

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 19, 2023
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to kinneloa@outlook.com prior to the meeting, 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. **REVIEW OF MINUTES** – August 22, 2023, Regular Meeting
Recommended Action: Review and approve motion to file.

4. **REVIEW OF FINANCIAL REPORTS** – August 31, 2023
Recommended Action: Review and approve motion to file.

5. **PROCUREMENT OF CONSTRUCTION SERVICES**
Recommended Action: Review and approve General Manager's recommendations for replacement of VFD Air Conditioner at the K-3 Well vault and award of the East Tank Earthwork Removal Project.

6. **INFORMATION ITEMS**
 - a. Board Appointment Update for Divisions 1 and 4
 - b. Election Update for Board Division 5
 - c. Customer Outreach/Newsletter
 - d. Subeca Reporting
 - e. Meter Replacement Program
 - f. Tunnel Production and Status Update
 - g. Fluoride Variance Expiration and Proposed System Changes

7. **APPROVAL OF PROPOSED 2024 BUDGET**
Recommended Action: Review and approve proposed 2024 Operating Budget

8. MASTER PLAN AND FIRE PREPAREDNESS POLICY

Recommended Action: Review current versions of District Master Plan and Fire Prevention Policy. Discuss needed revisions and direct General Manager on desired action.

9. AD HOC PERSONNEL COMMITTEE REPORT – Information item presented by the Committee Chair

10. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT – Information item presented by the Committee Chair

11. ELECTION: LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTATIVE

Recommended Action: Authorize the General Manager to submit a ballot selecting Stephen Brown for appointment as special district alternate member to the Los Angeles Local Agency Formation Commission. Ballots are due by 5:00 p.m. on October 27, 2023.

12. APPOINTMENT OF ACWA-JPIA REPRESENTATIVE AND ALTERNATE TO PARTICIPATE IN SEMI-ANNUAL BOARD MEETINGS – ACWA-JPIA Conference will be November 27-28 with Board Meeting on November 27th, ACWA Fall Conference will be November 28-29.

13. GENERAL MANAGERS REPORT – Information item presented by the General Manager.

Recommended Action: General Manager to summarize the report and respond to questions

14. 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.

15. CALENDAR – Upcoming regular meetings: October 17, 2023; November 21, 2023; December 19, 2023

16. 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, August 22, 2023, 3:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: (In-Person): Gordon Johnson, Gerrie Kilburn, Stephen Brown, Timothy Eldridge

DIRECTORS ABSENT: none

STAFF PRESENT: (In-Person): General Manager, Tom Majich; Field Staff; Chris Burt, Michele Ferrell

PUBLIC PRESENT: William Opel and Robert Cruz

1. CALL TO ORDER:

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

2. PUBLIC COMMENT: William Opel noted that he would like to speak regarding agenda item 6(a) "Election Update."

3. REVIEW OF MINUTES:

Director Kilburn motioned to approve the **July 18, 2023** Minutes for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 4 Aye/0 Nay/0 Abstain/0 Absent)

4. REVIEW OF FINANCIAL REPORTS:

The General Manager presented the July 2023 financial reports. Director Brown motioned to approve the June 2023 financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay /0 Abstain/0 Absent)

5. REVIEW OF 2023 YEAR TO DATE ACTUAL SPENDING TO BUDGET :

The General Manager presented a 2023 year to date budget analysis and a proposed spending plan for the remainder of the year. The General Manager requested that the projected increased deficit be taken from operational reserves. Director Eldridge motioned to approve the General Manager's proposal and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

6. INFORMATION ITEMS:

The Los Angeles County general election on 11/7/23 will include the Board seat for Division 5 as there are two qualified candidates: William Opel and Robert Cruz. For Divisions 1 and 4 only one qualified candidate filed for each seat, they will not appear on the ballot. William Opel was present and prepared a candidate statement read by the General Manager as follows:

“I was the KID board member for Division 5 from 2016 through 2019. I want back onto the board to press for completion of critical improvements including fire hydrant output capacities that may now only provide small fractions of emergency firefighting water supplies required, posing risks to life and property. Low capacities can also jeopardize insurability and permitting. The importance of the project previously led KID to make it their number one capital priority. Requirements have been laid out and estimated. Unfortunately, other projects depleted essential funds. Others got priority while known Division 5 deficiencies were neglected. If elected, I will press for KID to move forward at once, even if it involves consideration of temporary fixes. I also want KID to otherwise continue pursuing operational excellence, prudent economics and strategic planning. On a personal note, my wife and I have lived on Villa Knolls Drive since 1974. I was the director and president of the Huntington Medical Research Institutes for over 35 years. My education includes MBA and doctorate degrees. Please feel free to contact me at kidwater5@charter.net if you have comments, suggestions, questions or would like to discuss these issues further. “

The next customer newsletter will be prepared late September. The General Manager will include information on how the District is successfully using Subeca for early leak detection and swifter customer notification.

The General Manager has submitted the District’s proposed plan to the State of California Division of Drinking Water for system modifications to be put in place before the District’s Fluoride Variance expires in December 2023. There has been an initial telephone meeting with DDW staff to discuss the program and additional information has been requested from KID.

The 1850 Kinneloa Canyon Road project will not proceed based on the Customer’s decision to not move forward at this time.

The General Manager provided information on the LAIF and CalTrust accounts that the District’s reserve funds are invested in.

7. EMPLOYEE POLICIES AND PROCEDURES:

The board reviewed the updated manual (Revision 7 dated 8/22/23) and approved Resolution 2023-8-22-1 to adopt the revised document and authorize the General Manager to publish and distribute to the District’s employees subject to a revision that an employee may report harassment to the General Manager or any member of the Board of Directors. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 4 Aye/0 Nay/0 Abstain/0 Absent)

8. AD HOC PERSONNEL COMMITTEE REPORT:

The Ad Hoc Personnel Committee will meet with the General Manager to confirm that Job Descriptions note if a position is exempt or non-exempt to align with the Employee Policies and Procedures Manual. For the General Manager, who is currently the only contracted, exempt employee, the committee will revive the GM contract for a potential supplement to ensure alignment with the Employee Policies and Procedures.

9. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT:

The committee has met with the General Manager to review an initial draft of a proposed 2024 budget. There will be an additional meeting and a draft 2024 budget will be presented to the board for discussion at the September board meeting.

10. NOMINATION: LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTATIVE:

The General Manager was authorized to nominate Stephen Brown as a candidate for appointment as special district alternate member of the Los Angeles Local Agency Formation Commission. It was motioned/seconded/carried unanimously – (Eldridge / Kilburn– 3 Aye/0 Nay/1 Abstain - Brown/0 Absent)

11. ELECTION: ACWA OFFICER AND REGIONAL BOARD:

The General Manager was authorized to submit a ballot on the District’s behalf voting for Cathy Green as ACWA President, Ernesto Avila for AWCA Vice President and the Nominating Committee’s recommended slate for the Region 8 Board. It was motioned/seconded/carried unanimously – (Eldridge / Brown– 4 Aye/0 Nay/0 Abstain/0 Absent)

12. GENERAL MANAGER’S REPORT:

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending July 2023 was provided.

13. CLOSED SESSION – PENDING OR THREATENED LITIGATION:

Chairman Johnson announced the closed session concluded.

14. REPORT ON CLOSED SESSION:

The Board considered the Claim of Cari McCormick against Kinneloa Irrigation District and authorized the General Manager to reject the claim.

15. DIRECTOR REPORTS AND/OR COMMENTS:

NONE

16. **CALENDAR:** Upcoming regular meetings: Sept. 19, 2023; Oct. 17, 2023; Nov. 21, 2023.

17. **ADJOURNMENT:**

Chairman Johnson adjourned the meeting at 5:10 P.M.

Prepared and submitted by,

Martin Aragon

Martin Aragon

Office Manager/Board Clerk

DRAFT

Kinneloa Irrigation District
Income Statement Compared with Budget for the Eight Months Ending August 31, 2023

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4000 Water Sales	184,892.09	160,000.00	24,892.09	948,223.00	1,071,000.00	(122,777.00)	1,600,000.00
4015 Wholesale Water Sales	0.00	0.00	0.00	187,081.40	50,000.00	137,081.40	50,000.00
4020 Service/Installation Charges	245.16	833.33	(588.17)	4,474.14	6,666.64	(2,192.50)	10,000.00
4035 Interest-Reserve Fund	3,470.55	833.33	2,637.22	35,626.71	6,666.64	28,960.07	10,000.00
4036 Unrealized Gain(Loss)-CalTRU	0.00	2,083.33	(2,083.33)	(2,546.06)	16,666.64	(19,212.70)	25,000.00
Total Revenues	188,607.80	163,749.99	24,857.81	1,172,859.19	1,150,999.92	21,859.27	1,695,000.00
Expenses							
5000 Leased Water Rights	0.00	0.00	0.00	103,500.00	63,135.00	40,365.00	63,135.00
5005 Electricity	27,812.55	20,000.00	7,812.55	119,527.00	114,000.00	5,527.00	170,000.00
5010 Maintenance/Repair Supplies	1,770.99	3,500.00	(1,729.01)	14,832.99	26,000.00	(11,167.01)	40,000.00
5011 Material and Labor for Install	0.00	3,333.33	(3,333.33)	0.00	26,666.64	(26,666.64)	40,000.00
5012 Safety Equipment	179.24	166.67	12.57	1,876.64	1,333.36	543.28	2,000.00
5015 Operations Labor	28,250.39	27,646.67	603.72	222,957.50	221,173.36	1,784.14	331,760.00
5016 Operations OT	2,963.70	1,666.67	1,297.03	26,437.70	13,333.36	13,104.34	20,000.00
5020 Stand-by Compensation	1,093.62	915.00	178.62	7,453.62	7,320.00	133.62	10,980.00
5022 Training/Certification	574.99	133.33	441.66	1,364.37	1,066.64	297.73	1,600.00
5025 Water Treatment/Analysis	1,824.78	2,500.00	(675.22)	17,165.22	20,000.00	(2,834.78)	30,000.00
5026 Water Treatment/Analysis Equip	0.00	0.00	0.00	7,893.78	0.00	7,893.78	0.00
5030 Maintenance/Repair Contractors	13,295.66	11,666.67	1,628.99	101,884.84	93,333.36	8,551.48	140,000.00
5031 SCADA Operating/Maintenance	2,362.55	833.33	1,529.22	13,250.59	6,666.64	6,583.95	10,000.00
5034 Equipment Maintenance	0.00	2,083.33	(2,083.33)	836.10	16,666.64	(15,830.54)	25,000.00
5035 Vehicle Maintenance	435.72	1,333.33	(897.61)	10,370.71	10,666.64	(295.93)	16,000.00
5036 Fuel	1,653.89	1,833.33	(179.44)	16,841.14	14,666.64	2,174.50	22,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Comp.	0.00	0.00	0.00	9,630.04	10,000.00	(369.96)	20,000.00
5046 Insurance-Liability	2,162.39	1,416.67	745.72	18,071.12	11,333.36	6,737.76	17,000.00
5048 Insurance-Property	415.89	208.33	207.56	2,291.25	1,666.64	624.61	2,500.00
5049 Insurance-Medical	3,118.48	7,744.58	(4,626.10)	48,807.10	61,956.64	(13,149.54)	92,935.00
6000 Engineering Services	0.00	3,958.33	(3,958.33)	3,220.00	31,666.64	(28,446.64)	47,500.00
6005 Watermaster Services	1,310.41	1,416.67	(106.26)	10,528.90	11,333.36	(804.46)	17,000.00
6015 Administrative Salary	14,241.68	14,500.00	(258.32)	86,757.76	116,000.00	(29,242.24)	174,000.00
6017 Administrative Travel	0.00	250.00	(250.00)	273.66	2,000.00	(1,726.34)	3,000.00
6020 Board Compensation	450.00	700.00	(250.00)	3,750.00	5,600.00	(1,850.00)	8,400.00
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	227.85	666.64	(438.79)	1,000.00
6022 Board of Directors Election	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00
6024 Customer/Public Info. Prog.	1,505.76	1,250.00	255.76	7,552.91	10,000.00	(2,447.09)	15,000.00
6025 PERS - KID	4,483.82	4,400.00	83.82	31,747.87	35,200.00	(3,452.13)	52,800.00
6030 Social Security - KID	3,690.06	3,300.00	390.06	28,001.25	26,400.00	1,601.25	39,600.00
6031 Medicare - KID	863.00	779.17	83.83	6,548.79	6,233.36	315.43	9,350.00
6035 Office/Computer Supplies	375.06	583.33	(208.27)	5,165.14	4,666.64	498.50	7,000.00
6036 Postage/Delivery	4.35	416.67	(412.32)	2,229.59	3,333.36	(1,103.77)	5,000.00
6040 Professional Dues	1,838.57	1,333.33	505.24	9,594.90	10,666.64	(1,071.74)	16,000.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the Eight Months Ending August 31, 2023

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6045 Legal Services	0.00	1,250.00	(1,250.00)	5,472.24	10,000.00	(4,527.76)	15,000.00
6050 Telephone	234.96	375.00	(140.04)	2,239.62	3,000.00	(760.38)	4,500.00
6051 Mobile Communications	141.91	166.67	(24.76)	1,171.00	1,333.36	(162.36)	2,000.00
6052 Pagers	57.28	41.67	15.61	342.27	333.36	8.91	500.00
6053 Internet Service	114.98	133.33	(18.35)	909.84	1,066.64	(156.80)	1,600.00
6059 Computer Software Maintenance	603.87	2,000.00	(1,396.13)	8,670.51	16,000.00	(7,329.49)	24,000.00
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	2,115.13	666.64	1,448.49	1,000.00
6065 Accounting Services	700.00	0.00	700.00	13,700.00	7,000.00	6,700.00	7,000.00
6070 Office & Accounting Labor	13,046.90	12,008.33	1,038.57	108,125.83	96,066.64	12,059.19	144,100.00
6075 Professional Services	1,065.56	7,916.67	(6,851.11)	21,099.13	63,333.36	(42,234.23)	95,000.00
6076 Contract Services	0.00	0.00	0.00	1,371.84	0.00	1,371.84	0.00
6080 Administrative Fees	969.28	1,036.67	(67.39)	7,621.44	8,293.36	(671.92)	12,440.00
6081 Permits/Fees	3,794.36	1,250.00	2,544.36	8,463.25	10,000.00	(1,536.75)	15,000.00
6086 Taxes - Sales/Use	0.00	41.67	(41.67)	0.00	333.36	(333.36)	500.00
6088 Interest Expense	0.00	0.00	0.00	23,671.33	24,500.00	(828.67)	49,000.00
6090 Customer Requested Expense	500.00	0.00	500.00	870.00	0.00	870.00	0.00
6120 Bank Service Charges	455.36	1,000.00	(544.64)	4,410.70	8,000.00	(3,589.30)	12,000.00
Total Expenses	138,362.01	147,255.41	(8,893.40)	1,150,844.46	1,234,678.28	(83,833.82)	1,847,200.00
Net Income	50,245.79	16,494.58	33,751.21	22,014.73	(83,678.36)	105,693.09	(152,200.00)
Other Expenditures							
1505 Water Tunnels	3,915.72	0.00	3,915.72	4,909.35	1,000.00	3,909.35	10,000.00
1511 Water Treatment Plant	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	0.00	0.00	0.00	2,969.40	0.00	2,969.40	20,000.00
1513 Electrical/Electronic Equip.	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
1514 Computer/Office Equipment	2,582.65	0.00	2,582.65	8,486.92	0.00	8,486.92	5,000.00
1515 Vehicles & Portable Equipment	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1516 Water Company Facilities	220.29	0.00	220.29	23,898.14	0.00	23,898.14	35,000.00
1522 Eucalyptus Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1527 SCADA Equipment	8,916.00	0.00	8,916.00	14,860.00	0.00	14,860.00	0.00
1530 Tools	362.32	0.00	362.32	362.32	0.00	362.32	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	76,429.65	75,601.00	828.65	151,202.00
Total Other Expenditures	15,996.98	0.00	15,996.98	131,915.78	76,601.00	55,314.78	329,202.00
Total Increase or (Drawdown)	34,248.81	16,494.58	17,754.23	(109,901.05)	(160,279.36)	50,378.31	(481,402.00)

Kinneloa Irrigation District
Balance Sheet as of August 31, 2023

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 574,195.17
1012	Reserve Fund-LAIF	131,666.99
1014	Reserve Fund-CalTRUST	1,019,078.47
1016	Accrued Interest-LAIF	951.24
1100	Accts. Receivable-Water Sales	30,798.28
1101	Accts. Receiv.-Service Charges	18,000.00
1190	Allowance for Bad Debts	(3,199.39)
1200	Inventory	20,000.00
1340	Accrued Water Sales	183,565.92
1350	Prepaid Insurance	4,774.80
1360	Prepaid Expenses	23,313.24

Total Current Assets

2,003,144.72

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	4,010,066.35
1505	Water Tunnels	742,383.95
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	206,569.07
1512	Water Meters	408,808.03
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	84,145.76
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	128,120.34
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	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	376,977.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,635.45
1600	Accum. Depreciation	(5,933,805.76)

Total Property and Equipment

5,579,333.24

Other Assets

1901	PERS-Deferred Outflows	64,858.00
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Total Assets

\$ 7,647,335.96

Kinneloa Irrigation District
Balance Sheet as of August 31, 2023

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 53,498.48	
2005	Umpqua Visa Payable	6,405.65	
2250	PERS Withholding-Employee	(14.88)	
2271	Deposits-Construction Meters	2,550.00	
2272	Job Deposits	39,800.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	13,237.40	
	Total Current Liabilities		115,731.67

Long-Term Liabilities

2400	Installment Purchase Agreement	1,228,549.00	
2801	PERS- Net Liability	72,401.50	
2901	PERS- Deferred Inflows	160,498.00	
	Total Long-Term Liabilities		1,461,448.50
	Total Liabilities		1,577,180.17

Capital

3040	Fund Balance	6,048,141.06	
	Net Income	22,014.73	
	Total Capital		6,070,155.79
	Total Liabilities & Capital		\$ 7,647,335.96

Kinneloa Irrigation District
Check Register
August 1, 2023 to August 31, 2023

Date	Check #	Payee	Amount	Description
8/9/23	10691	ACWA-JPIA	4,574.80	Property Insurance 7/1/2023 - 6/30/2024
8/9/23	10692	Aramark Uniform Services	99.54	Safety Apparel
8/9/23	10693	American Water Works Assoc.	487.00	Membership dues 9/1/23 - 8/31/24
8/9/23	10694	Clinical Lab of San Bernardino	120.00	Water Treatment/Analysis
8/9/23	10695	Underground Service Alert	27.50	Digalert
8/9/23	10696	Geotab USA, Inc	79.00	Vehicle Maintenance
8/9/23	10697	Foothill Municipal Water District	969.28	Administrative Fee (O & M charge)
8/9/23	10698	McMaster Carr	316.02	Condensate Pumps - Wilcox Well / Vosburg
8/9/23	10699	Public Water Agencies Group	424.00	PWAG Communication & Education Team Assessment 2023-24
8/9/23	10700	Public Water Agencies Group	289.08	PWAG Monthly Assessment for Emergency Preparedness Program
8/9/23	10701	Ultimate Cleaning Solutions, Inc.	90.00	Janitorial Services
8/9/23	10702	Ware Disposal	443.91	Trash Pickup Services
8/9/23	10703	Weck Laboratories, Inc.	510.00	Water Treatment/Analysis
8/9/23	10704	Merry / San Marino Plumbing	545.00	Leak Investigation
8/9/23	10706	Western Water Works	3,616.20	HDPE Pipe for Hi Lo Tunnel
8/15/23	EFT5815	Bernadette C. Allen	198.13	Salary
8/15/23	EFT5816	Arthur M. Aragon	1,985.57	Salary
8/15/23	EFT5817	Ramon Jr. Ascencio	2,716.81	Salary
8/15/23	EFT5818	Christopher A. Burt	3,606.72	Salary
8/15/23	EFT5819	Michele M. Ferrell	2,019.69	Salary
8/15/23	EFT5820	Thomas L. Majich	4,698.02	Salary
8/15/23	EFT5821	Juan R. Tello	1,039.54	Salary
8/15/23	EFT5822	Melanie E. Timoteo	1,748.41	Salary
8/15/23	EFT5823	Christopher A. Burt	300.00	Salary
8/15/23	EFT5824	Juan R. Tello	353.00	Salary
8/15/23	EFT5825	Michele Ferrell	750.00	Salary
8/15/23	EFT5826	Automatic Data Processing, Inc.	7,982.15	Payroll Taxes & Withholdings
8/17/23	10707	David Stone Electrical Contractors Inc.	5,660.00	K3 Well Vault Wire Replacement / Electrical Cabinet
8/17/23	10709	ACWA-JPIA	3,514.04	KID & Employee Health Benefits Contributions
8/17/23	10711	South Coast AQMD	160.35	Emission Fees Fiscal FY 23-24
8/17/23	10712	South Coast AQMD	160.35	Emission Fees Fiscal FY 23-24
8/17/23	10713	South Coast AQMD	504.91	Annual Renewal Fees for Electric Generatorss
8/17/23	10714	South Coast AQMD	504.91	Annual Renewal Fees for Electric Generatorss
8/17/23	10715	Alert Communications, Inc.	75.00	Telephone
8/17/23	10716	Civiltec Engineering, Inc.	500.00	Fire Flow Test
8/17/23	10717	Cricket Consulting	10,911.66	Upgrade to SCADA Workstation / TBUR JR900 radio
8/17/23	10718	High Road Information Technology	1,763.74	Upgrade UPS/configure-setup
8/17/23	10719	McMaster Carr	227.15	Tools / Maintenance Supplies
8/17/23	10720	Paydirt Printing Services	491.76	Print Bill Statements & Mail (8/4/23)
8/17/23	10721	Raymond Basin Management Board	696.65	Title 22 Monitoring
8/17/23	10722	Utility Service Co., Inc.	5,700.66	Tank Maintenance
8/17/23	10723	Weck Laboratories, Inc.	280.00	Water Treatment/Analysis
8/17/23	10724	Ramon Ascencio	133.62	Mileage- Standby Duty
8/31/23	10725	Clinical Lab of San Bernardino	25.00	Water Treatment/Analysis
8/31/23	10726	Cricket Consulting	2,372.62	Trio JR900 radio / Transferred new radio program to new radio
8/31/23	10727	David Stone Electrical Contractors Inc.	1,390.00	Vosburg Reservoir - Exterior Lighting Timeclock
8/31/23	10728	McMaster Carr	299.52	Multipurpose 6061 Aluminum U Channel - House Tunnel
8/31/23	10729	South Coast AQMD	504.91	Annual Renewal Fees for Electric Generatorss
8/31/23	10730	South Coast AQMD	160.35	Emission Fees Fiscal FY 23-24
8/31/23	10731	South Coast AQMD	504.91	Annual Renewal Fees for Electric Generatorss

Kinneloa Irrigation District
Check Register
August 1, 2023 to August 31, 2023

Date	Check #	Payee	Amount	Description
8/31/23	10732	South Coast AQMD	160.35	Emission Fees Fiscal FY 23-24
8/31/23	10733	South Coast AQMD	504.91	Annual Renewal Fees for Electric Generatorss
8/31/23	10734	South Coast AQMD	160.35	Emission Fees Fiscal FY 23-24
8/31/23	EFT5827	Spectrum	274.94	Internet / Telephone Services
8/31/23	EFT5828	VeriCheck, Inc.	74.21	Electronic Check Processing
8/31/23	EFT5829	Streamline	249.00	Website Service
8/31/23	EFT5830	CA Public Employees Ret. Sys.	7,930.24	KID & Employee Health Benefits Contributions
8/31/23	EFT5831	Umpqua Bank	4,889.56	Staff Credit Card
8/31/23	EFT5832	Southern California Edison Co.	9,856.07	Electricity - 12 Sites
8/31/23	EFT5834	Arco Gaspro Plus	1,653.89	Vehicle Fuel
8/31/23	EFT5835	Century Business Solutions	15.00	Credit Card Processing Fee
8/31/23	EFT5836	Pasadena Municipal Services	2,797.27	Electricity - Wilcox
8/31/23	EFT5837	CA Public Employees Ret. Sys.	700.00	Fees for GASB-68 Reports & Schedules
8/31/23	EFT5838	Spectrum	274.94	Internet / Telephone Services
8/31/23	EFT5839	AT&T Mobility	70.26	FirstNet wireless service
8/31/23	EFT5840	Bernadette C. Allen	488.32	Salary
8/31/23	EFT5841	Arthur M. Aragon	2,110.98	Salary
8/31/23	EFT5842	Ramon Jr. Ascencio	2,691.08	Salary
8/31/23	EFT5843	Stephen Brown	138.53	Salary
8/31/23	EFT5844	Christopher A. Burt	3,497.48	Salary
8/31/23	EFT5845	Timothy J. Eldridge	138.53	Salary
8/31/23	EFT5846	Michele M. Ferrell	3,060.46	Salary
8/31/23	EFT5847	Gerrie G. Kilburn	138.52	Salary
8/31/23	EFT5848	Thomas L. Majich	4,743.12	Salary
8/31/23	EFT5849	Juan R. Tello	1,518.49	Salary
8/31/23	EFT5850	Melanie E. Timoteo	1,847.80	Salary
8/31/23	EFT5851	Christopher A. Burt	300.00	Salary
8/31/23	EFT5852	Michele Ferrell	750.00	Salary
8/31/23	EFT5853	Juan R.Tello	353.00	Salary
8/31/23	EFT5854	Automatic Data Processing, Inc.	9,490.94	Payroll Taxes & Withholdings
8/31/23	EFT5855	Arthur M. Aragon	362.00	Salary
8/31/23	EFT5856	Melanie E. Timoteo	622.63	Salary
8/31/23	EFT5857	Automatic Data Processing, Inc.	175.83	Payroll Taxes & Withholdings
8/31/23	EFT5858	Automatic Data Processing, Inc.	112.70	Payroll Processing Fee
8/31/23	EFT5859	Automatic Data Processing, Inc.	107.22	Payroll Processing Fee
8/31/23	EFT5860	Century Business Solutions	366.15	Bank Services
		TOTAL	139,156.25	

Voided Checks

Check# 10674, 10684 - 10690, 10705 & 10710

EFT5788 & EFT5833

Kinneloa Irrigation District
Cash Disbursements Journal
For the Period From Aug 1, 2023 to Aug 31, 2023

Filter Criteria includes: Report order is by Date. Report is prin

Date	Check #	Name	Line Description	Debit edit	Account II	Account Description	Column1
8/1/23	20230801MA-1	Amazon.com Inc	Office supplies	153.07	6035	Office/Computer Supplies	
8/1/23	20230801MA-2	Google LLC	Computer Software	142.21	6059	Computer Software Maintenance	
8/1/23	20230801MT-1	AT&T - SCADA	AT&T SCADA landline	237.65	5031	SCADA Operating/Maintenance	
8/2/23	20230802RA-1	O'Reilly Auto Parts	K3 Hydrogen tank: Replace Hose & Nozzle	52.88	5010	Maintenance/Repair Supplies	
8/2/23	20230802RA-2	Arco - Pasadena	Ice	13.86	5012	Safety Equipment	
8/3/23	20230803RA-1	Landscape Warehouse Inc.	Eucalyptus: replace anti-siphon valve	23.36	5010	Maintenance/Repair Supplies	
8/3/23	20230803TM-1	Eventbrite	CLA-Val Training	350.00	5022	Training	
8/4/23	20230804RA-1	Ganahl Lumber Company	Hi-Lo Tunnel small supplies	143.61	5010	Maintenance/Repair Supplies	
8/4/23	20230804TM-1	Amazon.com Inc	Rigging Tools	362.32	1530	Tools	
8/8/23	20230808CB-1	Ganahl Lumber Company	Truck #2 Service body repair supplies	196.96	5035	Vehicle Maintenance	
8/10/23	20230810TM-1	Joint Powers Insurance Authority	Training	225.00	5022	Training/Certification	
8/14/23	20230814RA-1	American Water College	Water systems education	349.99	5022	Training/Certification	
8/15/23	20230815MA-1	American Messaging Services	Pagers	57.28	6052	Pagers	
8/15/23	20230815MF-1	Home Depot	Salt	1,138.24	5010	Maintenance/Repair Supplies	
8/15/23	20230815TM-1	Amazon.com Inc	Rigging Line	127.43	5010	Maintenance/Repair Supplies	
8/16/23	20230816MF-2	Ganahl Lumber Company	Small repair supplies	185.45	5010	Maintenance/Repair Supplies	
8/16/23	20230816MT-1	Apple Store	10.9" Ipad Air	818.91	1514	Computer/Office Equipment	
8/16/23	20230816RA-1	Arco - Pasadena	Hydration	4.04	5012	Safety Equipment	
8/17/23	20230817CB-1	USA Blue Book	Sampling Supplies	193.13	5025	Water Treatment/Analysis	
8/17/23	20230817MA-1	Amazon.com Inc	Ipad screen protector	10.94	6035	Office/Computer Supplies	
8/17/23	20230817RA-1	Home Depot	Hydration	8.08	5012	Safety Equipment	
8/18/23	20230818RA-1	Arco - Pasadena	Hydration	13.86	5012	Safety Equipment	
8/21/23	20230821JT-1	Staples, Inc.	Batteries	8.53	5010	Maintenance/Repair Supplies	
8/24/23	20230824CB-1	Altadena Hardware	Batteries/Pruner	91.38	5010	Maintenance/Repair Supplies	
8/24/23	20230824RA-2	Home Depot	Office Security Lights	220.29	1516	Water Company Facilities	
8/24/23	20230824TM-1	National Construction Rentals	Port-a-Potty at Vosburg	284.23	6075	Professional Services	
8/25/23	20230825RA-1	Jiffy Lube	Truck# 3 Oil Change	159.76	5035	Vehicle Maintenance	
8/26/23	20230826MA-1	Staples, Inc.	Pens / Copy papaer / paper goods	211.05	6035	Office/Computer Supplies	
8/28/23	20230828JT-1	Smart & Final Market	Hydration supplies	39.86	5012	Safety Equipment	
8/28/23	20230828JT-2	Airgas USA, LLC	Nitrogen	62.56	5010	Maintenance/Repair Supplies	
8/29/23	20230829RA-1	Ganahl Lumber Company	Supplies for office communication	100.37	5010	Maintenance/Repair Supplies	
8/29/23	20230829TM-1	California Water Environmental Assoc.	Job Posting	315.00	6024	Customer/Public Info. Prog.	
8/29/23	20230829TM-2	Brown and Caldwell	Job posting	100.00	6024	Customer/Public Info. Prog.	
8/30/23	20230830MA-1	United States Postal Service	Postage	4.35	6036	Postage/Delivery	
Total				6,405.65			



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK



DEAN C. LOGAN

Registrar-Recorder/County Clerk

September 1, 2023

Martin Aragon, Board Clerk/Office Manager
Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, California 91107

Dear Board Clerk/Office Manager:

This is to inform you that for the election scheduled to be held in your District on November 7, 2023, only two persons have been nominated for the two offices of Director, Divisions 1 and 4, for the full term ending December 3, 2027.

Attached is a copy of the certificate pursuant to Section 10515 stating that no election will be held, but that the Board of Supervisors will appoint the persons nominated to such office.

Please call Sonia Corona, Head of the Election Planning Section at (562) 462-3418 if you have any questions.

Sincerely,

LATICIA MCCORKLE, Assistant Division Manager
Election Information and Preparation Division

Enclosure



Los Angeles County Registrar-Recorder/County Clerk

I, **DEAN C. LOGAN**, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that, at the close of nominations, only two persons were nominated for the two offices of Director in Divisions 1, and 4, for the full term ending December 3, 2027:

Kinneloa Irrigation District

DIVISION 1

GERRIE G. KILBURN

DIVISION 4

TIMOTHY ELDRIDGE

Pursuant to Section 10515 of the Elections Code, the election scheduled for the 7th day of November 2023 shall not be held as a result of the equal number of candidates to vacant offices and no petition having been filed. The persons nominated shall be appointed to take office and serve exactly as if elected by the Board of Supervisors.

Dated this 1st day of September 2023.

DEAN C. LOGAN

Registrar-Recorder/County Clerk
County of Los Angeles



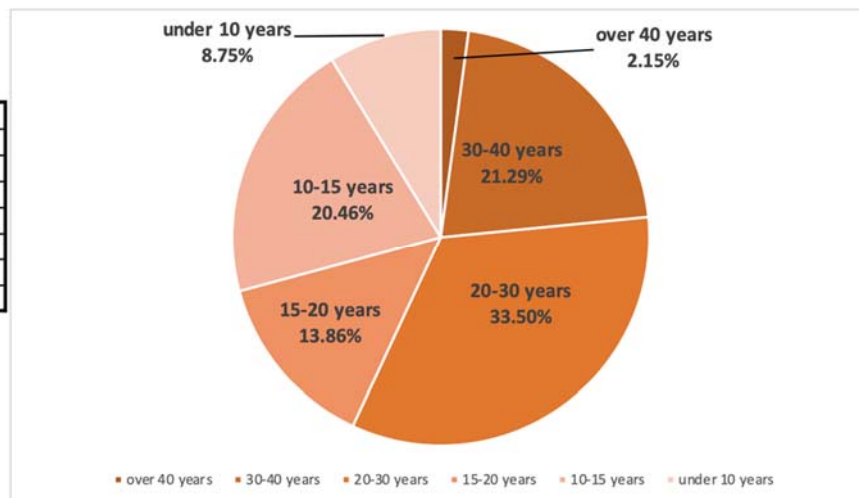
Date: September 19, 2023
 To: Board of Directors
 From: Tom Majich, General Manager
 Subject: Meter Replacement Program

The District has no formal meter audit or replacement program in place, meters are replaced only when they have obviously failed by notification of the customer or by District staff observing dramatic drop off in reported consumption. The District has 606 meters in its system although some of these are for inactive accounts, District facilities or interconnects with other agencies. KID has no meter testing program in place nor the manpower or equipment resources available to economically perform programmatic meter testing.

Most studies that have been performed by the water industry have concluded that residential meters should be replaced after 15-20 years. At this age the accuracy would have diminished to the point that the cost of meter replacement is less than loss of revenues with continued use of the old meter. Aside from loss of revenue the lack of accurate consumption data is distorting our view of the actual customer demands and makes it difficult to make informed planning decisions. Many larger urban water agencies in California have policies whereby ¾” meters replaced at a maximum 20 years and 1” meters replaced every 15 years. Although not applicable to KID as we are not regulated by the California Public Utilities Commission, for agencies that are regulated by the CPUC domestic water service meters must be replaced every 10-20 years varying by meter size. The EPA and SWRCB advise that the life expectancy of a service meter is 10–15 years.

The mean age of all KID’s meters is 21.2 years with 57% of the meters being over 20 years old, 23% over 30 years old, and 2% are over 40 years old. The proposed 2024 operating budget includes an allocation to replace only the meters that are over 40 years old and a reserve to replace other meters that may fail throughout the year. The General Manager will review various options for a systemwide meter upgrade program and research funding options for Board consideration.

METER AGE	COUNT
over 40 years	13
30-40 years	129
20-30 years	203
15-20 years	84
10-15 years	124
under 10 years	53
	606



Kinneloa Irrigation District 2024 Budget Worksheet (Static Rates)

Account	Account Description	Adopted 2023 Budget	2023 FYE Forecast as of 6/30/2023	Variance of 2023 FYE Forecast to Budget	Proposed 2024 Budget	Variance of Proposed 2024 Budget to 2023 Budget	Notes
4000	Water Sales	1,600,000	1,483,296	-116,704	1,813,015	213,015	assume mean annual consumption 2015-2022 at 2023 rates
4015	Wholesale Water Sales	50,000	187,081	137,081	0	-50,000	assume zero sales to Pasadena due to MWD incentives
4020	Service Charges	10,000	7,807	-2,193	0	-10,000	should not assume this income, offset by expenses
4025	Asset Sale/Miscellaneous	0	0	0	0	0	
4035	Interest-Reserve Fund	10,000	49,509	39,509	39,607	29,607	assume 80% of 2023 due to cash draw down
4036	Unrealized Gain(Loss)-Cal TRUST	25,000	-2,546	-27,546	0	-25,000	not assuming any unrealized investment gain/loss in operating budget
4050	Capacity Charge	0	0	0	0	0	
4070	Misc. Income	0	0	0	0	0	
	Total Income	1,695,000	1,725,147	30,147	1,852,622	157,622	
5000	Leased Water Rights	63,135	103,500	40,365	0	-63,135	do not pursue additional lease rights for Water Year 23-24
5005	Electricity	170,000	185,329	15,329	203,862	33,862	10% increase from 2023 due to increased pumping and inflation
5010	Maintenance Supplies	40,000	24,833	-15,167	25,000	-15,000	
5011	Material and Labor for Install	40,000	0	-40,000	0	-40,000	offset by revenue in 4020 above
5012	Safety Equipment	2,000	2,543	543	2,000	0	
5015	Operations & Maintenance Labor	331,760	330,377	-1,383	332,500	740	assume 3% wage increase across the board
5016	Non-Emergency Operations OT	20,000	36,438	16,438	27,500	7,500	assume 3% wage increase across the board
5020	Stand-by Compensation	10,980	11,114	134	10,980	0	
5022	Training/Certification	1,600	1,898	298	1,600	0	
5025	Water Treatment/Analysis	30,000	24,464	-5,536	12,000	-18,000	
5026	Water Treatment/Materials	0	11,894	11,894	10,000	10,000	new line item broken out from 5025
5030	Maintenance Contractors - Scheduled	140,000	135,885	-4,115	128,000	-12,000	Claval+Tanks+GenPump+PumpCheck+Reservoir Dive/Clean+DSElectric
5031	SCADA System O&M	0	17,251	17,251	15,000	15,000	
5033	Repair Contractors - Unscheduled	0	0	0	33,000	33,000	ROM assume 6 repairs/per year
5034	Equipment Maintenance	25,000	7,503	-17,497	10,000	-15,000	Generators + Small Tools
5035	Vehicle Maintenance	16,000	12,371	-3,629	10,000	-6,000	assume replace RA truck with new in 2023
5036	Fuel - All Equipment	22,000	23,441	1,441	20,000	-2,000	assume prices stabilized in 2023 and less employee truck idling
5040	Equipment Rental	500	0	-500	500	0	
5045	Insurance-Workers Comp.	20,000	18,530	-1,470	18,500	-1,500	W/C rates are projected flat for the next 3 years, no anticipated changes
5046	Insurance-Liability	17,000	26,721	9,721	32,065	15,065	JPIA projects 15-20% annual increases for next few years
5048	Insurance-Property	2,500	3,955	1,455	4,746	2,246	JPIA projects 15-20% annual increases for next few years
5049	Insurance-Medical	92,935	79,439	-13,496	92,073	-862	based on actual published 2024 rates, current staffing
6000	Engineering Services	47,500	24,020	-23,480	150,000	102,500	Valve Exercise (\$25k) + Mapping (\$50k) + Prelim Design various projects (\$75k)
6005	Raymond Basin Watermaster Fees	17,000	15,747	-1,253	46,789	29,789	increase of assessment for next 3 years for Cyclic Cost Offset Program
6015	Administrative Salary	174,000	143,724	-30,276	179,220	5,220	assume 3% wage increase across the board
6017	Administrative Travel	3,000	874	-2,126	1,800	-1,200	
6020	BofD Compensation	8,400	6,750	-1,650	9,000	600	
6021	Administrative & Board Expense	1,000	2,228	1,228	2,000	1,000	
6022	Board of Directors Election	12,500	12,500	0	0	-12,500	no election planned for 2024
6024	Customer/Public Information	15,000	17,053	2,053	17,000	2,000	CV Strategies (\$12.5k) + Streamline + Two Special Mailings
6025	PERS - KID	52,800	49,683	-3,117	52,900	100	increase based on PERS rate changes and salary increases
6030	Social Security - KID	39,600	41,569	1,969	42,920	3,320	increased based on salary increases
6031	Medicare - KID	9,350	10,001	651	10,315	965	increased based on salary increases
6035	Office/Computer Supplies	7,000	7,498	498	7,000	0	
6036	Postage/Delivery	5,000	3,630	-1,370	5,000	0	
6040	Professional Dues	16,000	11,983	-4,017	18,375	2,375	ACWA(\$9,100)+CUEA(\$500)+CSDA(\$0)+AWWA(\$500)+CRWA(\$775)+PWAG(\$7,500)
6045	Legal Services	15,000	9,472	-5,528	12,000	-3,000	
6050	Telephone	4,500	3,419	-1,081	4,000	-500	
6051	Mobile Communications	2,000	1,735	-265	2,000	0	
6052	Pagers	500	482	-18	500	0	
6053	Internet Service	1,600	1,370	-230	1,500	-100	
6059	Computer/Software Maintenance	24,000	21,671	-2,329	7,550	-16,450	HighRoad IT support+Firewall subscription
6059	Computer/Software Services	0	0	0	9,444	9,444	Google+Asana+Zoom+DocuSign+Subeca+Ampstun+Sage
6061	Office Equipment Maintenance	1,000	2,515	1,515	2,500	1,500	
6065	Accounting Services	7,000	13,700	6,700	7,700	700	
6070	Office & Accounting Labor	144,100	160,470	16,370	172,500	28,400	with pay adjustments+COLA
6075	Professional Services	95,000	25,261	-69,739	15,000	-80,000	Payroll Processing misc consultants
6076	Contract Services	0	1,372	1,372	20,900	20,900	Trash, Landscape Maint, Janitorial, Vosburg Portable Toilet, etc.
6080	FMWD Admin Fees	12,440	11,499	-941	13,193	753	
6081	Permits/Fees	15,000	10,463	-4,537	15,000	0	DDW, AQMD, LAFCO
6086	Taxes - Sales/Use	500	0	-500	500	0	
6090	Customer Project Expenses	0	70	70	0	0	
6120	Bank Service Charges	12,000	8,411	-3,589	12,000	0	
	Total Operating Expenses	1,788,200	1,676,654	-111,546	1,827,932	39,732	
	NET OPERATING INCOME	-93,200	48,493	141,693	24,691	117,891	
	Other Expenditures	Adopted 2023 Budget	2023 FYE Forecast as of 6/30/2023	Variance of 2023 FYE Forecast to Budget	Proposed 2024 Budget	Variance of Proposed 2024 Budget to 2023 Budget	
1504	Water Mains/Valves	0	0	0	150,000	150,000	K3/Wilcox Auto Valve (\$125k) + Holly Booster Bypass (\$25k)
1505	Water Tunnels	10,000	9,909	-91	10,000	0	various repairs/upgrades
1511	Water Treatment Plant	10,000	100,000	90,000	25,000	15,000	upgrade K3 CL2 generator controls
1512	Water Meters	20,000	12,969	-7,031	20,000	0	replace Hastings Heights Tract (13) + Allowance for 12 others
1513	Electrical/Electronic Equipment	5,000	5,000	0	25,000	20,000	Arc Flash Hazard Analysis (applying for \$10k JPIA Risk Control Grant)
1514	Computer/Office Equipment	5,000	8,487	3,487	5,000	0	
1515	Vehicles/Portable Equipment	45,000	69,855	24,855	0	-45,000	Generator for Wilcox and/or K3 Well ***DEFERRED***
1516	Water Company Facilities	35,000	36,398	1,398	50,000	15,000	Vosburg Facelift, Scope TBD following Dive Inspection
1522	Booster Station Upgrades	45,000	65,000	20,000	0	-45,000	
1527	SCADA Equipment	10,000	19,860	9,860	10,000	0	allow for radio/hardware replacements
1530	Tools	3,000	3,362	362	3,000	0	
	Total Capital Expenses	188,000	330,841	142,841	298,000	110,000	
	NET WATER REVENUES	-281,200	-282,348	-1,148	-273,309	7,891	Loan Documents Require at least \$250k Net Water Revenues
2400	Installment Purchase Agreement (P&I)	200,202	200,202	0	200,202	0	per amortization schedule
	NET CASH FLOW	-481,402	-482,550	-91	-473,511	7,891	

\$ (523,309)	-28.86%	shortfall to meet loan covenants with positive cash flow
\$ (473,511)	-26.12%	shortfall to meet neutral cash flow position

10-Year Actual and Forecasted Income and Expenses

Account	Account Description	2027 Forecast	2026 Forecast	2025 Forecast	2024 Forecast	2023 Budget	2022 Actual	2021 Actual	2020 Actual	2019 Actual	2018 Actual	5-Year Average	10-Year Total
4000	Water Sales	2,098,792	1,998,849	1,903,666	1,813,015	1,483,296	1,679,493	1,817,625	1,549,100	1,432,859	1,579,233	1,611,662	17,355,927
4015	Wholesale Water Sales	0	0	0	0	187,081	65,985	58,034	125,407	112,003	92,049	90,695	640,559
4020	Service/Installation Charges	0	0	0	0	7,807	24,525	18,776	8,805	10,738	19,449	16,459	90,101
4025	Asset Sale	0	0	0	0	0	2,000	0	0	0	0	400	2,000
4035	Interest-Reserve Fund	43,280	42,019	40,795	39,607	49,509	25,507	6,373	27,155	38,002	13,250	22,057	325,497
4036	Unrealized Gain(Loss)-CalTRUST	0	0	0	0	-2,546	-59,582	-13,547	26,557	0	0	-15,524	-49,118
4050	Capacity Charge	0	0	0	0	0	0	6,000	0	0	0	1,200	6,000
4070	Misc. Income	0	0	0	0	0	0	7,955	0	5,969	10,845	4,954	24,769
	Total Income	2,142,071	2,040,868	1,944,461	1,852,622	1,725,147	1,737,927	1,901,215	1,737,023	1,599,571	1,714,826	1,738,113	18,395,734
5000	Leased Water Rights	0	0	0	0	103,500	63,135	63,135	63,135	63,135	63,135	63,135	419,175
5005	Electricity	235,996	224,758	214,055	203,862	185,329	178,118	174,346	128,858	120,273	127,199	145,759	1,792,796
5010	Maintenance Supplies	26,922	26,266	25,625	25,000	24,833	43,336	45,857	36,558	34,259	35,425	39,087	324,082
5011	Material and Labor for Install	0	0	0	0	0	31,750	76	3,333	3,333	1,481	7,995	39,973
5012	Safety Equipment	2,154	2,101	2,050	2,000	2,543	668	2,290	1,215	2,028	362	1,313	17,411
5015	Operations & Maintenance Labor	257,403	251,125	245,000	232,500	213,377	303,925	263,280	196,772	193,201	168,869	225,210	2,542,453
5016	Operations & Maintenance OT Non-Emergency	29,614	28,892	28,188	27,500	36,438	18,457	17,210	15,033	12,957	8,123	14,356	222,413
5020	Stand-by Compensation	10,950	10,950	11,255	10,980	11,114	10,710	10,890	11,190	10,580	7,350	10,144	105,968
5022	Training/Certification	1,723	1,681	1,640	1,600	1,898	2,083	3,439	683	1,448	850	1,701	17,045
5025	Water Treatment/Analysis	12,923	12,608	12,300	12,000	24,464	32,043	15,497	28,588	23,664	22,540	24,466	196,627
5025	Water Treatment/Materials	10,769	10,506	10,250	10,000	11,894	0	0	0	0	0	0	53,419
5030	Maintenance Contractors	137,842	134,480	131,200	128,000	135,885	100,559	133,124	131,876	151,179	114,816	126,311	1,298,961
5031	SCADA System O&M	16,153	15,759	15,375	15,000	17,251	0	0	0	0	0	0	79,538
5033	Repair Contractors - Emergency	35,537	34,671	33,825	33,000	0	0	0	0	0	0	0	137,033
5034	Equipment Maintenance	10,769	10,506	10,250	10,000	7,503	37,814	16,693	18,466	15,452	9,002	19,485	146,455
5035	Vehicle Maintenance	10,769	10,506	10,250	10,000	12,371	3,814	14,237	10,649	9,783	8,219	9,340	100,597
5036	Fuel - All Equipment	21,538	21,013	20,500	20,000	23,441	23,317	16,732	15,304	14,814	11,712	16,376	188,371
5040	Equipment Rental	538	525	513	500	0	0	13,257	0	500	0	2,751	15,834
5045	Insurance-Workers Comp.	15,234	14,863	14,500	18,500	18,530	14,045	11,906	15,279	19,694	14,300	15,045	156,850
5046	Insurance-Liability	34,530	33,688	32,866	32,065	26,721	20,771	16,901	15,418	14,534	14,285	16,382	241,779
5048	Insurance-Property	5,111	4,986	4,864	4,746	3,955	3,407	2,703	2,110	1,464	1,767	2,290	35,113
5049	Insurance-Medical	99,153	96,734	94,375	92,073	79,439	73,136	84,948	88,193	84,077	77,370	81,545	869,498
6000	Engineering Services	161,534	157,594	153,750	150,000	240,020	41,175	33,647	43,625	31,137	4,770	30,871	801,252
6005	Watermaster Services (Raymond Basin)	50,386	49,157	47,958	46,789	15,747	15,734	13,047	11,022	10,567	10,740	12,222	271,148
6015	Administrative Salary	193,000	188,293	183,701	179,220	143,724	153,798	145,486	143,324	137,868	134,291	142,953	1,602,706
6017	Administrative Travel	1,938	1,891	1,845	1,800	874	123	2,868	1,403	1,677	1,399	1,494	15,819
6020	BoFD Compensation	9,000	9,000	9,000	9,000	6,750	6,150	7,350	7,300	5,167	5,000	6,193	73,717
6021	Administrative & Board Exp.	2,154	2,101	2,050	2,000	2,228	7	2,449	365	333	0	631	13,688
6022	B of D Election	0	0	0	0	12,500	344	0	211	12,500	81	2,627	25,637
6024	Customer/Public Information	18,307	17,861	17,425	17,000	17,053	13,880	1,632	2,480	700	1,688	4,076	108,026
6025	PERS - KID	47,278	46,125	45,000	42,900	49,683	42,935	23,691	37,565	32,597	32,381	33,834	410,156
6030	Social Security - KID	39,924	38,950	38,000	42,920	41,569	38,152	34,530	29,069	27,639	24,807	30,839	355,560
6031	Medicare - KID	9,456	9,225	9,000	10,315	10,001	9,273	8,076	6,805	6,270	5,837	7,252	84,257
6035	Office/Computer Supplies	7,538	7,354	7,175	7,000	7,498	9,899	8,670	6,530	7,131	6,406	7,727	75,202
6036	Postage/Delivery	5,384	5,253	5,125	5,000	3,630	4,325	3,656	4,343	4,591	2,883	3,960	44,190
6040	Professional Dues	19,788	19,305	18,834	18,375	11,983	7,385	15,199	14,107	13,367	10,644	12,140	148,986
6045	Legal	12,923	12,608	12,300	12,000	9,472	35,918	18,181	12,374	12,169	8,425	17,414	146,371
6050	Telephone	4,308	4,203	4,100	4,000	3,419	3,779	3,847	4,467	4,395	4,276	4,153	40,794
6051	Mobile Communications	2,154	2,101	2,050	2,000	1,735	1,853	1,420	250	1,183	920	1,125	15,666
6052	Pagers	538	525	513	500	482	607	420	415	479	340	452	4,821
6053	Internet Service	1,615	1,576	1,538	1,500	1,370	1,328	2,364	840	744	1,205	1,296	14,079
6059	Computer/Software Maintenance	10,170	9,922	9,680	9,444	0	8,986	9,617	9,454	9,105	14,832	10,399	91,212
6059	Computer/Software Services	8,131	7,932	7,739	7,550	21,671	0	0	0	0	0	0	53,022
6061	Office Equipment Maintenance	2,692	2,627	2,563	2,500	2,515	0	2,162	333	695	0	638	16,086
6065	Accounting Services	8,292	8,090	7,893	7,700	13,700	700	7,100	7,700	7,100	6,750	5,870	75,024
6070	Office & Accounting Labor	152,341	148,625	145,000	172,500	160,470	139,125	122,776	111,077	89,643	93,934	111,311	1,335,490
6075	Professional Services	29,076	28,367	27,675	15,000	25,261	65,496	25,432	26,039	31,509	28,996	35,494	302,850
6076	Contract Services	34,566	33,723	32,900	20,900	1,372							
6080	Administrative Fee	14,207	13,861	13,523	13,193	11,499	10,271	13,394	11,287	9,280	8,470	10,540	118,984
6081	Permits/Fees	16,153	15,759	15,375	15,000	10,463	11,628	8,644	10,888	11,490	7,308	9,992	122,709
6086	Taxes - Use	538	525	513	500	0	0	181	3,499	39	84	761	5,879
6090	Customer Project Expenses	0	0	0	0	70	0	0	0	0	0	0	70
6120	Bank Service Charges	12,923	12,608	12,300	12,000	8,411	11,238	10,914	8,357	6,852	6,546	8,782	102,149
	Total Expenses	1,851,943	1,801,779	1,753,403	1,827,932	1,676,654	1,595,198	1,433,275	1,297,790	1,252,603	1,109,822	1,337,738	15,600,398
	NET OPERATING INCOME	290,128	239,090	191,058	24,691	48,493	142,730	467,940	439,233	346,968	605,005	400,375	2,795,336
	Capital and Planned Maintenance Expenditures												
1504	Water Mains	30,000	40,000	20,000	150,000	0	0	425,548	443,464	0	0	173,802	1,079,012
1505	Water Tunnels	10,000	10,000	10,000	10,000	9,909	0	8,400	0	0	0	1,680	48,309
1506	K-3 Well	0	0	75,000	0	0	0	0	0	0	0	0	75,000
1511	Water Treatment Plant	15,000	15,000	15,000	25,000	100,000	3,116	0	9,626	5,751	1,990	4,097	175,483
1512	Water Meters	50,000	50,000	50,000	20,000	12,969	240,938	46,166	2,996	9,000	16,158	63,051	448,227
1513	Electrical/Electronic Equipment	15,000	15,000	15,000	25,000	5,000	0	-45	0	5,000	0	991	64,955
1514	Computer/Office Equipment	5,000	5,000	5,000	5,000	8,487	1,326	0	0	4,716	8,035	2,815	37,564
1515	Vehicles & Portable Equipment	40,000	0	0	0	69,855	0	0	68,054	0	0	13,611	137,909
1516	Water Company Facilities	25,000	25,000	25,000	50,000	36,398	0	0	33,800	20,000	0	10,760	190,198
1517	KID Office	0	0	0	0	0	0	10,158	0	0	538	3,566	10,697
1522	Eucalyptus Reservoir/Booster	0	0	0	0	65,000	0	0	0	0	0	0	65,000
1523	Construction in Progress	0	0	0	0								

ACWA JPIA CONFERENCE



Monday, November 27 - Tuesday, November 28, 2023

Hyatt Regency Indian Wells Resort & Spa
44600 Indian Wells Lane
Indian Wells, CA 92210

PRELIMINARY CONFERENCE SCHEDULE

MONDAY

8:30 a.m. - 10:00 a.m.

10:15 a.m. - 11:15 a.m.

11:30 a.m. - 12:30 p.m.

1:00 p.m. - 4:30 p.m.

5:30 p.m. - 7:00 p.m.

NOVEMBER

27

California Water Insurance Fund Committee Meeting

Executive Committee Meeting

Pre-Board Meeting Luncheon

Board of directors' Meeting

ACWA JPIA Reception

TUESDAY

8:30 a.m. - 10:00 a.m.

10:15 a.m. - 11:45 a.m.

NOVEMBER

28

Seminar Session 1

Seminar Session 2

EXHIBIT HALL

JPIA Staff and JPIA Executive Committee Members will be present during the ACWA exhibit hall hours. Come say hi, ask questions about coverage and introduce new employees. JPIA's exhibit booth is located at 409 and 411.

Tuesday, November 27 - 5:00 p.m. - 6:30 p.m. ACWA's Welcome Reception

Wednesday, November 28 - 8:30 a.m. - 6:00 p.m.

Thursday, November 30 - 8:00 a.m. - 12:00 p.m.

General Manager's Report for the Board of Directors Meeting on September 19, 2023

I. Customer Account Information

A. Customer Accounts –

Active accounts: 590
 Delinquent accounts receiving late charges: 12
 Accounts shut off for non-payment: 0

Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
September 2022	\$29,084.27	\$1,156.90	\$102.42	\$0.00	\$30,343.59
October 2022	\$26,598.27	\$5,782.60	\$523.20	\$102.42	\$33,006.49
November 2022	\$20,997.03	\$5,621.74	\$2,148.38	\$362.14	\$29,129.29
December 2022	\$21,306.67	\$2,502.76	\$330.18	\$418.02	\$24,557.63
January 2023	\$22,653.06	\$2,307.71	\$72.16	\$0.00	\$25,032.93
February 2023	\$18,189.83	\$4,318.89	\$75.79	\$0.00	\$22,584.51
March 2023	\$35,127.70	\$1,920.64	\$879.11	\$0.00	\$37,927.45
April 2023	\$66,896.69	\$2,115.94	\$442.92	\$746.62	\$70,202.17
May 2023	\$12,468.11	\$1,150.61	\$0.00	\$0.00	\$70,202.17
June 2023	\$3,814.55	\$2,532.17	\$0.00	\$0.00	\$6,674.75
July 2023	\$19,782.26	\$4,981.87	\$0.00	\$0.00	\$24,764.13
August 2023	\$28,384.80	\$2,329.14	\$79.36	\$0.00	\$30,793.30

II. General Manager's Projects and Activities

A. Meetings/Outreach/Key Contacts

1. FEMA liaison meeting on 8/30/23 and 9/13/23
2. CalOES Webinar re: BRIC and FMA grant opportunities – 9/7/23
3. RCAC Webinar on Asset Management and Mapping Small Water Systems using Google Earth Pro on 9/7/23
4. John Robinson Consulting re: Project Design RFP's – 9/8/23
5. FWMD Managers Meeting – 9/13/23: Customer Outreach Survey, Conservation Regulations
6. FMWD Water Resources Committee Meeting – 9/13/23: Spreading, PWAG, Conservation fines

B. Grant Funding Opportunities

1. Small Community Drought Relief Program: Application for the Brown-Glen Fire Flow Project Phase I was submitted on 1/13/23, there are 69 applications ahead of KID's and funding is exhausted presently for this program.
2. SB-470: "This bill codifies the Urban Water Community Drought Relief program and the Small Community Drought Relief program at the Department of Water Resources (DWR). Further, this bill authorizes these programs, upon appropriation, to fund projects that provide benefits in addition to drought relief, including projects that reduce the risk of wildfires for communities through water delivery system improvements for fire suppression purposes in high- and very high-fire hazard severity zones, among other things." – This bill was amended in the assembly, passed, and ordered to the Senate as of 9/7/23. KID will monitor this as potential funding for the Brown-Glen Fire Flow Phase I Project.

3. EPA Drinking Water System Infrastructure Resilience and Sustainability Grant: Released on 9/7/23 EPA announces new \$19m grant program to combat climate change impacts on drinking water. Initial announcement said applicants must be disadvantaged or small (under 10,000 customers); however, additional research indicates that a disadvantaged community is a base requirement. KID staff is researching further and if eligible will submit an application to fund an emergency backup generator to power K-3 or Wilcox Well. Applications are due 11/6/23.
4. ACWA-JPIA Risk Control Grant: Grant opportunity for up to \$10,000. Submittal period is between 10/2/23 and 12/1/23, work to be complete between 10/2/23 and 9/30/24, JPIA approval by 3/1/24. JPIA Risk Advisor recommends KID submit for grant to support Arc-Flash Hazard Analysis that they have requested KID perform for at least 10 years.
5. Hazard Mitigation Grants: KID staff is monitoring EPA BRIC (Building Resilient Infrastructure and Communities) grant opportunities to apply once the PWAG Multi-Agency Hazard Mitigation Plan is complete and approved.
6. FEMA Grants: FEMA and CalOES have approved KID grants requests for East Tank Earthwork Removal and Wilcox Reservoir Road site improvements in association with DR-4699 CA "California Severe Winter Storms" disaster.

C. Office Staff Updates

1. Billing System Upgrade in progress with Ampstun trainer onsite at KID office week 9/11-9/14.
2. IT Upgrade Project: All work including new Fire Wall Complete. Larger UPS installed in server closet to solve network down issues due to power surges.

D. System Project Updates

1. Valve Exercising has begun under a Mutual Aid Agreement with Rubio Canyon Land and Water Company whereby they furnish a valve operating truck and operator one day per week, for supporting KID staff in a system wide valve exercising initiative. This was last done system wide in 2014 and at the time the intent was to subsequently exercise 50% of system valves each year. At the current rate it is expect that we should be complete with a system wide exercising in about 6 months. After that we anticipate one day per month of regular valve exercising which would put all system valves on a 3-year exercising schedule.
2. Seismic Valve Operation and Training: Quarterly testing of the seismic valves and system operations was done the first week of September. The Vosburg Reservoir seismic valve is non-operational, initial cost estimate to replace is ~\$50,000. KID staff is researching other options. In the interim field staff are aware of the issue and if there is a seismic event the valve may need to be closed manually.
3. Temporary Toilet with Hand Wash Station delivered to Vosburg Reservoir with weekly servicing, expense will be included in Contract Services line item.
4. Modified power supply to SCADA radio at main office after failure from wire damage due to rodents.
5. Hi-Lo Tunnel Pipeline at canyon exit fused and ready for final installation using HDPE on canyon bottom.
6. Various electrical equipment repairs and safety hazard mitigation projects have been completed at K-3 Well and Sage Booster Station. K3 VD A/C troubleshooting ongoing.
7. Completed Holly Tanks site earthwork and retaining wall project, exterior painting of both tanks to be scheduled by Utility Services Group when weather cools.
8. Eucalyptus Booster Pump 3: Vendor engaged. Anticipated project cost of \$63,500 which is over approved budget of \$45,000. Project will be scheduled for October/November when customer demand starts to reduce.
9. Brown-Glen Fire Flow Project Phase I – Project design is complete. Current cost estimate for the project based on updated engineers estimate and contractor opinion is \$1.75m as of August 2023. No funding is currently allocated for this project in 2023.

10. Brown-Glen Fire Flow Improvement Project Phase II – This would extend the project from the corner of Sierra Madre Villa/Villa Knolls out to Hartwood Point. This project is not designed. This project would serve 7 customers and improve fire flow to 3 hydrants on a private street. Estimated project cost is \$1m-1.25m.
11. Vosburg Reservoir Rehab – scope of work to be developed and budgeted following dive inspection.
12. Wilcox Reservoir Road –Road is passable, no immediate work is planned. FEMA Request for Public Assistance submitted.
13. House Tunnel Repair – Pipeline repairs are complete, sanitary seal is complete. Tunnel was sampled and approved by DDW to bring back online early August.
14. Tree Trimming – required at various locations, project list being developed.

E. Regulatory Compliance and Reporting

1. Monthly Water Quality Reporting – Monthly reporting due by the 10th of each month.
2. Water Quality Emergency Notification Plan – annual requirement, filed timely in April 2023
3. Electronic Annual Report for 2022 (eAR) – released 3/13/23, due by 5/13/23. Draft submittal made to DWR staff for their review on 4/24/23. DDW staff reviewed and approved for final filing on 6/28/23.
4. Drought and Conservation Report – required per Order No. DDW_HQ_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly. Q2 report was filed timely on 7/5/23. Q3 report is due by the end of October.
5. 2022 Consumer Confidence Report was issued to all customers on 6/19/23 and included final public notice for Citation 22C_007 and Citation 23C-003.
6. Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23.
7. Federal Lead and Copper Rule Revisions: Notice received from SWRCB on 2/14/23. All public water systems to develop and submit a service line material inventory to the SWRCB, DDW by 10/16/24. This inventory includes service line material on both District side of meter, and customer side of meter.
8. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
9. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
10. SB 1020 – Clean Energy, Jobs, and Affordability Act of 2022 – requires 100% of all state agency electricity consumption to be from renewable and carbon neutral sources by 2035.

* Organization Acronyms:

ACWA – Association of California Water Agencies

ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

DDW – Dept. of Drinking Water

DWR – Dept. of Water Resources

FMWD – Foothill Municipal Water District

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

SWRCB – State Water Resources Control Board

LCRR – Lead and Copper Rule Revisions

III. Incident Reports

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
5	0	0	0	7	Subeca notifying of customer leaks early

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

IV. Water Supply Summary as of end of August for the Watermaster Year 2023-2024

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Holly High-Low	19.8
Less Temporary 30% Reduction in Water Rights	-154.8	Eucalyptus	0.0
Net Decreed Right	361.2		
Prior Year Carryover	*51.6	Far Mesa	8.5
Leases/Exchanges	0	House	2.7
Prior Year Spreading	133.7	Delores	33.3
Short Term Storage	183.4		
Current Year Spreading	0		
Total Allowable Extractions	729.9		
Less Water Extracted YTD This Watermaster Year	-64.7	Year to Date Tunnel Production	64.3
Remaining Allowable Groundwater Extractions through June 2023	*665.2	Remaining Estimated Tunnel Production through July 2023**	100.0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)			765.2 Acre Feet
Less Remaining Forecasted Retail Water Sales through June 2024			-431.5 Acre Feet
Estimated Surplus Water through July 2024***			333.7 Acre Feet

Total Retail Water Sales for Watermaster Year 2022-2023 = 492.8 Acre Feet

** Assumes 50% of total Tunnel Production will be diverted to spreading due to Fluoride Blending program implementation

*** 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. *Current Agreement with City of Pasadena for sale of excess groundwater expires June 30, 2025.*

In the 2022-2023 year, 238.5 Acre-Feet were sold to the City of Pasadena, 51.6 Acre-Feet were carried over to 2022-2023 and 183.4 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 from another Raymond Basin member.