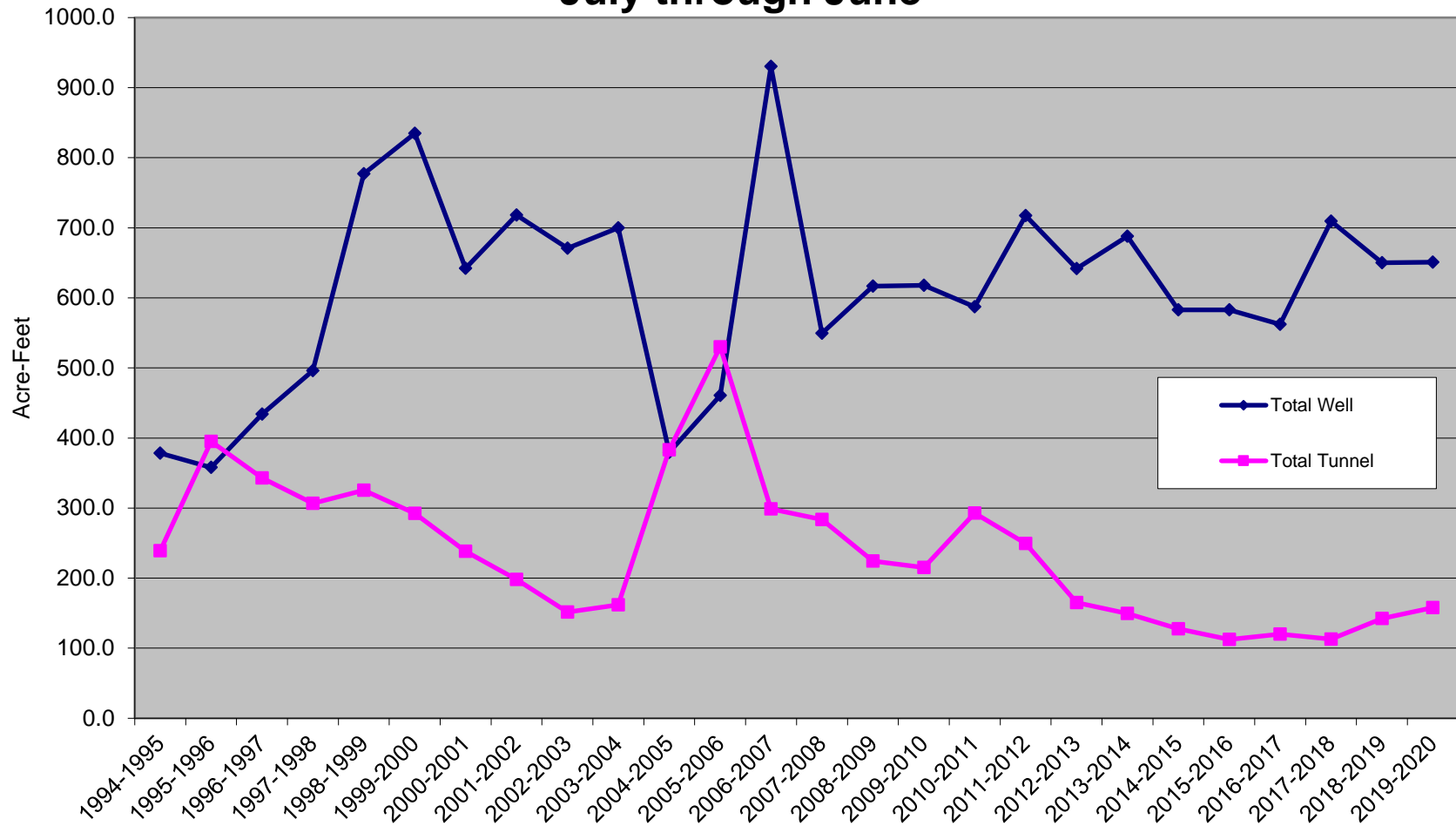
Melvin L. Matthews, General Manager



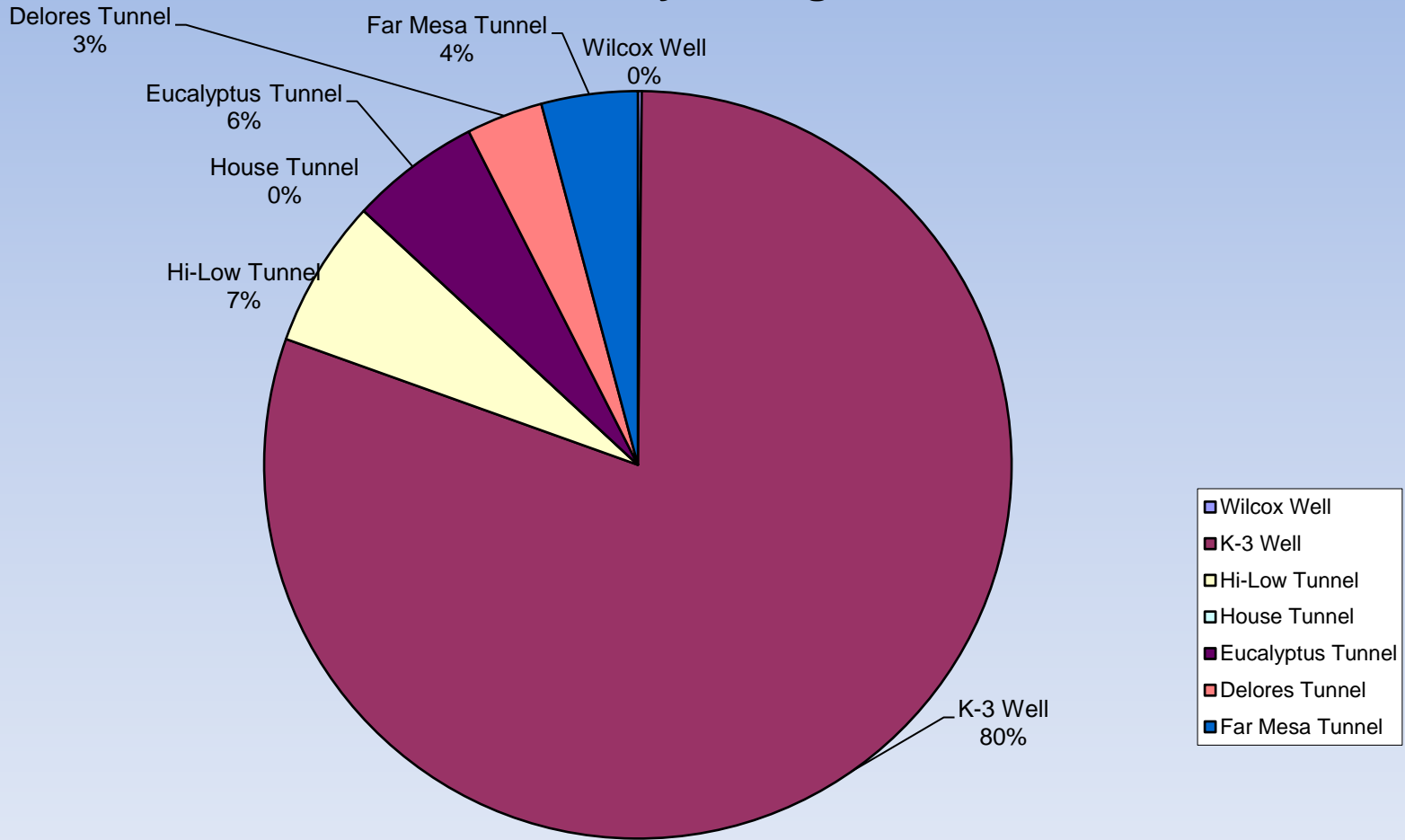
## Figure 1 Data for Watermaster Year (July through June) 2009-2010 to 2019-2020

Production in Acre-Feet												26-Year
Source	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Average
Wilcox Well	7.3	7.1	9.5	57.6	11.5	8.7	8.3	5.1	2.7	1.0	1.4	81.3
K-3 Well	610.6	580.2	708.0	584.2	676.6	574.2	574.4	556.9	706.7	649.0	649.4	531.7
Total Well	617.8	587.3	717.5	641.9	688.0	582.9	582.7	562.0	709.4	650.1	650.7	612.9
Hi-Low Tunnel	80.1	98.8	94.3	53.5	36.2	40.2	36.7	40.9	33.5	44.0	52.0	93.8
House Tunnel	13.8	14.5	15.7	14.3	10.2	0.6	0.0	0.0	0.0	0.0	0.0	18.7
Eucalyptus Tunnel	37.4	39.8	40.5	40.7	41.5	40.0	39.4	39.0	48.1	44.0	45.6	46.0
Delores Tunnel	44.8	98.5	57.7	17.4	22.9	11.0	5.1	11.7	2.3	21.0	26.8	33.0
Far Mesa Tunnel	38.9	41.2	41.2	39.3	38.6	35.9	31.3	28.5	28.8	33.2	33.7	47.6
Total Tunnel	215.0	292.8	249.3	165.2	149.4	127.6	112.4	120.0	112.7	142.2	158.0	239.1
<b>Total Production</b>	<b>832.9</b>	<b>880.0</b>	<b>966.8</b>	<b>807.0</b>	<b>837.4</b>	<b>710.5</b>	<b>695.2</b>	<b>682.0</b>	<b>822.1</b>	<b>792.2</b>	<b>808.7</b>	852.0
Deliveries from Pasadena	0.0	0.0	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-0.1	2.0
Deliveries to Pasadena	-105.1	-217.4	-239.0	-47.8	0.0	-9.0	-86.4	-55.5	-87.2	-133.6	-119.4	-97.2
Net Import/Export	-105.1	-217.4	-237.8	-47.8	0.0	-9.0	-86.4	-55.5	-87.2	-133.6	-119.5	-95.1
<b>Total Production for Retail Customer</b>	<b>727.8</b>	<b>662.7</b>	<b>729.1</b>	<b>759.3</b>	<b>837.4</b>	<b>701.5</b>	<b>608.8</b>	<b>626.5</b>	<b>734.9</b>	<b>658.6</b>	<b>689.2</b>	756.9
Diversions in Acre-Feet												26-Year
Source	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Average
Hi-Low Tunnel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5
House Tunnel	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.0	0.0	14.4	1.8
Kinneloa Canyon	21.2	37.8	37.8	35.6	27.7	30.4	30.6	33.0	16.8	20.4	18.2	37.0
Eucalyptus Tunnel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4
Brown	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	1.6
<b>Eaton Wash Sub Total</b>	<b>21.2</b>	<b>37.8</b>	<b>37.8</b>	<b>35.6</b>	<b>27.7</b>	<b>30.7</b>	<b>30.6</b>	<b>33.0</b>	<b>16.8</b>	<b>20.8</b>	<b>32.6</b>	41.3
Delores Tunnel	0.0	0.0	0.0	0.0	0.0	1.7	0.0	0.0	0.0	1.2	0.0	5.4
Long Tunnel	33.8	39.8	38.4	34.4	29.9	28.5	27.7	33.9	32.7	38.7	41.3	36.7
Far Mesa Tunnel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
Glen Wash	45.1	188.0	88.7	89.2	73.1	55.6	52.5	60.5	30.0	52.0	43.5	164.3
Tent Tunnel	2.0	1.8	2.8	2.3	2.3	2.3	2.3	2.3	2.3	2.3	0.4	2.9
Pasadena Glen Sub Total	80.8	229.6	129.9	125.9	105.3	88.1	82.4	96.8	65.0	94.1	85.2	212.3
Sierra Madre Villa DB Outflow	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-30.4
<b>Net Pasadena Glen Sub Total</b>	<b>80.8</b>	<b>229.6</b>	<b>129.9</b>	<b>125.9</b>	<b>105.3</b>	<b>88.1</b>	<b>82.4</b>	<b>96.8</b>	<b>65.0</b>	<b>94.1</b>	<b>85.2</b>	181.9
<b>Total Diverted</b>	<b>102.1</b>	<b>267.4</b>	<b>167.7</b>	<b>161.4</b>	<b>133.0</b>	<b>118.8</b>	<b>113.0</b>	<b>129.7</b>	<b>81.8</b>	<b>114.9</b>	<b>117.8</b>	223.2
Other Data												26-Year
2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Average	
Rainfall (inches)	23.6	31.3	11.8	8.3	5.2	8.2	12.3	24.1	10.3	27.8	19.5	21.0
Metered Water Usage (Acre-Feet)	771.0	590.8	654.9	696.2	805.1	642.7	522.9	568.8	685.3	628.9	579.1	686.8
Water Loss (Acre-Feet)	61.9	71.8	74.2	63.1	32.4	58.8	85.8	57.7	49.6	29.7	110.2	74.1
Water Loss (%)	8.5	10.8	10.2	8.3	3.9	8.4	14.1	9.2	6.8	4.5	16.0	9.8
RBMB Storage Account (Acre-Feet)	790.0	790.0	790.0	790.0	790.0	790.0	790.0	790.0	790.0	790.0	782.1	760.8
Power (\$)	92,700	92,700	93,964	105,248	113,611	114,917	103,595	117,767	127,709	116,189	128,377	96,421
Power (\$ per AF of Total Production)	111	105	97	130	136	162	149	173	155	147	159	116

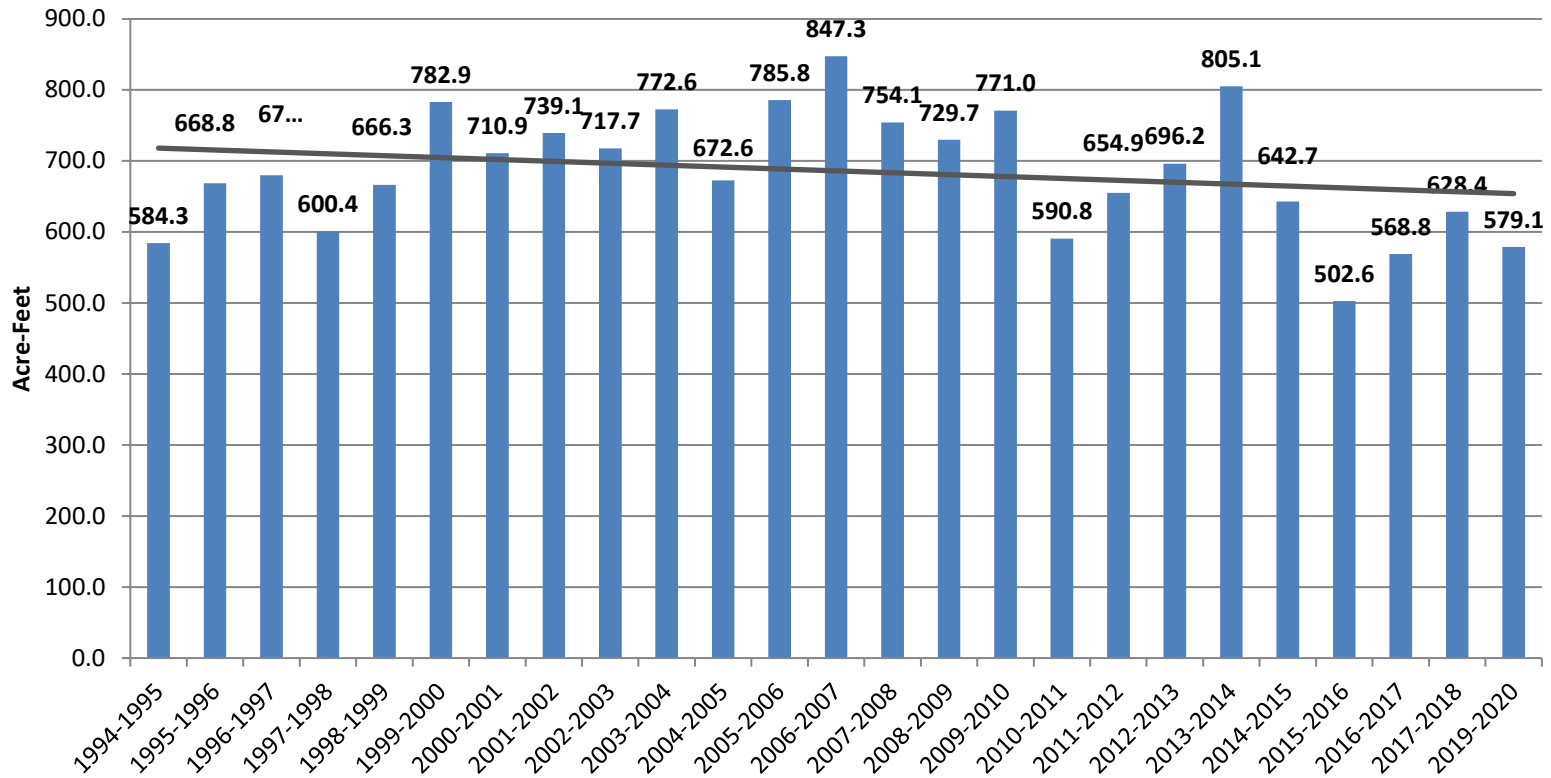
**Figure 2**  
**Total Production**  
**July through June**

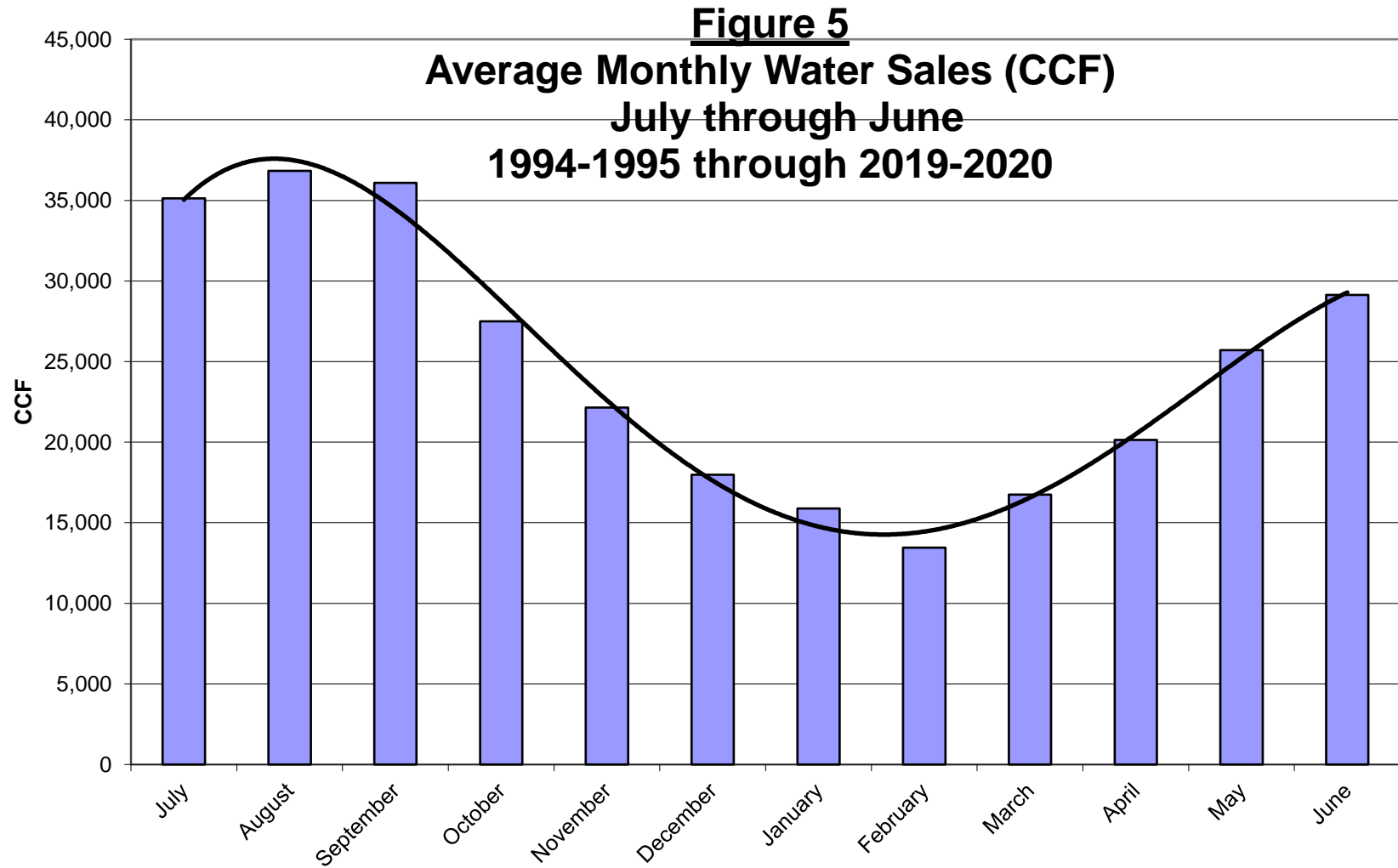


**Figure 3**  
**2019-2020 Production Sources**  
**July through June**

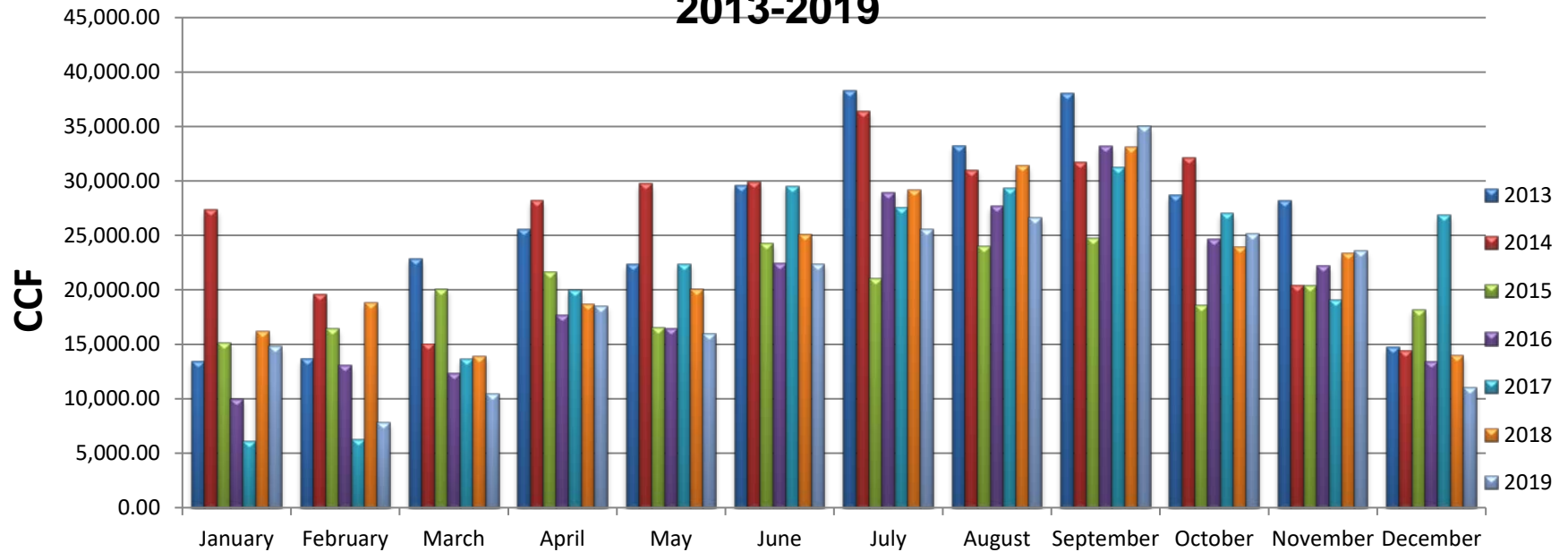


**Figure 4**  
**Annual Water Sales**  
**July through June**





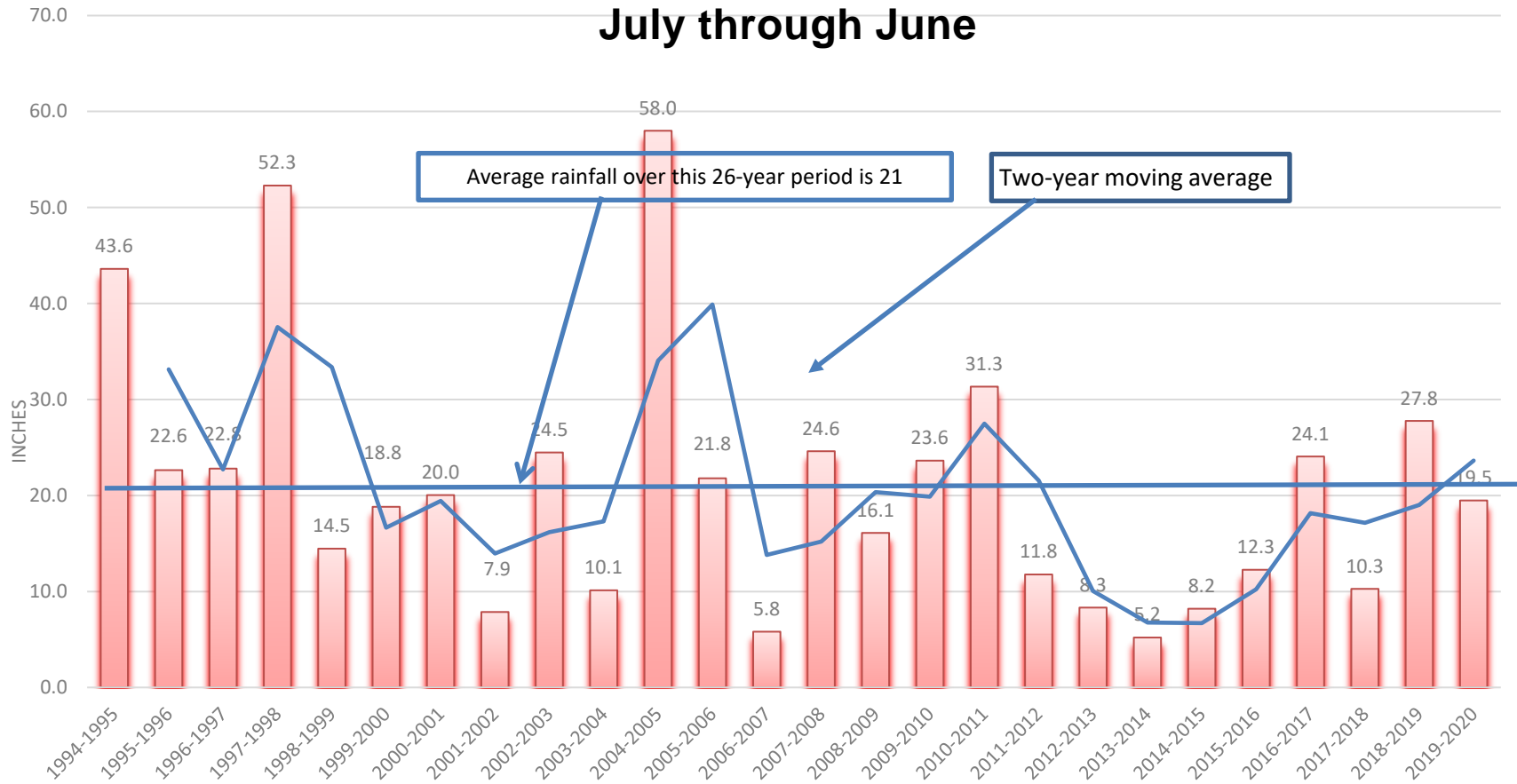
### Figure 6 Total Monthly Water Sales 2013-2019



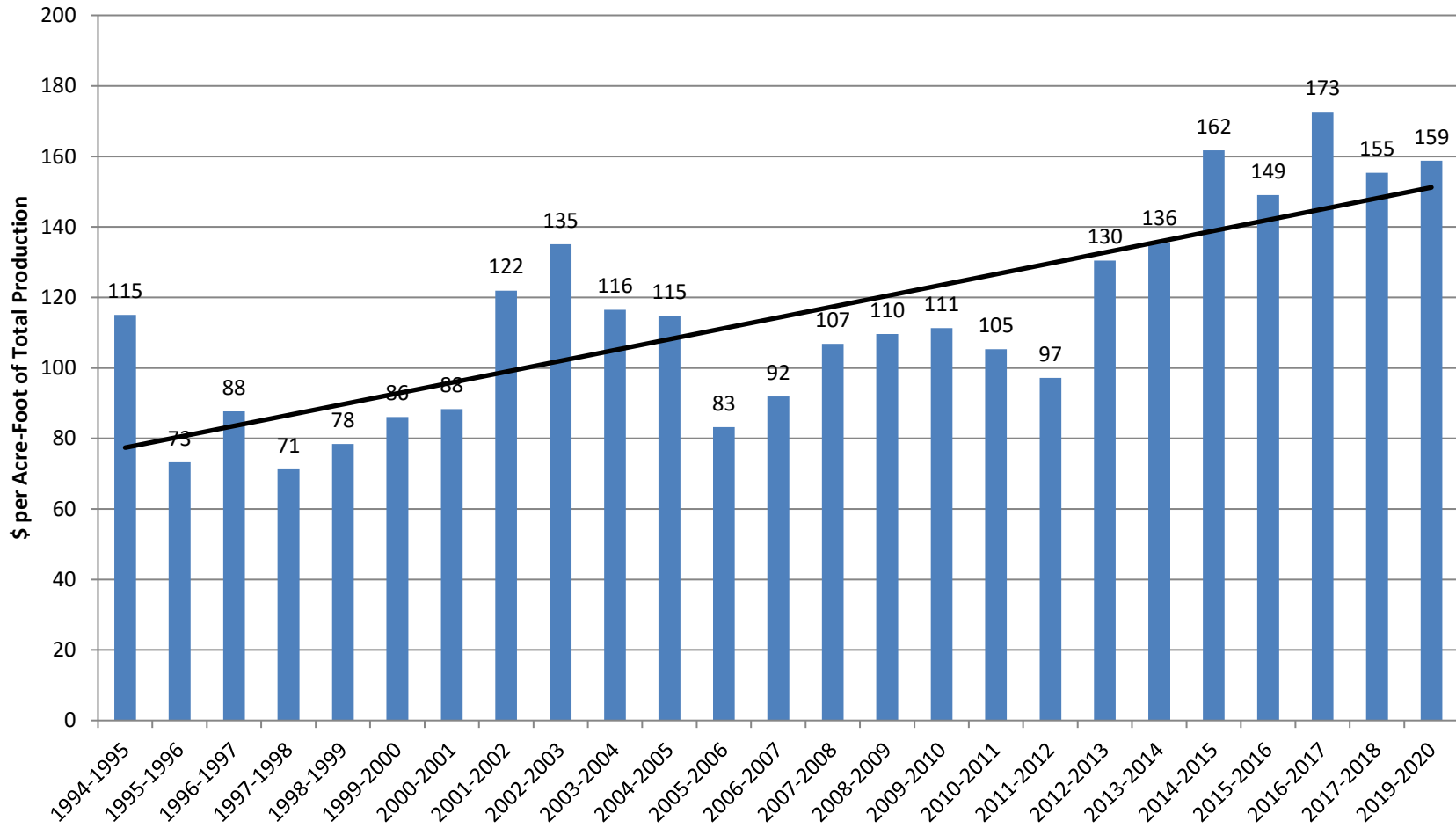
**Monthly Unit Sales and Conservation Percentage as Compared to the Previous Year**

	2013	2014	%	2015	%	2016	%	2017	%	2018	%	2019	%	2019 to 2013 Percentage
<b>January</b>	13,433.84	27,346.09	103.6%	15,139.14	-44.6%	9,976.03	-34.1%	6,087.44	-39.0%	16,209.81	166.3%	14,799.07	-8.7%	10.2%
<b>February</b>	13,647.60	19,531.19	43.1%	16,426.97	-15.9%	13,087.06	-20.3%	6,260.89	-52.2%	18,825.09	200.7%	7,814.78	-58.5%	-42.7%
<b>March</b>	22,864.75	14,992.66	-34.4%	20,017.80	33.5%	12,329.17	-38.4%	13,607.67	10.4%	13,905.15	2.2%	10,428.68	-25.0%	-54.4%
<b>April</b>	25,580.22	28,144.68	10.0%	21,618.07	-23.2%	17,691.97	-18.2%	19,985.39	13.0%	18,676.28	-6.6%	18,528.34	-0.8%	-27.6%
<b>May</b>	22,344.18	29,731.87	33.1%	16,540.07	-44.4%	16,451.27	-0.5%	22,399.45	36.2%	20,065.74	-10.4%	15,942.43	-20.5%	-28.7%
<b>June</b>	29,605.73	29,878.35	0.9%	24,248.07	-18.8%	22,444.33	-7.4%	29,548.21	31.7%	25,095.13	-15.1%	22,403.98	-10.7%	-24.3%
<b>July</b>	38,314.11	36,366.62	-5.1%	21,045.33	-42.1%	28,938.82	37.5%	27,507.42	-4.9%	29,171.12	6.0%	25,606.25	-12.2%	-33.2%
<b>August</b>	33,199.17	31,022.84	-6.6%	24,001.09	-22.6%	27,685.37	15.4%	29,322.57	5.9%	31,398.23	7.1%	26,596.35	-15.3%	-19.9%
<b>September</b>	38,084.37	31,754.34	-16.6%	24,753.39	-22.0%	33,175.96	34.0%	31,192.59	-6.0%	33,153.90	6.3%	34,990.24	5.5%	-8.1%
<b>October</b>	28,679.52	32,084.57	11.9%	18,597.68	-42.0%	24,632.13	32.4%	27,026.88	9.7%	23,936.21	-11.4%	25,178.15	5.2%	-12.2%
<b>November</b>	28,223.52	20,371.82	-27.8%	20,412.15	0.2%	22,153.05	8.5%	19,043.64	-14.0%	23,302.79	22.4%	23,561.50	1.1%	-16.5%
<b>December</b>	14,695.84	14,383.35	-2.1%	18,124.47	26.0%	13,392.46	-26.1%	26,845.02	100.4%	13,968.63	-48.0%	10,982.31	-21.4%	-25.3%
<b>Total</b>	<b>308,672.85</b>	<b>315,608.38</b>	<b>2.2%</b>	<b>240,924.23</b>	<b>-23.7%</b>	<b>241,957.62</b>	<b>0.4%</b>	<b>258,827.17</b>	<b>7.0%</b>	<b>267,708.08</b>	<b>3.4%</b>	<b>236,832.08</b>	<b>-11.5%</b>	<b>-24.3%</b>

**Figure 7**  
**Rainfall**  
**July through June**

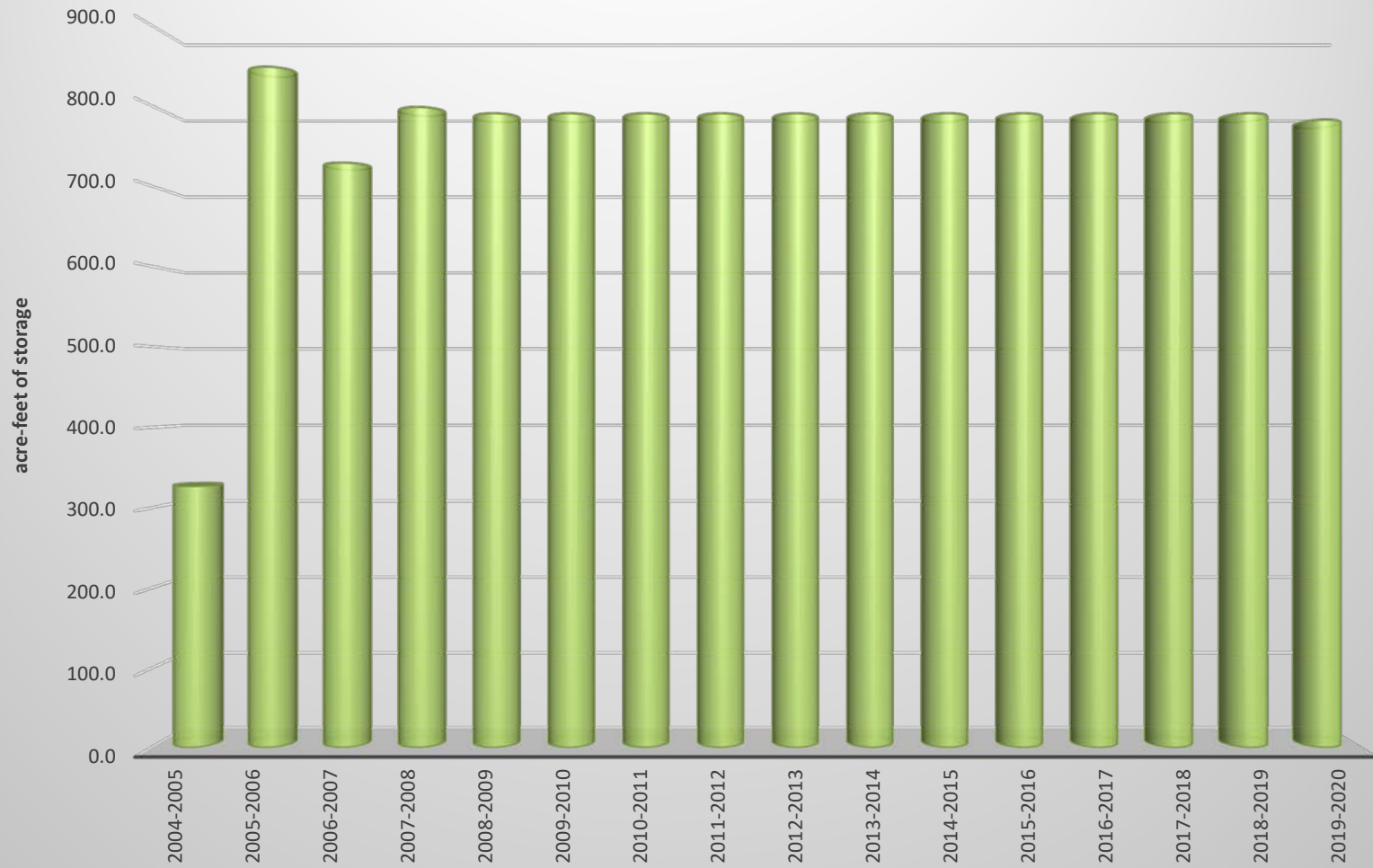


**Figure 8**  
**Power Cost in Dollars per Acre-Foot of**  
**Total Production**





**Figure 9**  
**Long Term Storage**





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

# Memo

Date: October 8, 2020

To: Board of Directors

From: Mel Matthews

Subject: Update on Advanced Meter Infrastructure Test and Pilot Program

Recommended Action: Information to answer questions and receive feedback from the Board

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## **Background**

Over 10 years ago, the KID started installing transmitters on customer water meters to allow for automated meter reading using a drive-by radio receiver. This system has reduced meter reading from a multi-day task to a few hours on a single day and has eliminated errors in the process. The data received has also alerted us to leaks on the customer's side of the meter. Although this level of automation has been highly successful, it has not provided the KID or the customer with real-time usage or instant notification when leaks or high usage occur.

Since the KID installed the current system, the meter industry has developed new products that include Automated Meter Reading (AMR) as well as a real-time data collection device that provides an Advanced Meter Infrastructure (AMI) to provide Advanced Meter Analytics (AMA) for the water agency and the customer. This capability is provided by installing devices on the customer's water meter that transmits data to the customer and/or the KID.

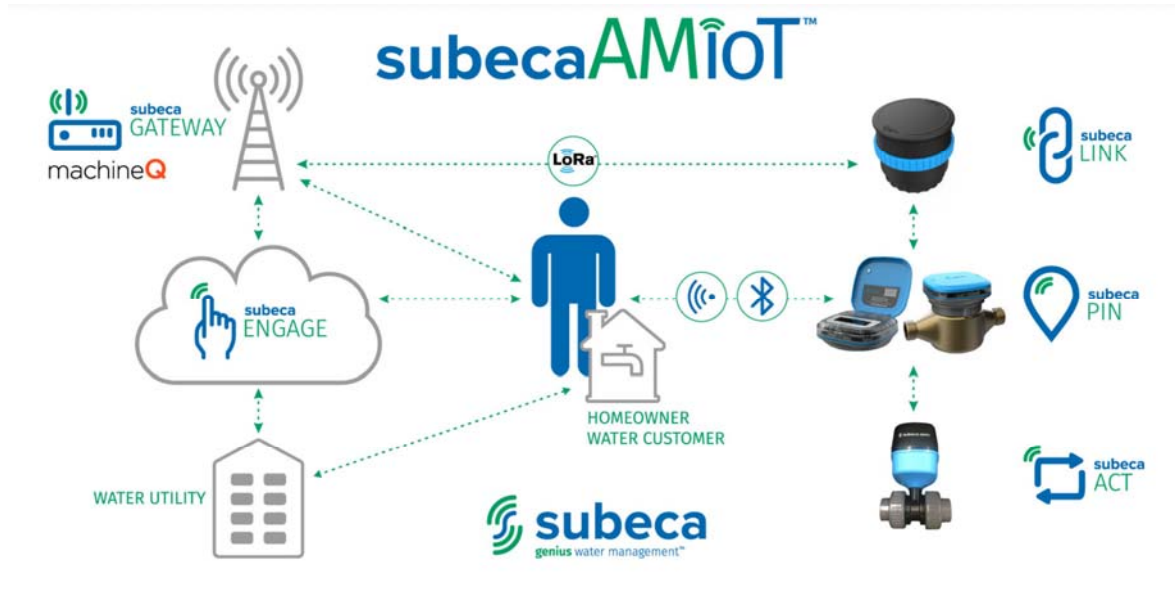
## **Badger Meter Beacon System**

About a year ago, the KID purchased some LTE transmitters from Badger Meter and installed them at 12 current radio drive-by locations to test the LTE communications technology. These transmitters use the cellular network to transmit the data to Badger and to us via the Internet. This technology collects data at 15-minute intervals and transmits the data twice a day to any Internet-connected computer. Unfortunately, the test indicated that data was only received satisfactorily from 6 out of the 12 locations due to poor cellular reception in many parts of our service area. Even if future devices overcome the LTE transmission problem, this system does not provide true real time water usage information to the customer or the KID.

## Subeca AMIOT Two-way Control and Communication System

Recently, I participated in an ACWA virtual conference and was introduced to Subeca Inc. which has an integrated water management system that gathers real-time meter data and transmits this data via a Bluetooth Edge Network to the wider LoRa network and up to the Cloud. There, it becomes accessible via the company's Engage software for agency and customer use. This system provides a quick, easy, non-disruptive installation method and using its two-way communication it can quickly detect and address leaks and excessive water-use events and can remotely control a shutoff valve. Furthermore, meter reading can be done by the office staff at any time and the readings and other data can be integrated into our billing system.

We are participating in a pilot program at no cost or obligation for 90 days and have installed the equipment on two meters for testing. We have also successfully tested the communications performance at 8 additional locations. A demonstration of the system will be given at the October 20, 2020 board meeting. A diagram of the system is below.



## Consumer Devices

In parallel to the development of the AMI devices for the water utilities, several manufactures developed inline devices on the customer's side of the meter to collect and transmit real-time data directly to the customer. These devices are very expensive and require professional installation by a plumber.

In 2014, in response to the California drought, three Cal Poly grads, developed the Flume Water Monitor to detect leaks and track water usage in real time. This is a customer-installed device and many water companies are participating in the purchase and installation of the device. The kit consists of a WATER SENSOR that straps around the existing water meter register and sends real-time water usage information to the BRIDGE. The Flume Bridge connects to the customer's Wi-Fi and sends water data up to the Flume Cloud, bridging the connection between the Flume water sensor and the desktop or mobile app. The FLUME APP notifies the customer of leaks anywhere on the property and allows the customer to view water usage from anywhere using a mobile phone or computer connected to the Internet. Several of our customers have purchased and installed this device.

Although this is an especially useful device for the customer, it does not provide the KID with a system-wide advanced meter reading solution and a path forward from our current system.

## Summary and Conclusion

In order to provide a higher level of information and control of water usage, encourage conservation and provide a method for detecting leaks before they cause damage or an unexpected high bill, the KID must start to upgrade its infrastructure and encourage the customer to install a device such as the Flume or similar products in the interim.

Many of the originally installed transmitters are reaching their 10-year life and will need to be replaced. If we continue with radio drive-by, the new AMR radio transmitters use a different frequency and will require new hardware and software to receive data from both the existing transmitters and the new transmitters. Furthermore, a drive-by reading will still be necessary and will not provide real-time usage or leak notifications. History of past water usage on an hourly basis would be available by downloading the data from the transmitter upon customer request.

Since our inventory of replacement water meters with the integrated AMR radio is extremely low, a decision will need to be made soon whether to transition to the AMI system for all future installations.

Since the decision on implementing a new infrastructure has significant physical and financial implications, I have written this memo to provide the information needed for further discussion before recommending a course of action. However, it is clear to me that our customers and the KID need real-time data to reduce excessive usage and to detect leaks. Our once-a-month reading does not provide timely information to avoid high water bills.

I have reviewed all current systems I recommend that we continue to work with Subeca to develop a transition plan for converting our current drive-by system to an AMI system.



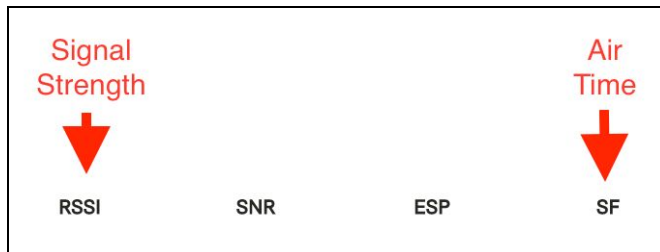
### Kinneloa Irrigation District Field Survey

October 6, 2020

Gateway Location: Vosburg Reservoir (34.180238, -118.079919)

Gateway: 16c Outdoor Kona Macro; 5dbi antenna; antenna height 18'

Below are screen grabs from our field study. There are two things we consider for a good signal: mainly the RSSI or “signal strength,” the other is SF which is “air time” or how long it takes to transmit a message. You passed both tests with flying colors. RSSI below -115 is perfectly acceptable, below 105 is good and below 95 is great; a SF of 7 or 8 is our target.



On the left of the images you’ll see red and blue arrows. The red down arrows are message commands coming down from the network. For example, if from your computer you choose to close a valve or change the update rate. In these examples, the down arrows were just saying, “no news, continue on as usual.” The blue up arrows are messages being sent from the devices such as meter readings. The combination of signal strength and air time are what make a strong signal. Below you will find a communication session from each address you provided.

## 2060 Windover Rd, Pasadena, CA 91107

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶ <span style="color:blue">↑</span>	Data	10/06/2020 12:35:21 pm	5EC0085110001114	8	53	-61	10.50	-61.37	SF 8	LC3	DA0055E3
▶ <span style="color:red">↓</span>	MAC	10/06/2020 12:34:02 pm	5EC0085110001114	0	13	N/A	N/A	N/A	SF 9	LC129	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 12:34:01 pm	5EC0085110001114	8	52	-85	-0.25	-88.14	SF 8	LC2	DA0055E3
▶ <span style="color:red">↓</span>	MAC	10/06/2020 12:33:30 pm	5EC0085110001114	0	12	N/A	N/A	N/A	SF 8	LC133	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 12:33:29 pm	5EC0085110001114	8	51	-91	9.25	-91.49	SF 7	LC6	DA0055E3

## 2070 Villa Heights Rd, Pasadena, CA 91107

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶ <span style="color:blue">↑</span>	Data	10/06/2020 12:31:37 pm	5EC0085110001114	8	49	-98	2	-100.12	SF 7	LC3	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 12:28:25 pm	5EC0085110001114	8	46	-89	7.50	-89.71	SF 7	LC0	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 12:26:49 pm	5EC0085110001114	8	44	-101	-0.25	-104.14	SF 7	LC2	DA0055E3

## 2254 Villa Heights Rd, Pasadena, CA 91107

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶ <span style="color:red">↓</span>	MAC	10/06/2020 11:12:57 am	5EC0085100001037	0	4	N/A	N/A	N/A	SF 8	LC127	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 11:12:56 am	5EC0085100001037	8	4	-95	7.25	-95.75	SF 7	LC0	DA0055E3
▶ <span style="color:red">↓</span>	MAC	10/06/2020 11:12:40 am	5EC0085100001037	0	3	N/A	N/A	N/A	SF 8	LC127	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 11:12:39 am	5EC0085100001037	8	3	-93	7	-93.79	SF 7	LC0	DA0055E3

## 3250 Mesaloe Ln, Pasadena, CA 91107

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶ <span style="color:blue">↑</span>	Data	10/06/2020 11:52:55 am	5EC0085100001037	8	47	-99	1.75	-101.22	SF 7	LC3	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 11:51:19 am	5EC0085100001037	8	46	-99	0.50	-101.77	SF 7	LC7	DA0055E3
▶ <span style="color:red">↓</span>	MAC	10/06/2020 11:51:04 am	5EC0085100001037	0	12	N/A	N/A	N/A	SF 8	LC129	DA0055E3
▶ <span style="color:blue">↑</span>	Data	10/06/2020 11:51:03 am	5EC0085100001037	8	45	-97	5.50	-98.08	SF 7	LC2	DA0055E3

### 1449 Edgecliff, Pasadena, CA 91107

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶	↓	MAC 10/06/2020 12:23:06 pm	5EC0085110001114	0	11	N/A	N/A	N/A	SF 8	LC132	DA0055E3
▶	↑	Data 10/06/2020 12:23:05 pm	5EC0085110001114	8	40	-103	-0.25	-106.14	SF 7	LC5	DA0055E3
▶	↓	MAC 10/06/2020 12:20:58 pm	5EC0085110001114	0	10	N/A	N/A	N/A	SF 8	LC131	DA0055E3
▶	↑	Data 10/06/2020 12:20:57 pm	5EC0085110001114	8	37	-103	-7.25	-111.00	SF 7	LC4	DA0055E3

### 1960 Kinneloa Canyon Rd, Pasadena, CA 91107 (indoor 8c Gateway at residence)

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶	↑	Data 10/06/2020 12:06:15 pm	5EC0085100001037	8	62	-103	9	-103.51	SF 7	LC0	07000412
▶	↑	Data 10/06/2020 12:05:43 pm	5EC0085100001037	8	61	-99	8	-99.64	SF 7	LC0	07000412
▶	↑	Data 10/06/2020 12:04:23 pm	5EC0085100001037	8	60	-101	8.25	-101.61	SF 7	LC1	07000412
▶	↓	MAC 10/06/2020 12:03:52 pm	5EC0085100001037	0	16	N/A	N/A	N/A	SF 8	LC128	07000412
▶	↑	Data 10/06/2020 12:03:51 pm	5EC0085100001037	8	59	-99	7	-99.79	SF 7	LC1	07000412

### 2600 Dove Creek Ln, Pasadena, CA 91107 (indoor 8c Gateway at residence)

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶	↓	MAC 10/06/2020 12:15:38 pm	5EC0085110001114	0	9	N/A	N/A	N/A	SF 8	LC129	07000412
▶	↑	Data 10/06/2020 12:15:37 pm	5EC0085110001114	8	31	-105	-0.25	-108.14	SF 7	LC2	07000412
▶	↓	MAC 10/06/2020 12:13:46 pm	5EC0085110001114	0	8	N/A	N/A	N/A	SF 8	LC134	07000412
▶	↑	Data 10/06/2020 12:13:45 pm	5EC0085110001114	8	29	-112	-4.25	-117.64	SF 7	LC7	07000412

### 1930 Pasadena Glen Rd, Pasadena, CA 91107

Stream	Type	Time (PST)	DevEUI	F Port	F Count <span style="color:red">!</span>	RSSI	SNR	ESP	SF	Channel	Gateway ID
▶	↑	Data 10/06/2020 12:31:37 pm	5EC0085110001114	8	49	-98	2	-100.12	SF 7	LC3	DA0055E3
▶	↑	Data 10/06/2020 12:28:25 pm	5EC0085110001114	8	46	-89	7.50	-89.71	SF 7	LC0	DA0055E3
▶	↑	Data 10/06/2020 12:26:49 pm	5EC0085110001114	8	44	-101	-0.25	-104.14	SF 7	LC2	DA0055E3

A few things to note are the height of the antenna. The antenna was only about 20' off the ground. Mounting the antenna higher will greatly increase the signal strength. I would suggest mounting at 40'. Another thing is that the Kinneloa Canyon and Dove Creek addresses were communicating with the gateway at your residence. An outdoor gateway at the office or the West tank would greatly increase the signal strength at those locations. An antenna with stronger gain or a higher powered Gateway (ex. 64 channel vs. 16 channel) would also increase your range and signal strength. Lastly, when devices are put in the ground at a fixed location they tend to "acclimate" and perform better in comparison to when you are driving around with them and constantly changing their location relative to the antenna. That being said, coverage is something we can absolutely obtain in your area.

Thanks for the opportunity for a field study and I am happy to answer any questions you may have. Looking forward to the October 20th Board Meeting.

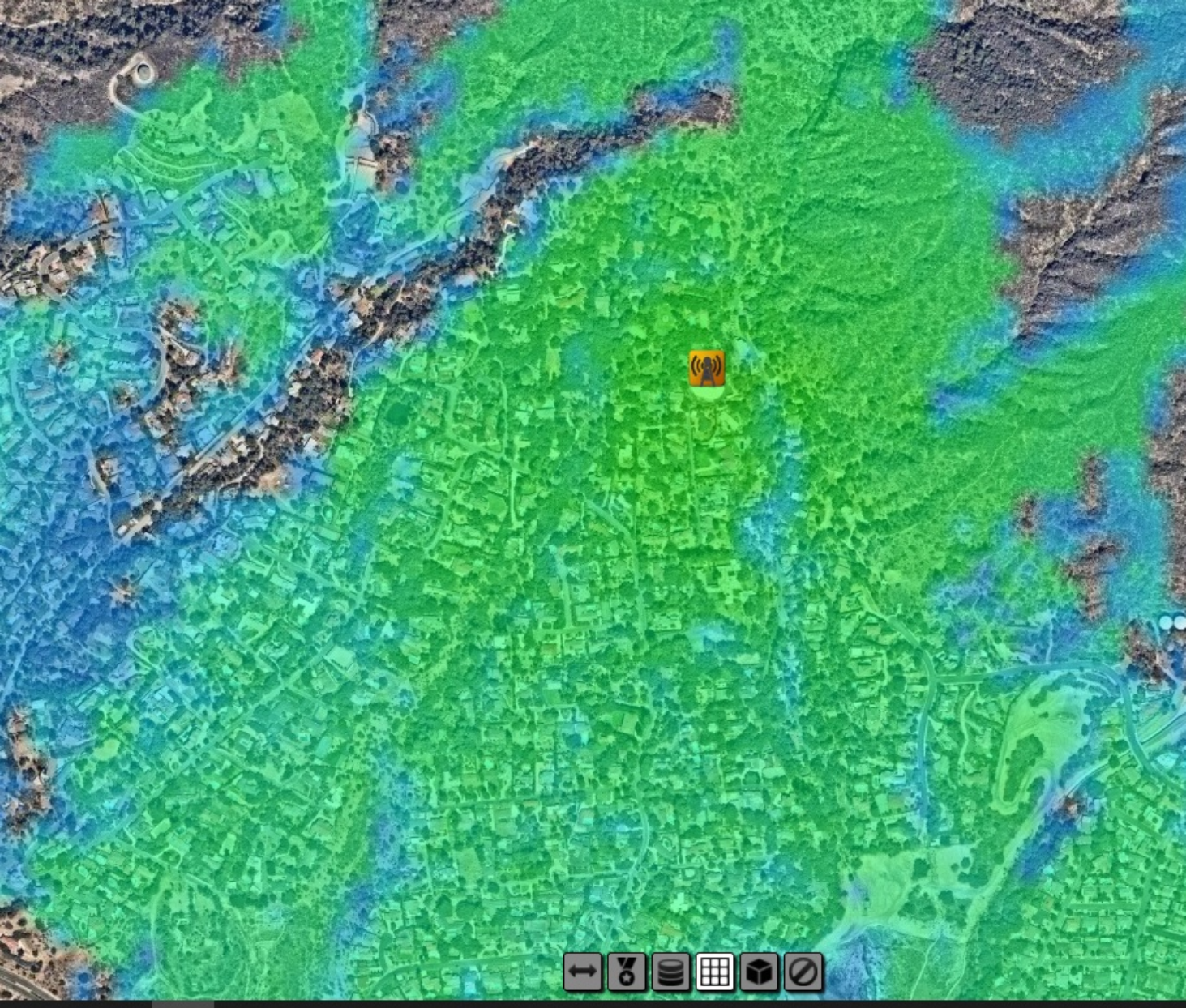
Lenny Sczechowicz

**Installation Coordinator**


609-605-1919 Cell







**M E M O R A N D U M**

**To:** Los Angeles County Independent Special Districts  
**From:** William F. Kruse, Special Counsel   
**Date:** SEPTEMBER 28, 2020  
**Subject:** Election Results; LAFCO Alternate Representative

The election for LAFCO Alternate Representative closed as of 5:00 p.m. on September 25, 2020. Thirty-one (31) valid ballots were cast for LAFCO Alternate Representative. The results are as follows:

**ROBERT W. LEWIS** received 8 votes

**DAN MEDINA** received 8 votes

**MELVIN L. MATTHEWS** received 12 votes

**SHARON RAGHAVACHARY** received 3 votes

**Mr. Matthews** will serve as Alternate LAFCO Representative with his term ending May 2, 2022.

Thank you for participating in the election.



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TELEPHONE (626) 797-6295 • FAX (626) 794-5552  
WEBSITE: [kinneloairrigationdistrict.info](http://kinneloairrigationdistrict.info)

# Memo

Date: October 12, 2020  
To: Board of Directors  
From: Mel Matthews  
Subject: Open Meeting Requirements  
Recommended Action: Review and Discuss

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In California, the public's right to open meetings of public bodies is guaranteed in the state Constitution: "The people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny" (Cal. Const., art. I, § 3, subd. (b)(1)). The Legislature has enacted two nearly identical statutes imposing specific open meeting requirements in the Bagley-Keane Open Meeting Act applicable to state agencies (other than the Legislature), and the Brown Act applicable to local agencies.

In responding to a series of questions from the State Fair Political Practices Commission the Attorney General recently issued an Opinion (18-901; September 22, 2020) interpreting provisions of the Bagley-Keane Open Meeting Act. The Opinion provides important guidance to all public officials of state and local agencies in fulfilling their obligations under the both the Bagley-Keane Act and the Brown Act:

- A member of a legislative body may respond to an email to the legislative body concerning the agency's business but only if that member does not circulate the response to other members of the legislative body, such as through a "reply to all."
- Like the Brown Act, the Bagley-Keane Act provides that "A majority of the members of a state body shall not, outside of a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the state body." (Government Code section 11122.5.)

The Attorney General concluded that an e-mail response circulating among the members of the legislative body, such as “reply to all,” would violate this section.

- In reaching this conclusion, the Attorney General also relied on the case of *Roberts v. City of Palmdale* in which the California Supreme Court held that under the Brown Act an agency’s legal counsel could send a confidential attorney client privileged memorandum to members of the legislative body without violating the open meeting laws, so long as there is no collective deliberation on the memo outside of a noticed meeting of the agency.
- If an agenda for a meeting of a state or local agency states that the legislative body will only “discuss” an item, the legislative body may not take an “action” on that item.
- The Attorney General relied on its prior opinions in which it observed that state legislative “[b]odies should not label topics as ‘discussion’ or ‘action’ items unless they intend to be bound by such descriptions,” explaining that state bodies should provide “interested lay persons” with “enough information to allow them to decide whether to attend the meeting or to participate in that particular agenda item.”
- The Attorney General determined, however, that the legislative body could act on the item if the agenda included a general statement at the beginning of the agenda stating that the legislative body would take action on “all items” on the agenda, finding that the legislative body would be in “substantial compliance” with the open meeting laws.
- Public officials should therefore carefully draft agendas so as to accurately state whether the legislative body is being asked to act on an item or to just discuss an item with no action being considered.
- A majority of the members of a legislative body may not “meet privately over lunch” to discuss the application of the open meeting acts to their agency.

I have also attached a letter from our attorney addressing the requirements of AB 992, which amended the Brown Act with respect to social media postings by members of a local agency governing body (i.e., boards of directors). AB 992 is the first amendment to the Brown Act to address public officials’ use of social media. The law includes a sunset date of January 1, 2026.



**MEMORANDUM**

To: Public Water Agencies Group

From: James Ciampa

Re: Enactment of AB 992

Date: September 23, 2020

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On Friday, September 18, Governor Newsom signed into law AB 992, which amended the Brown Act with respect to social media postings by members of a local agency governing body (i.e., boards of directors). AB 992 is the first amendment to the Brown Act to address public officials' use of social media. The law includes a sunset date of January 1, 2026.

The Brown Act generally prohibits a majority of members of a legislative body from engaging in a "series of communications," directly or through intermediaries, to "discuss, deliberate, or take action on an item" that is within the legislative body's subject matter jurisdiction. AB 992 amends Government Code section 54952.2 to clarify the types of communications a public official can make on social media that are permissible under the Brown Act, and what communications are prohibited under the Act.

AB 992 allows a public official to communicate via social media (such as Facebook, Twitter or Instagram) to answer questions, provide information to the public or to solicit information from the public regarding a matter within the governing board's jurisdiction. However, that communication is allowed only as long as a majority of the members of the legislative body do not use the social media platform to "discuss among themselves" official business. The new law defines "discuss among themselves" to include making posts, commenting and even using emojis that express reactions to communications made by other members of the legislative body. Thus, board members will need to take care to ensure they do not make responsive comments or posts where other board members have already commented. For example, on a five person board of directors, if two directors have already commented on a particular post, a third director could not post a comment without violating the Act.

AB 992 also expands the Brown Act's prohibition on intra-board communications by prohibiting a board member from responding "directly to any communication on an Internet-based social media platform regarding a matter that is within the subject matter jurisdiction of

the legislative body that is made, posted, or shared *by any other member* of the legislative body.” Under that new prohibition, if one director posted a comment in response to another director’s post about an agency issue, that would be a Brown Act violation. This expands the Brown Act’s application, which previously was limited to prohibiting communications among a majority of the governing board’s members.

AB 992 applies to Internet-based social media platforms that are open and accessible to the public and encompasses activity on many types of social media platforms, including, but not limited to, Snapchat, Instagram, Facebook, Twitter, chatrooms and blogs. That means AB 992 will affect social media commenting, tweeting, retweeting, liking, disliking, responding with positive or negative emojis and/or screenshotting (photographing) and reposting.

AB 992 also raises issues with respect to the Public Records Act, as it makes it more likely that social media postings will be interpreted to be public records subject to disclosure and thus need to be archived and retained by public agencies.

Please let us know if you have any questions regarding this new law and its potential impact.