

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, August 18, 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 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 – July 21, 2020

Recommended Action: Review and approve motion to file

4. REVIEW OF FINANCIAL REPORTS – July 31, 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. LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE REPRESENTATIVE – Review election materials

Recommended Action: Review materials and authorize Chair to vote for candidate preferred by the Board

7. DISTRICT BUDGET FOR 2021 – General Manager to present draft budget

Recommended Action: General Manager to answer questions and receive input from the Board

8. INFORMATION ITEM – Status report on recruitment of Office Manager

Recommended Action: General Manager to provide information and respond to questions

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 – September 15, 2020 October 20, 2020 November 17, 2020

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>.

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Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 21, 2020, 3:00 pm
Minutes

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

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/Board Secretary Bernadette Allen

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:00 pm and called the roll. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: District resident Stephen Brown was present via Zoom. He commented that he had the pleasure of meeting Director Eldridge, who shared the history and KID infrastructure in the Pasadena Glen area and thanked him for the tour. He asked where the text originated for the drafting of the policy. The General Manager replied that he helped develop the original Rules and Regulations when he was a Board member. Similar documents from other districts were reviewed and adapted for the original document. Mr. Brown asked where the new text in red comes from. The General Manager replied that it comes from collective revisions of the Office Manager and himself, text is added or changed to meet new laws and regulations, and the changing policies of the District from other resolutions. Mr. Brown asked if the final text is reviewed by outside counsel. The General Manager stated that the original document was reviewed by counsel. The current revision format has not been substantially changed and policy changes that are minor are not passed by counsel. The District can establish its own rules and regulations. Some districts call it their administrative code. Mr. Brown asked if the Rules and Regulations are all made public. The General Manager replied that the document has been posted on the website since 2004 and all revisions are part of official agendas. The current revision 11 is on the website under the transparency heading. Mr. Brown asked about Item 6: Page 4: Water Supply Summary and the reference to a long-term storage that is no longer permitted. He asked where the water is drawn from and if 782 acre-feet is considered a lot of water. The General Manager stated that the current storage approximately equals one year's of water service, but the long-term storage program was established when the basin levels were higher and it allowed districts that did not pump their entitled share of water to put it into a storage account. It basically represents "paper" water. It is not water that is in the ground, but it is water that can be pumped out. Due to the basin water levels the Raymond Basin Management Board decided to freeze the ability to add any more water to storage accounts.

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3. REVIEW OF MINUTES:

It was motioned/seconded/carried unanimously by roll call vote-(Eldridge/Kilburn-5/0/0/0):

“That the Board approves the June 16, 2020, minutes as presented for filing and posting on the website.”

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Moritz reviewed the June 30, 2020, financial reports. He highlighted that water sales were substantially higher as compared to the budget, \$179,000 as compared to \$145,000, and about \$20,000 higher than the previous month. Regarding expenses, Director Moritz pointed out that electricity expense was higher than budget and operations and labor were lower.

Director Moritz asked about Maintenance/Repair Contractors [5030] which was higher. The General Manager stated that the account is for payment to maintenance and repair contractors.

Director Moritz asked about Other Expenditures Water Treatment Plant [1511]. The General Manager stated that the expense is unusual. The District decided to purchase a water softener to reduce mineral build up in the chlorine injection system. It was not a budgeted expense.

Director Moritz asked about SCADA Equipment [1527]. The General Manager stated that batteries needed to be replaced in some of the remote transmitting units and some onsite servicing.

Director Moritz asked about Leased Water Rights [5000]. The General Manager stated that this is an annual expense. The District leases water from the City of Alhambra. They have rights in the Raymond Basin that they do not use and for several years the District has leased pumping rights.

Director Moritz asked if the checks to AT&T Mobility and Spectrum are for different services. The General Manager replied that AT&T Mobility is for FirstNet mobile phone service and Spectrum is for internet service and office phone service.

Director Moritz asked about the status on delivery of the new trucks. The General Manager replied that he has not had a reply to his inquiry and does not have an update for the Board. The last word he had was that delivery may be in the last week of July or early August.

Chair Johnson asked about Accounting Services [6065] with zero expense. The General Manager replied that the District budgeted for the expense in June, but the invoice has not been received.

Chair Johnson asked about Permits/Fees [6081] actual expense, which is less than year to date budget, and if the budget is the annualized amount divided by twelve. The General Manager confirmed that this budget account is evenly distributed over the year.

Director Griffith asked if the District purchased cell phones that work in disaster situations. The General Manager replied that under the current policy, each staff member purchases and maintains their own cell phones. Director Eldridge clarified that FirstNet goes on an individual's own phone. The General Manager added that FirstNet can be applied to existing or new phones that staff members have. All staff members have access to FirstNet. One staff member opted not to be part of FirstNet. Director Griffith asked if FirstNet is the emergency communication system. The General Manager replied that FirstNet gives priority access to cell phone service and in case of disaster mobile cell phone towers are rolled out to affected areas.

Director Griffith asked about Vehicle Maintenance [5035]. The General Manager stated that repairs were brakes and alternator on one of the 2008 Ford trucks and brakes and radiator on the 1999 F-150 truck.

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Director Eldridge asked if the truck brake light on the other 2008 Ford was fixed. The General Manager stated that he did not have an update on that repair. It is currently hard to take a truck out of service. He has emphasized with the field staff the need to repair the brake light.

It was motioned/seconded/carried unanimously by roll call vote -(Griffith/Eldridge-5/0/0/0):

“That the Board approves the financial reports as presented for filing.”

5. RESOLUTION 2020-7-21 RULES AND REGULATIONS OF THE KINNELOA IRRIGATION DISTRICT:

The General Manager reviewed the memo regarding Revision 12 of the District’s Rules and Regulations main changes. The redline version and the clean version of the document follow the memo. The General Manager stated that the document may be revised at any time, either at the Board’s request or due to changes in the law.

Chair Johnson asked about Article 4.02 Statement of Qualifications, and why a director has to be a landowner. The General Manager replied that the requirement comes from the California Water Code. Chair Johnson asked if that requirement is particular to irrigation districts. The General Manager replied that no, it is generally true of any water district. He is not aware of any exceptions to that rule. Chair Johnson stated that he knows that there are a number of directors on the Metropolitan Water District Board as well as some of their member agencies who are not landowners, and this requirement may be unnecessary. He did not request any changes to this section.

Chair Johnson asked about Article 10.06 with the change to a cost-sharing agreement instead of a reimbursement agreement. He stated that all the potential costs identified in 10.06 relate to physical facilities. In the past, the Board has discussed water supply emergencies and the need to acquire quantities of water or rights, which are different from physical facilities. If the District has other types of improvements, such as granny flats, the District may want to generalize this section so that it is not based on physical facilities. He did not request the change be done now, but this item be considered in the next revision of the Water Master Plan. The General Manager agreed, if the District needs other water sources, how the supplemental sources are paid will be researched and considered for future revisions. Chair Johnson concluded that if the District is limited in water supply and someone makes a request for connection, it is not only the physical improvements that need to be made, it is also potentially a need to acquire more water supply.

Chair Johnson asked about Appendix J for the bid procurement and contract documents, in comparing version 11 and version 12, the perspective changed. The first is what is provided in the notice inviting bids versus what is in the actual contract that results from that. He asked why it was updated. The General Manager stated that he did not recall exactly why it was changed, but the intention was to update the titles.

Chair Johnson asked about Appendix M [Policy on Discontinuation of Residential Water Service for Non-Payment] and how the language was drafted. The Office Manager stated that she wrote the introduction using the language that was in SB 998 [California Senate Bill]. Lagerlof drafted the documents and met the requirements to translate them into the six mandatory languages, English and the other five listed in the introduction. Chair Johnson asked who did the translation. The Office Manager replied that the Public Water Agencies Group (PWAG) pooled resources and split the costs incurred for legal and translation services. The General Manager confirmed that Lagerlof developed the documents and PWAG sought bids from several translation companies and selected one, and the costs were divided among the twenty agencies. Chair Johnson asked if the policy and

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documentation that Lagerlof developed is being used by the majority of the PWAG members. The General Managers confirmed that all twenty agencies are sharing the same documents and the translations.

There were no additional comments, questions, or discussion.

It was motioned/seconded/carried unanimously by roll call vote -(Kilburn/Eldridge-5/0/0/0):

“That the Board approves Resolution 2020-7-21 to adopt and publish Rules and Regulations Revision 12 as presented.”

6. GENERAL MANAGER’S REPORT: The General Manager and the Board reviewed the report.

I.B. Aged Receivables: The General Manager pointed out that the District has not experienced any problems with delinquency.

II. C. Pipeline Projects: The General Manager stated that plans for both projects are at the 90% level. The desire is to get at least one of the projects out for bid this year.

Director Moritz asked where the new pipeline on Villa Knolls will end. The General Manager replied that it will stop at Edgecliff. The current line extending down into Villa Knolls is adequate in pipe size and leak free. An optional future project, not currently being designed is an extension from the corner of Sierra Madre Villa and Villa Knolls, south on Sierra Madre Villa and in on Trevan Road toward Hartwood Point to the houses on Hartwood Point. Currently, those houses are served by a pipeline cross-country through lots from Villa Knolls down to Hartwood Point.

II. D. Facilities Operator Recruitment: The General Manager stated that the second round of interviews is complete and a job offer was extended and accepted. The applicant will start mid-September.

V. Water Samples and Test Results: Director Kilburn asked if the sampling is done by the contractor or by staff. The General Manager replied that the sampling done at the system level and processed by Eurofins and Clinical labs, are done by staff. Title 22 sampling, processed by Weck, are done by Stetson Engineers on behalf of the Raymond Basin Management Board and the District reimburses the Raymond Basin for those sampling costs.

7. INFORMATION ITEM: The General Manager stated that this item was included in the agenda, not knowing when it was drafted if there would be a successful job offer and acceptance. The Personnel Committee and General Manager interviewed three final candidates in person. The candidate that was chosen is currently working in the Napa area and her final interview was via Zoom. After the review, there was a unanimous decision. The candidate is highly qualified with a D5 and T3 certification and has a background in water systems and extensive experience working for engineering firms. She has also had extensive experience in writing operating procedures. Chair Johnson added that the interviews went very well and they were impressed with the candidate and are looking forward to having her join the District. The General Manager thanked the Personnel Committee for their participation.

8. DIRECTOR REPORTS AND/OR COMMENTS: Director Eldridge stated that the Delores Tunnel in the Glen has no restricted access and there is an increase in hiking, parking and traffic control in the Glen. There are no gates or fences to District facilities, only a sign that says “Kinneloa Irrigation District – Keep Out.” Director Eldridge stated that there are two forest service sign boards in that area, and he asked if the forest service has official access through District land. The General

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Manager stated that the signs were put up before his tenure with the District. He thinks that the District land is all within the Angeles National Forest and he has not looked at the boundaries recently. He thinks that we cannot fence off the area. Director Eldridge asked why the Keep Out sign was posted. The General Manager stated that it was to prevent the water source from contamination. The District may not be permitted by law to fence off the area. Director Eldridge asked how the District can keep people out of the area. The General Manager stated that he thinks the first step is for the Glen to work out the private road issue and whether or not landowners can keep the public out of the area. He can review the history on the posting of signage. He added that he would not have any history on the forest service signs. Director Eldridge stated that if the Kinneloa property was not accessible and it was fenced, then there would not be people coming into the Glen. Director Kilburn suggested putting up no parking signs that state the car will be towed at your expense. Director Eldridge replied that that option is being pursued. Director Eldridge stated that the Far Mesa Tunnel area has had police activity and three 40 foot storage containers left next to it. There is a gate but access is easy. The Far Mesa Tunnel pit is also getting buried and overgrown. The General Manager commented that he was aware of the activity at Far Mesa Tunnel and he has been monitoring it. The District's main concern is to prevent damage or contamination to the water sources. He requested that any issues that arise continue to be shared with him and any legal issues that come up can be addressed to the attorney to determine what the District is permitted to do to protect the sources. Director Kilburn thanked the General Manager and Office Manager for their work on the Rules and Regulations Revision.

9. CALENDAR: The next meeting will be a Regular Meeting on August 18, 2020, at 3:00 pm. The General Manager stated that the first draft of the budget will be presented for discussion. The General Manager commented that he is in no rush to resume meetings in the boardroom and is leaving it to the Directors to decide when the appropriate time comes.

10. ADJOURNMENT: It was motioned/seconded/carried unanimously-(Eldridge/Griffith-5/0/0/0):
"That the Board adjourns the meeting."
The meeting was adjourned at 4:22 pm.

Prepared by,
Bernadette Allen

Reviewed and submitted by,

Melvin L. Matthews

Melvin L. Matthews
General Manager/Acting Board Clerk

Kinneloa Irrigation District
Income Statement for the Seven Months Ending July 31, 2020

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	165,171.84	150,000.00	15,171.84	893,274.61	861,000.00	32,274.61
4015 Wholesale Water Sales	0.00	0.00	0.00	35,406.96	0.00	35,406.96
4020 Service/Installation Charges	393.08	833.33	(440.25)	4,895.71	5,833.31	(937.60)
4035 Interest-Reserve Fund	1,372.71	2,500.00	(1,127.29)	15,670.45	17,500.00	(1,829.55)
4036 Unrealized Gain(Loss)-CalTRU	1,157.10	0.00	1,157.10	26,608.16	0.00	26,608.16
Total Revenues	168,094.73	153,333.33	14,761.40	975,855.89	884,333.31	91,522.58
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	13,428.26	10,000.00	3,428.26	68,483.03	68,000.00	483.03
5010 Maintenance/Repair Supplies	1,651.89	2,083.33	(431.44)	22,455.16	14,583.31	7,871.85
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	5,833.31	(5,833.31)
5012 Safety Equipment	148.29	133.33	14.96	681.39	933.31	(251.92)
5015 Operations Labor	17,550.32	17,200.00	350.32	112,554.60	120,400.00	(7,845.40)
5016 Operations OT	179.64	1,125.00	(945.36)	8,544.36	7,875.00	669.36
5020 Stand-by Compensation	930.00	915.00	15.00	6,540.00	6,405.00	135.00
5022 Training/Certification	90.00	133.33	(43.33)	90.00	933.31	(843.31)
5025 Water Treatment/Analysis	2,551.53	1,833.33	718.20	18,703.42	12,833.31	5,870.11
5030 Maintenance/Repair Contractors	7,466.41	10,833.33	(3,366.92)	80,305.14	75,833.31	4,471.83
5034 Equipment Maintenance	0.00	1,250.00	(1,250.00)	13,465.69	8,750.00	4,715.69
5035 Vehicle Maintenance	2,181.10	1,250.00	931.10	5,639.02	8,750.00	(3,110.98)
5036 Fuel	986.70	1,250.00	(263.30)	9,134.19	8,750.00	384.19
5045 Insurance-Workers Comp.	0.00	0.00	0.00	5,279.19	10,000.00	(4,720.81)
5046 Insurance-Liability	1,294.79	1,333.33	(38.54)	9,063.53	9,333.31	(269.78)
5048 Insurance-Property	196.13	208.33	(12.20)	1,227.16	1,458.31	(231.15)
5049 Insurance-Medical	7,349.40	7,375.00	(25.60)	51,445.80	51,625.00	(179.20)
6000 Engineering Services	1,665.00	3,958.33	(2,293.33)	24,231.38	27,708.31	(3,476.93)
6005 Watermaster Services	870.12	1,000.00	(129.88)	6,152.14	7,000.00	(847.86)
6015 Administrative Salary	12,063.48	12,833.33	(769.85)	83,008.21	89,833.31	(6,825.10)
6017 Administrative Travel	95.57	250.00	(154.43)	403.29	1,750.00	(1,346.71)
6020 Board Compensation	750.00	700.00	50.00	3,900.00	4,900.00	(1,000.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	32.00	583.31	(551.31)
6022 Board of Directors Election	0.00	0.00	0.00	211.03	0.00	211.03
6024 Customer/Public Info. Prog.	233.07	166.67	66.40	1,813.58	1,166.69	646.89
6025 PERS - KID	3,297.15	3,000.00	297.15	20,274.47	21,000.00	(725.53)
6030 Social Security - KID	2,519.79	2,416.67	103.12	16,874.23	16,916.69	(42.46)
6031 Medicare - KID	589.34	566.67	22.67	3,946.50	3,966.69	(20.19)
6035 Office/Computer Supplies	466.61	583.33	(116.72)	3,552.02	4,083.31	(531.29)
6036 Postage/Delivery	390.80	416.67	(25.87)	2,339.15	2,916.69	(577.54)
6040 Professional Dues	1,175.65	1,000.00	175.65	8,229.09	7,000.00	1,229.09
6045 Legal Services	1,513.77	1,250.00	263.77	7,374.47	8,750.00	(1,375.53)
6050 Telephone	380.72	375.00	5.72	2,614.41	2,625.00	(10.59)
6051 Mobile Telephone	20.97	125.00	(104.03)	145.86	875.00	(729.14)

Kinneloa Irrigation District
Income Statement for the Seven Months Ending July 31, 2020

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6052 Pagers	34.79	41.67	(6.88)	242.24	291.69	(49.45)
6053 Internet Service	69.99	83.33	(13.34)	489.93	583.31	(93.38)
6059 Computer Software Maintenance	368.33	1,000.00	(631.67)	5,085.40	7,000.00	(1,914.60)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	583.31	(583.31)
6065 Accounting Services	0.00	0.00	0.00	0.00	7,000.00	(7,000.00)
6070 Office & Accounting Labor	10,097.25	9,125.00	972.25	64,121.25	63,875.00	246.25
6075 Professional/Contract Services	2,105.93	2,333.33	(227.40)	14,427.01	16,333.31	(1,906.30)
6080 Administrative Fees	953.73	750.00	203.73	6,518.21	5,250.00	1,268.21
6081 Permits/Fees	1,437.69	1,250.00	187.69	4,151.23	8,750.00	(4,598.77)
6086 Taxes - Use	(1,115.55)	0.00	(1,115.55)	111.45	500.00	(388.55)
6088 Interest Expense	0.00	0.00	0.00	31,490.37	31,490.00	0.37
6120 Bank Service Charges	1,136.80	541.67	595.13	5,096.62	3,791.69	1,304.93
Total Expenses	97,125.46	101,689.97	(4,564.51)	793,582.22	821,954.79	(28,372.57)
Net Income	70,969.27	51,643.36	19,325.91	182,273.67	62,378.52	119,895.15
Other Expenditures						
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	0.00	0.00	0.00	868.83	1,000.00	(131.17)
1514 Computer/Office Equipment	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)
1515 Vehicles & Portable Equipment	0.00	0.00	0.00	0.00	90,000.00	(90,000.00)
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)
Total Other Expenditures	0.00	1,000.00	(1,000.00)	168,328.74	250,121.00	(81,792.26)
Total Increase or (Drawdown)	70,969.27	50,643.36	20,325.91	13,944.93	(187,742.48)	201,687.41

Kinneloa Irrigation District
Balance Sheet as of July 31, 2020

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 298,849.45
1012	Reserve Fund-LAIF	127,444.27
1014	Reserve Fund-CalTRUST	1,761,027.77
1016	Accrued Interest-LAIF	141.72
1100	Accts. Receivable-Water Sales	37,508.46
1113	Employee Loans	552.02
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	166,524.17
1350	Prepaid Insurance	3,199.52
1360	Prepaid Expenses	32,399.78

Total Current Assets

2,446,875.68

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	113,461.54
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,922.12
1515	Vehicles & Portable Equipment	242,548.91
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

5,439,824.95

Other Assets

1901	PERS-Deferred Outflows	76,176.00
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Total Assets

\$ 7,962,876.63

Kinneloa Irrigation District
Balance Sheet as of July 31, 2020

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 24,918.71	
2272	Job Deposits	2,700.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	21,462.60	
	Total Current Liabilities		49,336.33

Long-Term Liabilities

2400	Installment Purchase Agreement	1,664,465.52	
2801	PERS- Net Liability	294,653.85	
2901	PERS- Deferred Inflows	38,397.00	
	Total Long-Term Liabilities		1,997,516.37
	Total Liabilities		2,046,852.70

Capital

3040	Fund Balance	5,733,750.26	
	Net Income	182,273.67	
	Total Capital		5,916,023.93
	Total Liabilities & Capital		\$ 7,962,876.63

Kinneloa Irrigation District
Statement of Cash Flow
For the Seven Months Ended July 31, 2020

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 70,969.27	\$ 182,273.67
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(9,231.51)	6,371.22
1101 Accts. Receiv.-Service Charges	0.00	494.19
1113 Employee Loans	50.19	351.33
1340 Accrued Water Sales	13,926.71	(38,244.87)
1350 Prepaid Insurance	(861.65)	7,938.12
1360 Prepaid Expenses	(16,320.44)	(2,606.40)
2000 Accounts Payable	(3,925.80)	(7,273.53)
2272 Job Deposits	0.00	1,800.00
	(16,362.50)	(31,169.94)
Net Cash Provided by Operations	54,606.77	151,103.73
Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	0.00	(43,463.68)
1511 Water Treatment Plant	0.00	(9,683.82)
1512 Water Meters	0.00	(868.83)
1516 Water Company Facilities	0.00	(33,800.00)
1527 SCADA Equipment	0.00	(11,959.56)
	0.00	(99,775.89)
Net Cash Used in Investing	0.00	(99,775.89)
Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(68,610.61)
2801 PERS- Net Liability	(1,732.61)	(10,350.11)
	(1,732.61)	(78,960.72)
Net Cash Used in Financing	(1,732.61)	(78,960.72)
Net Increase (Decrease) in Cash	\$ 52,874.16	\$ (27,632.88)
Summary		
Cash Balance at End of Period	\$ 2,187,463.21	\$ 2,187,463.21
Cash Balance at Beg. of Period	(2,134,589.05)	(2,215,038.33)
Net Increase (Decrease) in Cash	\$ 52,874.16	\$ (27,575.12)

Kinneloa Irrigation District
Check Register
For the Period from July 1, 2020 to July 31, 2020

Date	Check #	Payee	Amount	Description
7/15/20	EFT4369	Bernadette C. Allen	1,654.95	salary
7/15/20	EFT4370	Joel D. Bundy	1,697.47	salary
7/15/20	EFT4371	Christopher A. Burt	2,930.18	salary
7/15/20	EFT4372	Brian L. Fry	1,875.60	salary
7/15/20	EFT4373	Melvin L. Matthews	3,963.00	salary
7/15/20	EFT4374	Juan R. Tello	1,398.49	salary
7/15/20	EFT4375	Christopher A. Burt	150.00	salary
7/15/20	EFT4376	Automatic Data Processing, Inc.	5,900.81	payroll taxes and withholdings
7/20/20	EFT4377	Automatic Data Processing, Inc.	94.66	payroll processing fees
7/20/20	EFT4378	American Messaging Services	34.79	pager service
7/20/20	EFT4379	Arco Gaspro Plus	986.70	fuel for trucks
7/20/20	EFT4380	Athens Services	215.69	trash pickup
7/20/20	EFT4381	CA Public Employees Ret. Sys.	5,387.33	KID & employee retirement contributions
7/20/20	EFT4382	CA Public Employees Ret. Sys.	20,461.00	Employer Annual UAL Prepayment Plan 971
7/20/20	EFT4383	CA Public Employees Ret. Sys.	329.00	Employer Annual UAL Prepayment Plan 27461
7/20/20	EFT4384	Century Business Solutions	313.35	credit card service fees
7/20/20	EFT4385	Century Business Solutions	15.00	credit card service fees
7/20/20	EFT4386	Pasadena Municipal Services	1,719.99	electricity for Wilcox Well
7/20/20	EFT4387	Southern California Edison Co.	10,071.73	electricity for June, 13 sites
7/20/20	EFT4388	Spectrum	370.20	phones and internet
7/20/20	EFT4389	Umpqua Bank	6,198.75	credit card - see attached detail
7/20/20	EFT4390	VOID		EFT4389 check description overwrote check
7/20/20	EFT4391	VeriCheck, Inc.	97.26	echeck processing fees
7/20/20	9502	ACWA/JPIA	5,005.13	workers' compensation 4/1/20-6/30/20
7/20/20	9503	ACWA/JPIA	2,352.57	property insurance 7/1/20-6/30/21
7/20/20	9504	ACWA/JPIA	8,278.40	KID & employee health benefits contributions
7/20/20	9505	Nora Bakshandeh	100.00	plumbing service call reimbursement
7/20/20	9506	BrightView Landscape Services	1,490.00	landscape service
7/20/20	9507	Civiltec Engineering, Inc.	1,665.00	Brown/Glen Replacement Pipeline Project
7/20/20	9508	Underground Service Alert	43.00	digalert
7/20/20	9509	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis
7/20/20	9510	Foothill Municipal Water District	953.73	administrative fee
7/20/20	9511	Melvin L. Matthews	91.38	webcam and mileage reimbursement
7/20/20	9512	OnSolve, LLC	33.07	One Call Now renewal
7/20/20	9513	Public Water Agencies Group	875.00	3rd quarter 2020 legal services
7/20/20	9514	Red Supply	344.93	maintenance parts
7/20/20	9515	Ultimate Cleaning Solutions, Inc.	75.00	janitorial services
7/30/20	EFT4392	Automatic Data Processing, Inc.	87.58	payroll processing fees
7/30/20	EFT4393	AT&T Mobility	125.82	FirstNet mobile phone service
7/31/20	9516	South Coast AQMD	136.40	annual generator emissions fees

Kinneloa Irrigation District
Check Register
For the Period from July 1, 2020 to July 31, 2020

Date	Check #	Payee	Amount	Description
7/31/20	9517	South Coast AQMD	136.40	annual generator emissions fees
7/31/20	9518	South Coast AQMD	421.02	annual generator permit renewal fees
7/31/20	9519	South Coast AQMD	421.02	annual generator permit renewal fees
7/31/20	9520	Byrd Industrial Electronics	2,464.51	install new Veris meter at Wilcox Res
7/31/20	9521	Consolidated Electrical Distrib.	53.25	exhaust fan switch parts for Sage Booster
7/31/20	9522	Eurofins Eaton Analytical, Inc.	105.60	water sample analysis
7/31/20	9523	McMaster Carr	1,126.64	Glen C12 softener installation parts
7/31/20	9524	McMaster Carr	675.92	Glen C12 softener installation/Euc C12 parts
7/31/20	9525	Public Water Agencies Group	638.77	legal fees/Emer Prep Coord salary Apr-Jun
7/31/20	9526	SWRCB-DWOCB	90.00	distribution operator #28397 cert. renewal D3
7/31/20	9527	Utility Service Co., Inc.	5,001.90	tank maintenance agreement
7/31/20	9528	Western Water Works	516.41	8 nicor lids for stock
7/31/20	EFT4394	Bernadette C. Allen	1,807.17	salary
7/31/20	EFT4395	Joel D. Bundy	1,729.45	salary
7/31/20	EFT4396	Christopher A. Burt	3,010.07	salary
7/31/20	EFT4397	Timothy J. Eldridge	138.52	salary
7/31/20	EFT4398	Brian L. Fry	1,929.97	salary
7/31/20	EFT4399	Francis J. Griffith	138.52	salary
7/31/20	EFT4400	Gerrie G. Kilburn	415.58	salary
7/31/20	EFT4401	Melvin L. Matthews	4,025.92	salary
7/31/20	EFT4402	Juan R. Tello	1,722.38	salary
7/31/20	EFT4403	Christopher A. Burt	150.00	salary
7/31/20	EFT4404	Automatic Data Processing, Inc.	6,320.11	payroll taxes and withholdings
	Total		<u>120,694.09</u>	

Credit Card Detail Umpqua Bank
June 2020
(Expenses incurred/billed in June and due/paid in July)

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	shop towels, hedge shears, landscape and facility maintenance supplies; work shirts			\$358.90	\$37.44			\$396.34
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	salt crystals			\$1,395.68				\$1,395.68
5035	Vehicle Maintenance	2008-1 alternator, brakes, fuel injection, and starter repairs, 2008-2 check A/C		\$1,779.82					\$1,779.82
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6024	Customer/Public Info	Streamline monthly website fee					\$200.00		\$200.00
6035	Office/Computer Supplies	toner cartridges; snacks, paper products, address labels, wifi adapter, mouse, Staples and Amazon membership fee	\$435.56			\$303.60			\$739.16
6036	Postage/Delivery	postage stamps					\$441.80		\$441.80
6040	Professional Dues								\$0.00
6050	Telephone	answering service	\$75.00						\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.	Sage software renewal	\$995.95						\$995.95
6061	Office Equipment Maint.								\$0.00
6075	Outside Services	job postings	\$175.00						\$175.00
6081	Permits/Fees								\$0.00
TOTAL			\$1,681.51	\$1,779.82	\$1,754.58	\$341.04	\$641.80	\$0.00	\$6,198.75

General Manager's Report for the Board of Directors Meeting on August 18, 2020

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 17 accounts received past-due notice
- 17 accounts received late charges in the total amount of \$293.08
- 6 accounts received door hanger shut off notice
- 0 account was shut off for non-payment
- 0 account remain shut off for non-payment

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
August 2019	\$42,059.76	\$1,383.85	\$0.00	\$0.00	\$43,443.61
September 2019	\$46,553.77	\$2,574.86	\$0.00	\$0.00	\$49,128.63
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

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
August 2019	224	621	82	\$22,512.60
September 2019	249	661	69	\$17,427.71
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

* No data due to transition to new website

II. General Manager’s Projects and Activities

- A. **2019 Audit** – Final Draft audit approved and published.
- B. **2021 Budget** – First draft completed.
- C. **Pipeline Projects** – Reviewed plans for the two major pipeline projects that are in the design phase.
- D. **Office Manager Recruitment** – Interviews are in progress.
- E. **Website Update** – Document archive being added.
- F. **Activities/Meetings/Webinars/Conferences***
 - 1. FMWD Board Meetings (one regular and one special)
 - 2. Facilities Operator Interviews
 - 3. KID Board Meeting
 - 4. PWAG Meeting (Emergency Preparedness Group and General Meeting)
 - 5. FMWD Managers Meeting
 - 6. KID Staff Meetings
 - 7. KID Personnel Committee Meeting
 - 8. Office Manager Interviews
 - 9. RBMB Meeting
 - 10. CalTRUST Webinar
 - 11. ACWA JPIA Board Meeting
 - 12. ACWA Summer Conference
 - 13. Customer Meeting at Building Site

* 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
- 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 July

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
3	2	0	0	8	System leaks on Clarmeya Lane 4-inch main and a service line on Larmona Drive

* 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
 - g. Chlorine generator maintenance
 - h. Meter reading
 - i. Customer service calls
 - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance for July
 - a. Wilcox Reservoir meter repair
 - b. Wilcox Generator alarm repair
 - c. Wilcox 50 hp test run
 - d. K-3 sample tap repair
 - e. Wilcox Reservoir generator alarm
 - f. Sage Booster exhaust fan repair
3. Capital Improvement and Maintenance Projects for 2020 (Completed or in progress)
 - a. Water softener installation at Glen for Far Mesa Cl₂ 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 June for the Watermaster Year July 2019 through June 2020

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	4
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	5
Leases/Exchanges	207	House	0
Prior Year Spreading	88	Holly High/Low	5
Short Term Storage	128		
Current Year Spreading	0		
Total Allowable Extractions	836		
Less Water Extracted YTD This Watermaster Year	-651	Current Tunnel Monthly Production	17
Remaining Allowable Groundwater Extractions through June 2020	185	Remaining Estimated Tunnel Production through June 2020	0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2020)		185 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2020		0 Acre Feet	

Surplus Water through June 2020* 185 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 2018-2019 year, 134 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2019-2020 and 128 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 782 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	3ppm
01/15/20	Source	Weck	Title 22 nitrate	3	1.6 - 4.2	10ppm
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	3ppm
04/02/20	Source	Weck	Title 22 nitrate	5	0.76-4.5	10ppm
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	3ppm
07/14/20	Source	Weck	Nitrate	2	3.9-4.2	10ppm
07/14/20	Source	Weck	Perchlorate	6	ND	6ppb
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

Total samples: 1670

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

Attachment A

Water Samples and Test Results

Sample Date	Source or Distribution	Lab	Description	# of tests	Results**	Maximum Contaminant Level* (MCL)
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** 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

Lagerlof, LLP

RECEIVED
2020 AUG -5 AM 8:59
LOCAL AGENTS
FORMATION COMMISSION
FOR LOS ANGELES COUNTY

301 NORTH LAKE AVENUE, 10TH FLOOR
PASADENA, CALIFORNIA 91101
PHONE: (626) 793-9400 ! FAX (626) 793-5900

William F. Kruse
E-MAIL: WFKRUSE@lagerlof.com

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE, SPECIAL COUNSEL

RE: BALLOT; LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE

DATE : JULY 29, 2020

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for the LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE REPRESENTATIVE for the term expiring in May 2022. Nominations closed as of 5:00 p.m. on July 24, 2020.

Please vote for ONE candidate. The marked ballots should be placed in the envelope marked "Ballot Envelope." Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

William F. Kruse, Esq.
Lagerlof, LLP
301 N. Lake Avenue, Suite 1000
Pasadena, CA 91101

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidate receiving the highest number of votes will be declared the Independent Special District Alternate Representative to LAFCO.

Ballots must be returned by 5:00 p.m. on Friday, September 25, 2020.

WFK/drb
Enclosures

cc: Paul Novak (w/enclosures)

BALLOT

LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE

Please vote for no more than one candidate.

ROBERT W. LEWIS

Occupation: Water District Director

Sponsor: Rowland Water District

DAN MEDINA

Occupation: Board of Trustee Member

Sponsor: The Greater Los Angeles County Vector Control District

MELVIN L. MATTHEWS

Occupation: Water District Director

Sponsor: Foothill Municipal Water District

SHARON S. RAGHAVACHARY

Occupation: Water District Director

Sponsor: Crescenta Valley Water District

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: ROWLAND WATER DISTRICT

Date: JULY 15, 2020

Name of Candidate: ROBERT W. LEWIS

ROWLAND WATER DISTRICT is pleased to nominate
ROBERT W. LEWIS as a candidate for appointment as special district alternate representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: DIRECTOR, DIVISION IV

Agency: ROWLAND WATER DISTRICT

Type of Agency: SPECIAL DISTRICT WATER AGENCY

Term Expires: DECEMBER 2, 2022

Residence Address: 2231 S. FULLERTON ROAD, UNIT #8

ROWLAND HEIGHTS, CA 91748

Telephone: (626) 964-0875

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

ROWLAND WATER DISTRICT

(Name of Agency)

By: 
TOM COLEMAN

Its: GENERAL MANAGER

Robert W. Lewis

 (626) 964-0875 | rlewis@rowlandwater.com

Experienced public servant and proven leader seeking to apply management and collaboration skills and knowledge of California special districts as the designated alternate representing special districts on the Los Angeles County LAFCO.

PROFESSIONAL EXPERIENCE

ROWLAND WATER DISTRICT, ROWLAND HEIGHTS, CA

Board of Directors, December 1993 – Present

- Current Board President leading five-member team of Directors
- Develop short- and long-term planning initiatives related to water supply, financials and strategic plan
- Oversee \$27.7 million annual budget
- Implement plans and projects to position District as industry leader

PUENTE BASIN WATER AGENCY, WALNUT, CA

Board of Commissioners, 1993-1997; 2004 – Present

- Identify and pursue projects to optimize local water supplies
- Integrate plans to improve regional water quality
- Facilitate and coordinate regional projects
- Secure supplemental funding and influence legislation for the region

REGIONAL CHAMBER OF COMMERCE OF SAN GABRIEL VALLEY, ROWLAND HEIGHTS, CA

Government Affairs Committee, 2016 – Present

- Monitor public policy and legislative actions related to business growth
- Advocate for the interests of the business community
- Review business development issues

ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA), ROSEVILLE, CA

Voting representative, 2011 – Present

- Develop tactics, services and programs to meet the insurance needs of water agencies
- Monitor legislative and regulatory issues
- Oversee annual operating budget

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA), SACRAMENTO, CA *Region 8 Board of Directors, Representative and Chairman, 2002-2012*

- Monitor state and federal legislation and policy agenda affecting regional agencies

LOS ANGELES COUNTY SPECIAL DISTRICTS AD HOC COMMITTEE, LOS ANGELES, CA

Member, 1994-1995

- Successfully lobbied to secure special district representation on Los Angeles County LAFCO

EMMERSON GLOBAL, NORTH AMERICA

Field Service Project Engineer, 1975-2004

- Installed, monitored and repaired machinery, systems, and processes across various industries

EXPERTISE

- Leadership
- Governance
- Brown Act
- Fairness
- Public policy

MILITARY SERVICE

UNITED STATES ARMY (1970-1973)

Fort Belvoir, Virginia
Intelligence Analyst

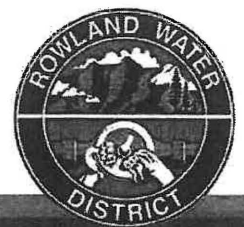
EDUCATION

CALIFORNIA STATE UNIVERSITY, Fullerton (1979)

Technical Studies – Industrial Process Control Engineering Certification

FULLERTON COLLEGE (1973)

Associate degree, Electronics



NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Mary-Joy Coburn, Director of Community Affairs

Date: July 20, 2020

Name of Candidate: Dan Medina

The Greater Los Angeles County Vector Control District is pleased to nominate

Dan Medina as a candidate for appointment as special district alternate

representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Board Of Trustee Member

Agency: Greater Los Angeles County Vector Control District

Type of Agency: Vector Control - Mosquito Abatement

Term Expires: January 2022

Residence Address: 15403 S. Wilton Place, Gardena, CA 90249

Telephone: 310-339-9919

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Greater Los Angeles County Vector Control District

(Name of Agency)

By: Mary-Joy Coburn

Its: Director of Community Affairs / Board Liaison

15403 S. Wilton Place
Gardena CA 90249

Dan Medina

310-339-9919
danmedina1@aol.com

Business Development – Project Management Government and Community Affairs

PROFILE

Government and Community Relations Officer with extensive public, municipal and private business experience managing initiatives, projects, and operations resulting in increased revenue, improved community relations and budget savings. Initiated strategic planning for numerous projects working with local, municipal leaders and residents. Accounting background with good understanding of market and social media strategies for new business development and retention. Effective bilingual Spanish/English communication skills to build and maintain critical relationships. Demonstrated ability to meet established goals and objectives. Future-oriented executive, focused on public sector growth and sustainability. Veteran.

CORE COMPETENCIES

Strategic Planning
Credible and Authentic

Business and Government Liaison
Creative Thinker and Contributor

Public Relations/Marketing
Reliable and Results-Driven

EXPERIENCE

Gardena City Councilman

City of Gardena CA

2008 to 04/2020

Projects

- Recycled Water Project, City of Gardena, 2013
- Brought in \$92 Million of revenue to the city thru "Measure R" as President of the South Bay COG
- \$22 Million to up-grade Rosecrans Avenue from Vermont to Crenshaw
- Initiated the "Military Recognition Program" for all Veterans in Gardena
- Started the "Drug Drop-off Program"
- Initiated Litigation against the State Water Quality Board (MS-4) in 2015 and won in 2019, resulting in a \$20 Billion savings for Los Angeles County
- Immediate Past President of the Greater Los Angeles Vector Control Foundation
- Metro Service Council Former Board Member
- Regional Council Representative for District 28, Southern California Association of Governments for Inglewood, Hawthorne and Gardena regarding transportation and airport access and egress

Public Relations Director

Normandie Casino, Gardena CA

01/2000 to 01/2008

- Represented Normandie Casino and Hustler Casino with local, regional, and State representatives, interacting and collaborating with respect to gaming issues
- Met with regional leaders: Congresswoman Maxine Waters and Jennie Oropeza to advocate gaming issues that could potentially affect the Normandie and Hustler Casinos.
- Met with State legislators: Rod Wright and Curren Price to promote relevant gaming issues.
- Attended and reported at City of Gardena City Council meetings to stay updated and relevant on issues and regulations that may affect Normandie Casino.
- Represented and advocated for employee's reduction of work permit fees with Gardena Police Department, ultimately winning the case for Casino Employees
- Attended and reported at Human Resource Meetings; Provided translation assistance to limited English speaking employees on health benefits and policies.
- Developed press releases for print media, tv and radio spots marketing Casino services.

EDUCATION

Bachelor's Degree Program in Accounting, University of Southern California-USC, Los Angeles CA
Theodore Roosevelt High School Graduate, Los Angeles CA

COMMUNITY SERVICE/VOLUNTEER WORK

Past President, Gardena/Carson Rotary Club, Gardena Valley Lion's Club,
Gardena Sports Advisory Board
Gardena Mexican American Democratic Club
South Bay Cities Council of Governments
Member, South Bay Environmental Services Center
Board of Managers and Publicity Director, YMCA
Board Member, SBWIB One-Stop Employment and Business Center, Gardena CA

OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Richard Atwater

Date: July 22, 2020

Name of Candidate: _____

Foothill Municipal Water District

is pleased to nomin

Melvin L Matthews

as a candidate for appointment as special district altern

representative to the Los Angeles Local Agency Formation Commission. The nominee is an elec
official or a member of the board of an independent special district appointed for a fixed term. For yo
consideration, we submit the following additional information together with a resume of the candidat
qualifications.

Elective office: Director, Divison 2

Agency: _____

Foothill Municipal Water District

Type of Agency: _____

Special District

Term Expires: _____

12/2023

Residence Address: _____

2121 Glen Springs Rd, Pasadena, CA 91107

Telephone: _____

626-622-9137

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Foothill Municipal Water District

(Name of Agency)

By: _____

Richard Atwater

Richard Atwater

Its: _____

President



Mr. Matthews is the General Manager of Kinneloa Irrigation District (KID), a water purveyor serving the Kinneloa Ranch area east of Altadena, CA and portions of Pasadena, California. Before becoming General Manager, he served as Treasurer and Chairman of the Board of Directors for KID. Mr. Matthews is also the founder and president of KDM Services, which provides property management and business consulting services. Mr. Matthews also serves on the Board of the Foothill Municipal Water District as Vice President and Chairman of the Finance Committee and is active in professional organizations dedicated to special district management and governance.

Previously, Mr. Matthews was in the cable television business for 32 years as founder and president of KTS Corporation and later with Charter Communications serving as the Director of Government and Community Relations after selling his cable systems to Charter in 1993. Mr. Matthews left Charter in 2002 to establish KDM Services.

Prior to his cable television career, he worked for Rockwell International and was a member of the engineering group that performed the certification testing of the Environmental Control System of the Apollo Command Module.

Mr. Matthews is a graduate of the University of California, Berkeley and holds a BS in Chemical Engineering. He also holds an MBA in Operations Management from the Anderson Graduate School of Business at UCLA. He is a native of Pasadena, California and still lives there with his wife, Donna. They have five children and 12 grandchildren.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT ALTERNATE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
From: President Kerry D. Erickson and Member of the the Board of Directors
Date: June 4, 2020
Name of Candidate: Sharon S. Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate
Sharon S. Raghavachary as a candidate for appointment as special district alternate
representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected
official or a member of the board of an independent special district appointed for a fixed term. For your
consideration, we submit the following additional information together with a resume of the candidate's
qualifications.

Elective office: Director of Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2020

Residence Address: 2209 Maurice Avenue

La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District

(Name of Agency)

By: 

Its: Chairman of the Board of Directors



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejada
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Sharon Raghavachary

Officers

Nemesiano Ochoa, P.E.
General Manager
James Lee
Director of Finance & Administration

Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee that wrote design standards for Foothill Boulevard and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years. For over five years she wrote a featured column for the Glendale New Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.



Memo

Date: August 10, 2020
To: Board of Directors
From: Mel Matthews, General Manager
Subject: Proposed 2021 Budget

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

- **10-year Actual and Forecasted Income and Expenses**
- **2021 Budget Worksheet**
- **Proposed 2021 Budget**
- **Water Sales January 2013 through July 2020**

The **10-year Actual and Forecasted Income and Expense** document shows the actual income and expenses for the past five years and the forecasted income and expenses for the next five years including the proposed budget for 2021.

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

The **Proposed 2021 Budget** provides a summary of the budget, a breakdown of the revenues, expenses, recommended capital expenditures and the reserve balance. This becomes the official budget of the District when approved and when the proposed water rates or modified rates are approved after the public hearing.

The **Water Sales January 2013 through July 2020** provides a monthly snapshot of water usage and shows the variability of water sales within each month primarily due to weather. However, the trend for annual water sales is generally downward with a 23% decline from 2013 through 2019 which indicates that our customers are getting the water use efficiency message and taking action to reduce water usage. Increased water rates may have also helped to reduce usage. The budgeted usage for 2021 of 212,477 units is lower than the actual usage for any of the years between 2013 and 2019.

Revenue

The projected 2021 revenue is based on the current rates which were effective on January 1, 2020, the forecasted water sales for 2020 and a proposed 3% rate increase effective on January 1, 2021. This recommended increase is necessary primarily due to the increase in general operating and administrative expenses and general inflationary increases in some expenses including construction costs and to maintain an adequate reserve level. If conservation by our customers and/or weather conditions reduces water sales in 2021, we would have water available for sale to Pasadena. Therefore, an amount for wholesale water sales is in the budget for 2021. If customer demand increases over my projection, the revenue generated by our customers will make up for any revenue shortfall in wholesale water sales.

Expenses

The proposed 2021 expenses are mostly the same as those approved for the 2020 budget. The difference (if any) and an explanation is provided on expenses that are changed from the 2020 budget. The increase in salary for operations labor includes the additional facilities operator position. The increase in other salary categories is for the anticipated cost of living and merit increases. The proposed expenses will be refined for the September meeting when we have one more month of actual expenses.

The recommended capital improvement and maintenance expenditures for 2021 include \$500,000 for the construction of pipeline projects. However, the engineering of the two major projects is still in progress and bidding to determine actual costs is anticipated to be in the 1st quarter of 2021. So, consider this expense to be placeholder. As in past years, some projects can be deferred if necessary to maintain the desired net cash flow and all projects will be evaluated and prioritized as the year progresses. Additional projects may be presented during the year for approval if the actual cash flow exceeds the budgeted amount.

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

10-Year Actual and Forecasted Income and Expenses

Account	Account Description	2025 Forecast	2024 Forecast	2023 Forecast	2022 Forecast	2021 Budget	2020 Forecast	2019 Actual	2018 Actual	2017 Actual	2016 Actual	10-Year Total	5-Year Average	
4000	Water Sales	1,688,263	1,639,091	1,591,350	1,545,000	1,500,000	1,517,103	1,432,859	1,579,233	1,521,355	1,426,516	15,440,770	1,509,035	
4015	Wholesale Water Sales	112,551	109,273	106,090	103,000	100,000	125,407	112,003	92,049	88,347	68,126	1,016,845	82,841	
4020	Service/Installation Charges	11,255	10,927	10,609	10,300	10,000	9,503	10,738	19,449	26,959	22,542	142,283	22,983	
4025	Asset Sale	0	0	0	0	0	0	0	0	0	10,675	10,675	3,558	
4035	Interest-Reserve Fund	33,765	32,782	31,827	30,900	30,000	29,298	38,002	13,250	13,010	12,108	264,943	12,789	
4036	Unrealized Gain(Loss)-CalTRUST	25,000	25,000	25,000	25,000	25,000	25,451							
4050	Capacity Charge	0	0	0	0	0	0	0	0		0	0	0	
4070	Misc. Income	0	0	0	0	0	0	5,969	10,845	3,943	1,222	21,979	5,337	
	Total Income	1,870,834	1,817,072	1,764,876	1,714,200	1,665,000	1,706,762	1,599,571	1,714,826	1,653,613	1,541,189	17,047,945	1,636,543	
5000	Leased Water Rights	0	0	0	0	63,135	63,135	63,135	63,135	63,135	0	63,135	315,675	42,090
5005	Electricity	120,000	120,000	120,000	120,000	125,000	122,055	120,273	127,199	122,814	110,282	1,207,623	120,098	
5010	Maintenance Supplies	33,114	32,307	31,519	30,750	30,000	33,303	34,259	35,425	28,159	24,710	313,547	29,432	
5011	Material and Labor for Install	11,038	10,769	10,506	10,250	10,000	5,000	3,333	1,481	10,703	8,281	81,361	6,822	
5012	Safety Equipment	1,766	1,723	1,681	1,640	1,600	1,333	2,028	362	452	1,753	14,338	856	
5015	Operations & Maintenance Labor	320,658	312,837	305,207	297,763	290,500	198,204	193,201	168,869	133,728	142,253	2,363,218	148,283	
5016	Operations & Maintenance OT	17,109	16,692	16,285	15,888	15,500	15,115	12,957	8,123	22,983	34,413	175,064	21,840	
5020	Stand-by Compensation	10,950	10,950	10,950	10,950	10,980	11,190	10,580	7,350	7,410	7,170	98,480	7,310	
5022	Training/Certification	1,766	1,723	1,681	1,640	1,600	800	1,448	850	725	470	12,703	682	
5025	Water Treatment/Analysis	24,284	23,692	23,114	22,550	22,000	27,152	23,664	22,540	15,108	17,146	221,250	18,265	
5030	Maintenance Contractors	154,534	150,765	147,088	143,500	140,000	137,839	151,179	114,816	129,294	102,259	1,371,273	115,456	
5034	Equipment Maintenance	22,076	21,538	21,013	20,500	20,000	20,966	15,452	9,002	10,140	7,101	167,788	8,748	
5035	Vehicle Maintenance	16,557	16,153	15,759	15,375	15,000	10,958	9,783	8,219	5,040	6,644	119,488	6,634	
5036	Fuel - All Equipment	22,076	21,538	21,013	20,500	20,000	15,647	14,814	11,712	7,849	7,862	163,010	9,141	
5040	Equipment Rental	500	500	500	500	500	0	500	0	0	0	3,000	0	
5045	Insurance-Workers Comp.	22,076	21,538	21,013	20,500	20,000	15,279	19,694	14,300	9,434	10,710	174,544	11,481	
5046	Insurance-Liability	17,661	17,230	16,810	16,400	16,000	15,537	14,534	14,285	14,264	14,151	156,872	14,233	
5048	Insurance-Property	2,760	2,692	2,627	2,563	2,500	2,061	1,464	1,767	1,925	2,081	22,439	1,924	
5049	Insurance-Medical	113,969	111,189	108,477	105,831	103,250	88,193	84,077	77,370	68,322	74,938	935,616	73,543	
6000	Engineering Services	52,431	51,152	49,905	48,688	47,500	46,316	31,137	4,770	10,955	24,456	367,310	13,394	
6005	Watermaster Services	12,000	12,000	12,000	12,000	12,000	11,282	10,567	10,740	11,039	11,149	114,777	10,976	
6015	Administrative Salary	175,065	170,795	166,629	162,565	158,600	143,324	137,868	134,291	130,064	130,064	1,509,266	131,473	
6017	Administrative Travel	3,311	3,231	3,152	3,075	3,000	1,808	1,677	1,399	2,933	1,848	25,434	2,060	
6020	BofD Compensation	5,600	5,600	5,600	5,600	8,400	7,350	5,167	5,000	5,200	4,000	57,517	4,733	
6021	Administrative & Board Exp.	1,104	1,077	1,051	1,025	1,000	532	333	0	953	242	7,316	398	
6022	B of D Election	12,500	12,500	0	12,500	12,500	211	12,500	81	0	115	62,908	66	
6024	Customer/Public Information	2,208	2,154	2,101	2,050	2,000	2,581	700	1,688	1,533	1,775	18,790	1,665	
6025	PERS - KID	46,360	45,229	44,126	43,050	42,000	34,977	32,597	32,381	225,918	25,206	571,846	94,502	
6030	Social Security - KID	37,530	36,614	35,721	34,850	34,000	28,854	27,639	24,807	21,569	24,520	306,105	23,632	
6031	Medicare - KID	8,831	8,615	8,405	8,200	8,000	6,757	6,270	5,837	5,058	5,902	71,875	5,599	
6035	Office/Computer Supplies	7,727	7,538	7,354	7,175	7,000	6,585	7,131	6,406	7,296	4,537	68,750	6,080	
6036	Postage/Delivery	5,519	5,384	5,253	5,125	5,000	4,448	4,591	2,883	3,803	3,706	45,714	3,464	
6040	Professional Dues	16,557	16,153	15,759	15,375	15,000	14,107	13,367	10,644	10,608	11,045	138,616	10,766	
6045	Legal	16,557	16,153	15,759	15,375	15,000	13,361	12,169	8,425	2,205	11,573	126,578	7,401	
6050	Telephone	4,967	4,846	4,728	4,613	4,500	4,485	4,395	4,276	3,995	4,132	44,936	4,134	
6051	Mobile Telephone	552	538	525	513	500	250	1,183	920	804	456	6,242	727	
6052	Pagers	552	538	525	513	500	415	479	340	431	336	4,630	369	
6053	Internet Service	1,104	1,077	1,051	1,025	1,000	840	744	1,205	1,006	720	9,771	977	
6059	Computer/Software Maintenance	13,246	12,923	12,608	12,300	12,000	10,717	9,105	14,832	5,544	6,933	110,208	9,103	
6061	Office Equipment Maintenance	1,104	1,077	1,051	1,025	1,000	500	695	0	129	256	6,836	128	
6065	Accounting Services	7,727	7,538	7,354	7,175	7,000	7,000	7,100	6,750	6,750	8,550	72,944	7,350	
6070	Office & Accounting Labor	138,804	135,419	132,116	128,894	125,750	108,774	89,643	93,934	61,425	85,794	1,100,553	80,384	
6075	Professional/Contract Services	30,907	30,153	29,418	28,700	28,000	26,321	31,509	28,996	27,980	23,349	285,332	26,775	
6080	Capital and Administrative Fee	13,731	13,397	13,070	12,751	12,440	11,287	9,280	8,470	8,109	8,368	110,902	8,316	
6081	Permits/Fees	16,557	16,153	15,759	15,375	15,000	10,214	11,490	7,308	7,333	14,318	129,508	9,653	
6086	Taxes - Use	552	538	525	513	500	1,227	39	84	276	352	4,606	237	
6088	Interest Expense	40,306	40,306	45,955	52,006	56,664	61,735	66,628	71,290	75,916	80,233	591,038	75,813	

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10-Year Actual and Forecasted Income and Expenses

Account	Account Description	2025 Forecast	2024 Forecast	2023 Forecast	2022 Forecast	2021 Budget	2020 Forecast	2019 Actual	2018 Actual	2017 Actual	2016 Actual	10-Year Total	5-Year Average
6120	Bank Service Charges	9,934	9,692	9,456	9,225	9,000	8,160	6,852	6,546	6,646	6,136	81,648	6,443
	Total Expenses	1,596,236	1,562,227	1,522,197	1,508,377	1,552,419	1,358,185	1,319,231	1,181,111	1,233,830	1,135,430	13,969,243	1,183,457
	NET REVENUES	274,598	254,845	242,679	205,823	112,581	348,577	280,340	533,715	419,783	405,759	3,078,703	453,086
												0	
	Capital and Planned Maintenance Expenditures											0	
1504	Water Mains	20,000	20,000	100,000	20,000	500,000	73,464	0	0	1,099,600	0	1,833,064	366,533
1505	Water Tunnels	0	0	0	0	10,000	0	0	0	23,089	0	33,089	7,696
1506	K-3 Well	50,000	50,000	0	0	0	0	0	0	6,695	0	106,695	2,232
1511	Water Treatment Plant	1,000	1,000	1,000	1,000	6,000	15,626	5,751	1,990	0	0	33,367	663
1512	Water Meters	5,000	5,000	5,000	5,000	20,000	869	9,000	16,158	5,509	1,461	72,997	7,709
1513	Electrical/Electronic Equipment	5,000	5,000	5,000	5,000	5,000	0	5,000	0	0	0	30,000	0
1514	Computer/Office Equipment	5,000	5,000	5,000	5,000	5,000	1,000	4,716	8,035	3,629	1,652	44,032	4,439
1515	Vehicles & Portable Equipment	40,000	40,000	0	40,000	45,000	90,000	0	0	0	20,465	275,465	6,822
1516	Water Company Facilities	10,000	10,000	10,000	10,000	30,000	33,800	20,000	0	0	0	123,800	0
1517	KID Office								538			538	
1523	Construction in Progress - Vosburg	0	0	0	0	0	0	0	0	-1,555,035	317,049	-1,237,986	-412,662
1524	Construction in Progress - East/We	0	0	0	0	0	0	0	0	-713,677	698,128	-15,549	-5,183
1526	Vosburg Booster	0	0	0	0	0	0	0	0	1,555,035	0	1,555,035	518,345
1527	SCADA	10,000	10,000	10,000	10,000	10,000	15,960	42,260	29,853	23,318	7,411	168,802	20,194
1528	Tank and Reservoir Maintenance	0	0	0	0	0	0	0	0	0	21,548	21,548	7,183
1530	Tools	1,500	1,500	1,500	1,500	3,000	0	0	0	0	0	9,000	0
2400	Installment Purchase Agreement	159,896	159,896	154,546	148,796	143,538	138,467	133,574	128,912	124,286	119,969	1,411,881	124,389
	Total Other Expenditures	307,396	307,396	292,046	246,296	777,538	369,186	220,301	185,486	572,448	1,187,682	4,465,777	648,539
												0	
	NET CASH FLOW	-32,798	-52,551	-49,367	-40,473	-664,957	-20,609	60,039	348,229	-152,665	-781,923	-1,387,075	-162,716

Kinneloa Irrigation District 2021 Budget Worksheet (Proposed Rates)

Account	Account Description	2020 Budget	2020 FYE Forecast as of 8/31/2020	Variance of 2020 FYE Forecast to 2020 Budget	Proposed 2021 Budget	Variance of Proposed 2021 Budget to 2020 Budget	Notes
4000	Water Sales	1,500,000	1,517,103	17,103	1,500,000	0	Projection based on 3% rate increase and slightly reduced usage
4015	Wholesale Water Sales	90,000	125,407	35,407	100,000	10,000	Projection based on wholesale rate increase and estimated delivery
4020	Service Charges	10,000	9,503	-497	10,000	0	
4035	Interest-Reserve Fund	30,000	29,298	-702	30,000	0	Will depend on investment performance
4036	Unrealized Gain(Loss)-Cal TRUST	0	25,451	25,451	25,000	25,000	Will depend on investment performance
	Total Income	1,630,000	1,706,761	76,761	1,665,000	35,000	
5000	Leased Water Rights	63,135	63,135	0	63,135	0	
5005	Electricity	125,000	122,055	-2,945	125,000	0	
5010	Maintenance Supplies	25,000	33,303	8,303	30,000	5,000	Based on average of past 5-year actual expense
5011	Material and Labor for Install	10,000	5,000	-5,000	10,000	0	
5012	Safety Equipment	1,600	1,333	-267	1,600	0	
5015	Operations & Maintenance Labor	206,400	198,204	-8,196	290,500	84,100	One new position and merit and cost of living increases
5016	Non-Emergency Operations OT	13,500	15,115	1,615	15,500	2,000	Merit and cost of living increases affect overtime rate
5020	Stand-by Compensation	10,980	11,190	210	10,980	0	
5022	Training/Certification	1,600	800	-800	1,600	0	
5025	Water Treatment/Analysis	22,000	27,152	5,152	22,000	0	
5030	Maintenance Contractors	130,000	137,839	7,839	140,000	10,000	Contractor labor rate has increased
5034	Equipment Maintenance	15,000	20,966	5,966	20,000	5,000	Service providers labor and parts have increased
5035	Vehicle Maintenance	15,000	10,958	-4,042	15,000	0	
5036	Fuel - All Equipment	15,000	15,647	647	20,000	5,000	One additional vehicle in regular use by new field person
5040	Equipment Rental	500	0	-500	500	0	
5045	Insurance-Workers Comp.	20,000	15,279	-4,721	20,000	0	One new staff position offset with lower estimated premium by ACWA JPIA
5046	Insurance-Liability	16,000	15,537	-463	16,000	0	
5048	Insurance-Property	2,500	2,061	-439	2,500	0	
5049	Insurance-Medical	88,500	88,193	-307	103,250	14,750	One new staff position
6000	Engineering Services	47,500	46,316	-1,184	47,500	0	
6005	Watermaster Services	12,000	11,282	-718	12,000	0	
6015	Administrative Salary	154,000	143,324	-10,676	158,600	4,600	Merit and cost of living increase
6017	Administrative Travel	3,000	1,808	-1,192	3,000	0	
6020	BofD Compensation	8,400	7,350	-1,050	8,400	0	
6021	Administrative & Board Expense	1,000	532	-468	1,000	0	
6022	Board of Directors Election	12,500	211	-12,289	12,500	0	
6024	Customer/Public Information	2,000	2,581	581	2,000	0	
6025	PERS - KID	36,000	34,977	-1,023	42,000	6,000	One new staff position and merit and cost of living increases
6030	Social Security - KID	29,000	28,854	-146	34,000	5,000	One new staff position and merit and cost of living increases
6031	Medicare - KID	6,800	6,757	-43	8,000	1,200	One new staff position and merit and cost of living increases
6035	Office/Computer Supplies	7,000	6,585	-415	7,000	0	
6036	Postage/Delivery	5,000	4,448	-552	5,000	0	
6040	Professional Dues	12,000	14,107	2,107	15,000	3,000	Based announced increases in association dues assessment
6045	Legal Services	15,000	13,361	-1,639	15,000	0	
6050	Telephone	4,500	4,485	-15	4,500	0	
6051	Mobile Telephone	1,500	250	-1,250	500	-1,000	Staff now responsible for providing personal mobile phone and monthly service
6052	Pagers	500	415	-85	500	0	
6053	Internet Service	1,000	840	-160	1,000	0	
6059	Computer/Software Maintenance	12,000	10,717	-1,283	12,000	0	
6061	Office Equipment Maintenance	1,000	500	-500	1,000	0	
6065	Accounting Services	7,000	7,000	0	7,000	0	

Kinneloa Irrigation District 2021 Budget Worksheet (Proposed Rates)

Account	Account Description	2020 Budget	2020 FYE Forecast as of 8/31/2020	Variance of 2020 FYE Forecast to 2020 Budget	Proposed 2021 Budget	Variance of Proposed 2021 Budget to 2020 Budget	Notes
6070	Office & Accounting Labor	109,500	108,774	-726	125,750	16,250	Merit and cost of living increases and possible need for temporary help
6075	Professional/Contract Services	28,000	26,321	-1,679	28,000	0	
6080	Administrative Fees	9,000	11,287	2,287	12,440	3,440	Based on approved FMWD administrative fee
6081	Permits/Fees	15,000	10,214	-4,786	15,000	0	
6086	Taxes - Use	500	1,227	727	500	0	
6088	Interest Expense	61,735	61,735	0	56,664	-5,071	Interest declines as installment payments are made
6120	Bank Service Charges	6,500	8,160	1,660	9,000	2,500	Based on current running rate
Total Expenses		1,390,650	1,358,185	-32,465	1,552,419	161,769	
NET REVENUES		239,350	348,576	109,226	112,581	-126,769	THIS IS THE NET OPERATING REVENUE
Other Expenditures							
1504	Water Mains	500,000	73,464	-426,536	500,000	0	Sierra Madre Villa/Villa Heights or Brown/Glen replacement pipeline
1505	Water Tunnels	10,000	0	-10,000	10,000	0	House Tunnel Pipeline repair
1511	Water Treatment Plant	6,000	15,626	9,626	6,000	0	
1512	Water Meters	9,000	869	-8,131	20,000	11,000	More meters and radio transmitters have reached end of life cycle
1513	Electrical/Electronic Equipment	5,000		-5,000	5,000	0	
1514	Computer/Office Equipment	5,000	1,000	-4,000	5,000	0	
1515	Vehicles/Portable Equipment	90,000	90,000	0	45,000	-45,000	Truck needed for new field staff person
1516	Water Company Facilities	30,000	33,800	3,800	30,000	0	Painting and other major facility maintenance
1527	SCADA	10,000	15,960	5,960	10,000	0	
1530	Tools	0	0	0	3,000	3,000	Tools and equipment for one additional truck
2400	Installment Purchase Agreement	138,467	138,467	0	143,538	5,071	Principle increases as installment payments are made
Total Other Expenditures		803,467	369,185	-434,282	777,538	-25,929	
NET CASH FLOW		-564,117	-20,609	543,508	-664,957	-100,840	RESERVE FUNDS WILL BE USED FOR CAPITAL IMPROVEMENT PROJECTS AS NEEDED

Kinneloa Irrigation District 2021 Budget (Proposed)

Account	Account Description	2021 Budget
4000	Water Sales	1,500,000
4015	Wholesale Water Sales	100,000
4020	Service Charges	10,000
4035	Interest-Reserve Fund	30,000
4036	Unrealized Gain(Loss)-Cal TRUST	25,000
Total Income		1,665,000
5000	Leased Water Rights	63,135
5005	Electricity	125,000
5010	Maintenance Supplies	30,000
5011	Material and Labor for Installs	10,000
5012	Safety Equipment	1,600
5015	Operations & Maintenance Labor	290,500
5016	Operations & Maintenance OT	15,500
5020	Stand-by Compensation	10,980
5022	Training/Certification	1,600
5025	Water Treatment/Analysis	22,000
5030	Maintenance Contractors	140,000
5034	Equipment Maintenance	20,000
5035	Vehicle Maintenance	15,000
5036	Fuel - All Equipment	20,000
5040	Equipment Rental	500
5045	Insurance-Workers Compensation	20,000
5046	Insurance-Liability	16,000
5048	Insurance-Property	2,500
5049	Insurance-Medical	103,250
6000	Engineering Services	47,500
6005	Watermaster Services	12,000
6015	Administrative Salary	158,600
6017	Administrative Travel	3,000
6020	Board of Directors Compensation	8,400
6021	Administrative & Board Expenses	1,000
6022	Board of Directors Election	12,500
6024	Customer/Public Information	2,000
6025	PERS - KID	42,000
6030	Social Security - KID	34,000
6031	Medicare - KID	8,000
6035	Office/Computer Supplies	7,000
6036	Postage/Delivery	5,000
6040	Professional Dues	15,000
6045	Legal Services	15,000
6050	Telephone	4,500
6051	Mobile Telephone	500
6052	Pagers	500
6053	Internet Service	1,000
6059	Computer/Software Maintenance	12,000
6061	Office Equipment Maintenance	1,000
6065	Accounting Services	7,000
6070	Office & Accounting Labor	125,750
6075	Professional/Contract Services	28,000
6080	Administrative Fees	12,440
6081	Permits/Fees	15,000
6086	Use Tax	500
6088	Interest Expense	56,664
6120	Bank Service Charges	9,000
Total Expenses		1,552,419
NET REVENUES		112,581

Account	Account Description	2021 Budget
Recommended Expenditures for Capital Improvement Projects*		
1504	Water Mains	500,000
1505	Water Tunnels	10,000
1509	Wilcox Well/Wilcox Booster	6,000
1511	Water Treatment Plant	20,000
1512	Water Meters	5,000
1513	Electrical/Electronic Equipment	5,000
1514	Computer/Office Equipment	45,000
1515	Vehicles/Portable Equipment	30,000
1516	Water Company Facilities	10,000
1527	SCADA	3,000
2400	Installation Purchase Agreement	143,538
Total Other Expenditures		777,538
NET CASH FLOW		-664,957

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

PROPOSED RATES FOR 2021

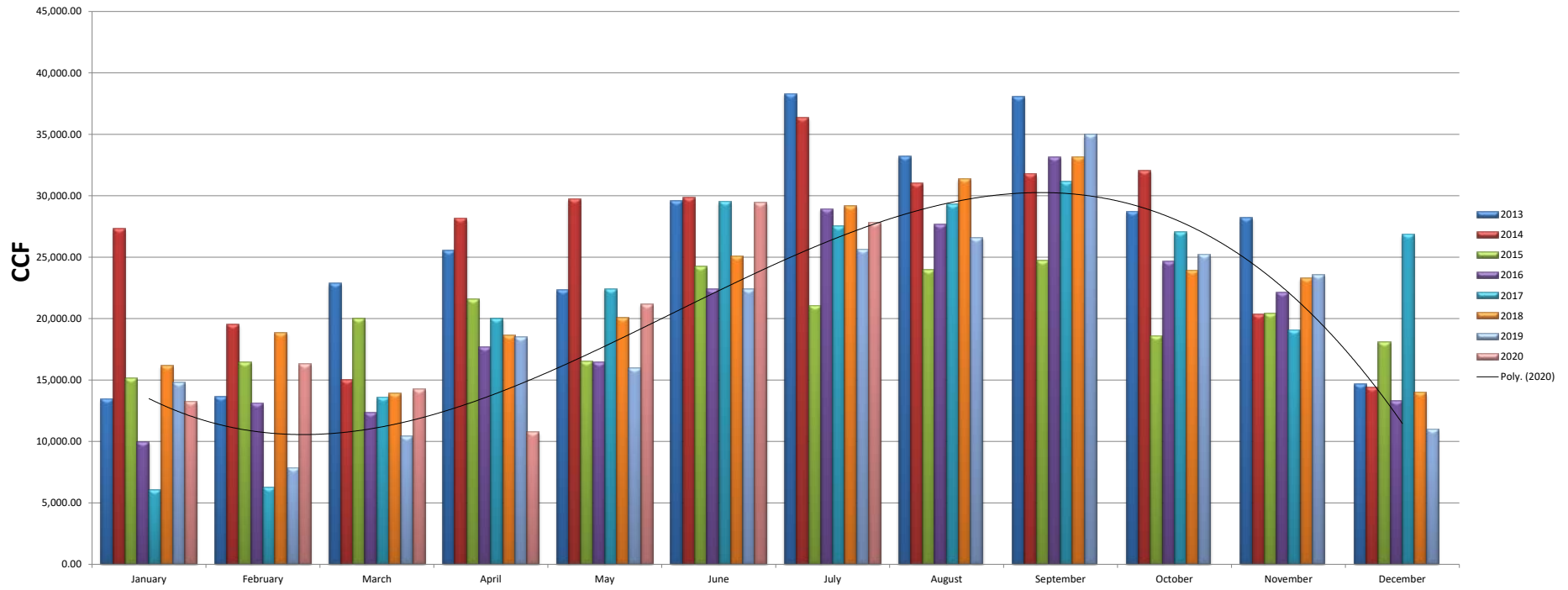
Daily Service Charge (Charge Per Average Month)	\$2.34 (\$71.18)
Usage Charge	\$4.70 per unit

Water Sales, Units	212,477
Usage Charge Per Unit	\$4.70
Annual Usage (Commodity) Revenue	\$998,643
Daily Service Charge	\$2.34
Annual Daily Service Charge Revenue	\$501,357
Annual Water Sales	\$1,500,000
Wholesale Water Sales	\$100,000
Other Annual Revenue	\$65,000
Total Revenue	\$1,665,000
Total Expenses	\$1,552,419
Net Revenues	\$112,581
Improvement Projects and Debt Service	\$777,538
Annual Net Cash Flow	-\$664,957
Reserve Fund Balance (Beginning)*	\$2,088,880
Reserve Fund Balance (Year End)*	\$1,423,923
Average Monthly Charge for Low Usage (10 units)	\$118
Average Monthly Charge for Medium Usage (50 units)	\$306
Average Monthly Charge for High Usage (100 units)	\$541

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

Water Sales

January 2013 through July 2020



MonthYear	2013	2014	Percentage 2014 vs. 2013	2015	Percentage 2015 vs. 2014	2016	Percentage 2016 vs. 2015	2017	Percentage 2017 vs. 2016	2018	Percentage 2018 vs. 2017	2019	Percentage 2019 vs. 2018	2020	Percentage 2020 vs. 2019	Percentage 2020 vs. 2013
January	13,433.84	27,346.09	50.9%	15,139.14	-44.6%	9,976.03	-34.1%	6,087.44	-39.0%	16,209.81	166.3%	14,799.07	-8.7%	13,257.20	-10.4%	-1.3%
February	13,647.60	19,531.19	30.1%	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%	16,296.98	108.5%	19.4%
March	22,864.75	14,992.66	-52.5%	20,017.80	33.5%	12,329.17	-38.4%	13,607.67	10.4%	13,905.15	2.2%	10,428.68	-25.0%	14,285.12	37.0%	-37.5%
April	25,580.22	28,144.68	9.1%	21,618.07	-23.2%	17,691.97	-18.2%	19,985.39	13.0%	18,676.28	-6.6%	18,528.34	-0.8%	10,780.05	-41.8%	-57.9%
May	22,344.18	29,731.87	24.8%	16,540.07	-44.4%	16,451.27	-0.5%	22,399.45	36.2%	20,065.74	-10.4%	15,942.43	-20.5%	21,173.67	32.8%	-5.2%
June	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%	29,448.17	31.4%	-0.5%
July	38,314.11	36,366.62	-5.4%	21,045.33	-42.1%	28,938.82	37.5%	27,507.42	-4.9%	29,171.12	6.0%	25,606.25	-12.2%	27,820.42	8.6%	-27.4%
August	33,199.17	31,022.84	-7.0%	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%		-100.0%	-100.0%
September	38,084.37	31,754.34	-19.9%	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%		-100.0%	-100.0%
October	28,679.52	32,084.57	10.6%	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%		-100.0%	-100.0%
November	28,223.52	20,371.82	-38.5%	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%		-100.0%	-100.0%
December	14,695.84	14,383.35	-2.2%	18,124.47	26.0%	13,295.95	-26.6%	26,845.02	101.9%	13,968.63	-48.0%	10,982.31	-21.4%		-100.0%	-100.0%
Total	308,672.85	315,608.38	2.2%	240,924.23	-23.7%	241,861.11	0.4%	258,827.17	7.0%	267,708.08	3.4%	236,832.08	-11.5%	133,061.61	-43.8%	-56.9%