

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, February 27, 2024  
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](mailto: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=QURaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

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. RESOLUTION OF APPRECIATION**

*Recommended Action: Approve Resolution 2024-02-27-1 regarding Recognition and Appreciation of Service by Gordon Johnson*

**4. REVIEW OF MINUTES –** January 23, 2024, Special Meeting

*Recommended Action: Review and approve motion to file.*

**5. REVIEW OF MINUTES –** January 23, 2024, Regular Meeting

*Recommended Action: Review and approve motion to file.*

**6. REVIEW OF FINANCIAL REPORTS –** December 2023 and Year End 2023

*Recommended Action: Review and approve motion to file.*

**7. REVIEW OF FINANCIAL REPORTS –** January 2024

*Recommended Action: Review and approve motion to file.*

**8. REGULAR BOARD MEETING DAY CHANGE –**

*Recommended Action: Approve Motion to move the monthly Regular Board Meeting from the 3<sup>rd</sup> Tuesday of the Month to the 4<sup>th</sup> Tuesday of the month effective with the March 2024 Regular Board Meeting*

**9. DOCUMENT RETENTION POLICY –**

*Recommended Action: Review existing policy and authorize General Manager to destroy Water Quality Sampling records that are beyond the time frame to be retained per regulatory requirements.*

**10. RESOLUTION APPROVING THE RESCHEDULING OF BOARD MEMBER ELECTIONS–**

*Recommended Action: Approve Resolution 2024-02-27-2 regarding Rescheduling of Board Member Elections from Odd to Even Years Commencing with the 2025 Board Election*

**11. INFORMATION ITEMS (items with \* indicate that supporting documents are included)**

- a. January 2024 Water Audit\*
- b. Water Quality Monitoring Internal Controls\*
- c. Draft Fire Response Action Plan
- d. Water Quality Testing Report – January 2024\*
- e. Customer Outreach/Newsletter - Jan/Feb 2024
- f. GIS Mapping Update
- g. Fluoride Variance Update
- h. Subeca Evaluation Update
- i. Hazard Mitigation Plan Update
- j. Emergency Response Plan / Risk & Resilience Assessment effort by PWAG\*

**12. AD HOC MASTER PLAN COMMITTEE REPORT –** Information item presented by the Committee Chair.

Summarize Master Plan Workshop activities, discuss Mission Statement development and establish milestones for 2024.

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

General Manager to summarize the report and respond to questions.

**14. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2024**

Discussion of the District’s goals and objectives for calendar year 2024.

**15. 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.

**16. CALENDAR –** Upcoming regular meetings: March 19, 2024; April 16, 2024; May 21, 2024

**17. ADJOURNMENT**

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

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**RESOLUTION 2024-02-27-1**

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

**WHEREAS**, Gordon Johnson has served with great distinction on the Board of Directors of the Kinneloa Irrigation District since 2014; and

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

**WHEREAS**, Mr. Johnson served as Chairman of the Board from 2018 to 2023, addressing major challenges where his leadership was critical; and

**WHEREAS**, Mr. Johnson continues to serve as a Director; and

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

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

BE IT FURTHER RESOLVED, that this Resolution be published on the website of the Kinneloa Irrigation District.

**PASSED, APPROVED AND ADOPTED THE TWENTY-SEVENTH DAY OF FEBRUARY 2024.**

SIGNED:

\_\_\_\_\_  
STEPHEN H. BROWN, Chairman  
Board of Directors of the Kinneloa Irrigation District

ATTEST:

\_\_\_\_\_  
TIMOTHY J. ELDRIDGE, Treasurer  
Board of Directors of the Kinneloa Irrigation District

# KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, January 23, 2024, 2:00 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): Stephen Brown, Gordon Johnson, Gerrie Kilburn, Timothy Eldridge, William Opel

**DIRECTORS ABSENT:** none

**STAFF PRESENT:** (In-Person): Tom Majich (General Manager), Chris Burt (Facilities Supervisor)

**PUBLIC PRESENT:** Don Murphy; Frank Griffith

**1. CALL TO ORDER:**

Chairman Brown called the meeting to order at 2:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda. Director Johnson joined the meeting at 2:05 P.M.

**2. PUBLIC COMMENT:**

Don Murphy stated that he is interested in how the District is accounting for future demand based on potential new construction of Accessory Dwelling Units.

**3. KINNELOA IRRIGATION DISTRICT MASTER PLAN:**

As part of the Board's work on the development of a Water Master Plan the General Manager presented a memo and summary tables regarding historical demand and future demand projections as it relates to regulatory and District requirements for storage capacity. After a substantive discussion, no action was taken.

**4. DIRECTOR REPORTS AND/OR COMMENTS:**

none

**5. CALENDAR:** Upcoming regular meetings: Jan, 23, 2024; February 20, 2024; March 19, 2024

**6. ADJOURNMENT:**

Chairman Brown adjourned the meeting at 3:00 P.M.

Prepared and submitted by,

Tom Majich, General Manager

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, January 23, 2024, 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): Stephen Brown, Gordon Johnson, Gerrie Kilburn, Timothy Eldridge, William Opel

**DIRECTORS ABSENT:** none

**STAFF PRESENT:** (In-Person): Tom Majich; Martin Aragon, Chris Burt,

**PUBLIC PRESENT:** none

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:11 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:**

none

**3. REVIEW OF MINUTES:**

Director Johnson motioned to approve the **December 19, 2023 Regular Meeting Minutes** for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Johnson / Eldridge – 5 Aye / 0 Nay /0 Abstain)

**4. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **January 3, 2024 Special Meeting Minutes** for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Kilburn / Eldridge – 5 Aye / 0 Nay /0 Abstain)

**5. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the November 2023 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Eldridge / Johnson – 5 Aye/0 Nay /0 Abstain/0 Absent)

**6. INVESTMENT POLICY:**

The General Manager reviewed the District’s investment accounts and historical performance data. Director Eldridge motioned to “Authorize the General Manager to liquidate District holdings in the CalTrust Medium Term Fund and deposit all proceeds into the District LAIF account due to relatively better performance and alignment with the District reserve funds investment timeline” and was seconded by Director Kilburn. It was

motioned/seconded/carried unanimously – (Eldridge / Kilburn – 5 Aye/0 Nay /0 Abstain/0 Absent)

**7. ADJOURNMENT OF REGULAR FEBRUARY BOARD MEETING**

Director Opel motioned to adjourn the **February 20, 2024 Regular Meeting to February 27, 2024** and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Opel / Johnson – 5 Aye / 0 Nay /0 Abstain)

**8. INFORMATION ITEMS:**

a. The General Manager reported that for employees receiving an annual pay cost of living adjustment in January, compensation was increased 3.5% effective January 1, 2024 per the published Los Angeles-Long Beach Consumer Price Index for All Urban Consumers (CPI-U).

b. The General Manager reviewed a citation issued to the District by the California State Water Resources Control Board, Division of Drinking Water and discussed action being taken by Staff to respond timely.

c. The General Manager reported on activities regarding a District Fire Response Action Plan and that the plan was still being developed with an expected presentation for the Board at its February meeting.

d. The General Manager provided a draft of the updated Interconnection Agreement with the City of Pasadena for Director review.

e. The General Manager provided a “Customer Care” report for December 2023 listing all customer contacts and categories.

f. The General Manager provided a Water Quality Testing Report for December 2023 showing all samples taken and testing performed.

g. The General Manager noted that he has begun working on the next District newsletter to be published in mid-February.

h. The General Manager advised that the draft Multi-Jurisdictional Hazard Mitigation Plan prepared in conjunction with other PWAG agencies will be sent to all customers and other stakeholders for viewing and comment in the next 2 weeks.

**9. AD HOC MASTER PLAN COMMITTEE:**

The General Manager presented a draft Mission Statement and examples for Director review. A Special Meeting will be scheduled for 2pm before the next Regular Board Meeting for a Master Plan and Mission Statement Workshop.

**10. 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 June 2024 was reviewed.

**11. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2024:**

The General Manager will circulate the draft Goals and Objectives as prepared by Director Johnson to the entire Board for review in advance of discussion and adoption at the next Regular Board Meeting.

**12. DIRECTOR REPORTS AND/OR COMMENTS:**

Director Opel requested that in the future any Information Items that have supporting documentation included be noted as such to facilitate more efficient review of the agenda packet.

Director Kilburn noted that water runoff in Kinneloa Mesa Canyon was still present at all road crossings on the west side of Kinneloa Mesa Road.

**13. CALENDAR:** Upcoming regular meetings: February 27, 2024; March 19, 2024; April 16, 2024

**14. ADJOURNMENT:**

**Chairman Brown adjourned the meeting at 5:00 P.M.**

**Prepared and submitted by,**

**Tom Majich, General Manager**

**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the Twelve Months Ending December 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
<b>Revenues</b>							
4000 Water Sales	121,181.00	122,000.00	(819.00)	1,506,865.26	1,600,000.00	(93,134.74)	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 Charges	570.29	833.37	(263.08)	6,223.87	10,000.00	(3,776.13)	10,000.00
4035 Interest-Reserve Fund	3,584.67	833.37	2,751.30	50,176.39	10,000.00	40,176.39	10,000.00
4036 Unrealized Gain(Loss)-CalTRU	9,555.16	2,083.37	7,471.79	11,279.19	25,000.00	(13,720.81)	25,000.00
4050 Capacity Charge	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00
<b>Total Revenues</b>	<b>134,891.12</b>	<b>125,750.11</b>	<b>9,141.01</b>	<b>1,764,626.11</b>	<b>1,695,000.00</b>	<b>69,626.11</b>	<b>1,695,000.00</b>
<b>Expenses</b>							
5000 Leased Water Rights	0.00	0.00	0.00	103,500.00	63,135.00	40,365.00	63,135.00
5005 Electricity	11,816.05	11,000.00	816.05	175,798.34	170,000.00	5,798.34	170,000.00
5010 Maintenance Supplies	6,151.74	3,500.00	2,651.74	25,559.93	40,000.00	(14,440.07)	40,000.00
5011 Material & Labor for Installs	0.00	3,333.37	(3,333.37)	31,750.00	40,000.00	(8,250.00)	40,000.00
5012 Safety Equipment	95.51	166.63	(71.12)	3,819.54	2,000.00	1,819.54	2,000.00
5015 Operations & Maintenance Labo	25,345.47	27,646.63	(2,301.16)	323,152.45	331,760.00	(8,607.55)	331,760.00
5016 Operations & Maintenance OT	2,731.45	1,666.63	1,064.82	39,078.09	20,000.00	19,078.09	20,000.00
5020 Standby Compensation	853.62	915.00	(61.38)	11,718.96	10,980.00	738.96	10,980.00
5022 Training/Certification	300.00	133.37	166.63	1,854.69	1,600.00	254.69	1,600.00
5025 Water Treatment/Analysis	3,507.90	2,500.00	1,007.90	25,951.56	30,000.00	(4,048.44)	30,000.00
5026 Water Treatment/Supplies	99.51	0.00	99.51	17,625.47	0.00	17,625.47	0.00
5030 Maintenance Contractors	7,822.45	11,666.63	(3,844.18)	136,277.20	140,000.00	(3,722.80)	140,000.00
5031 SCADA O&M	129.70	833.37	(703.67)	16,758.44	10,000.00	6,758.44	10,000.00
5034 Equipment Maintenance	601.44	2,083.37	(1,481.93)	2,937.82	25,000.00	(22,062.18)	25,000.00
5035 Vehicle Maintenance	687.86	1,333.37	(645.51)	11,454.71	16,000.00	(4,545.29)	16,000.00
5036 Fuel - All Equipment	56.64	1,833.37	(1,776.73)	21,796.58	22,000.00	(203.42)	22,000.00
5040 Equipment Rental	0.00	500.00	(500.00)	0.00	500.00	(500.00)	500.00
5045 Insurance-Workers Compensatio	4,668.21	5,000.00	(331.79)	19,253.96	20,000.00	(746.04)	20,000.00
5046 Insurance-Liability	5,700.20	1,416.63	4,283.57	28,712.02	17,000.00	11,712.02	17,000.00
5048 Insurance-Property	381.23	208.37	172.86	4,162.71	2,500.00	1,662.71	2,500.00
5049 Insurance-Medical	5,169.76	7,744.62	(2,574.86)	72,267.02	92,935.00	(20,667.98)	92,935.00
6000 Engineering Services	(6,403.66)	3,958.37	(10,362.03)	10,521.69	47,500.00	(36,978.31)	47,500.00
6005 Watermaster Services	1,310.41	1,416.63	(106.22)	15,770.54	17,000.00	(1,229.46)	17,000.00
6015 Administrative Salary	14,241.68	14,500.00	(258.32)	143,724.48	174,000.00	(30,275.52)	174,000.00
6016 Administrative Bonus	7,083.33	0.00	7,083.33	7,083.33	0.00	7,083.33	0.00
6017 Administrative Travel	0.00	250.00	(250.00)	1,116.06	3,000.00	(1,883.94)	3,000.00
6020 Board of Directors Comp.	600.00	700.00	(100.00)	6,150.00	8,400.00	(2,250.00)	8,400.00
6021 Administrative & Board Expens	0.00	83.37	(83.37)	227.85	1,000.00	(772.15)	1,000.00
6022 Board of Directors Election	0.00	12,500.00	(12,500.00)	0.00	12,500.00	(12,500.00)	12,500.00
6024 Customer/Public Information	249.00	1,250.00	(1,001.00)	14,102.53	15,000.00	(897.47)	15,000.00
6025 CalPERS - KID	4,137.09	4,400.00	(262.91)	49,248.90	52,800.00	(3,551.10)	52,800.00
6030 Social Security - KID	4,071.36	3,300.00	771.36	43,067.00	39,600.00	3,467.00	39,600.00
6031 Medicare - KID	952.19	779.13	173.06	10,072.29	9,350.00	722.29	9,350.00
6035 Office/Computer Supplies	1,033.62	583.37	450.25	7,930.02	7,000.00	930.02	7,000.00



**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the Twelve Months Ending December 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
6036 Postage/Delivery	633.46	416.63	216.83	2,869.71	5,000.00	(2,130.29)	5,000.00
6040 Professional Dues	8,345.51	1,333.37	7,012.14	21,598.12	16,000.00	5,598.12	16,000.00
6045 Legal Services	2,270.00	1,250.00	1,020.00	9,341.24	15,000.00	(5,658.76)	15,000.00
6050 Phone/Internet/Wireless	309.96	375.00	(65.04)	3,179.46	4,500.00	(1,320.54)	4,500.00
6051 Mobile Communications	142.05	166.63	(24.58)	1,739.06	2,000.00	(260.94)	2,000.00
6052 Pagers	37.30	41.63	(4.33)	488.68	500.00	(11.32)	500.00
6053 Internet Service	114.98	133.37	(18.39)	1,369.76	1,600.00	(230.24)	1,600.00
6059 Computer/Software Maintenan	696.37	2,000.00	(1,303.63)	21,334.53	24,000.00	(2,665.47)	24,000.00
6061 Office Equipment Maintenance	0.00	83.37	(83.37)	2,115.13	1,000.00	1,115.13	1,000.00
6065 Accounting Services	0.00	0.00	0.00	13,700.00	7,000.00	6,700.00	7,000.00
6070 Office & Accounting Labor	15,040.00	12,008.37	3,031.63	169,006.73	144,100.00	24,906.73	144,100.00
6075 Professional Services	1,485.82	7,916.63	(6,430.81)	37,646.41	95,000.00	(57,353.59)	95,000.00
6076 Contract Services	0.00	0.00	0.00	1,371.84	0.00	1,371.84	0.00
6080 FMWD Administrative Fees	969.28	1,036.63	(67.35)	11,498.56	12,440.00	(941.44)	12,440.00
6081 Permits/Fees	631.50	1,250.00	(618.50)	12,988.93	15,000.00	(2,011.07)	15,000.00
6086 Sales/Use Tax	0.00	41.63	(41.63)	0.00	500.00	(500.00)	500.00
6087 Bad Debt	692.87	0.00	692.87	692.87	0.00	692.87	0.00
6088 Interest Expense	(2,353.43)	0.00	(2,353.43)	43,602.04	49,000.00	(5,397.96)	49,000.00
6090 Customer Requested Expense	800.00	0.00	800.00	370.00	0.00	370.00	0.00
6120 Bank Service Charges	3,272.98	1,000.00	2,272.98	9,850.40	12,000.00	(2,149.60)	12,000.00
<b>Total Expenses</b>	<b>136,482.41</b>	<b>156,255.49</b>	<b>(19,773.08)</b>	<b>1,747,207.65</b>	<b>1,847,200.00</b>	<b>(99,992.35)</b>	<b>1,847,200.00</b>
<b>Net Income</b>	<b>(1,591.29)</b>	<b>(30,505.38)</b>	<b>28,914.09</b>	<b>17,418.46</b>	<b>(152,200.00)</b>	<b>169,618.46</b>	<b>(152,200.00)</b>
<b>Other Expenditures</b>							
1505 Water Tunnels	0.00	9,000.00	(9,000.00)	5,509.35	10,000.00	(4,490.65)	10,000.00
1511 Water Treatment Plant	0.00	10,000.00	(10,000.00)	54,323.42	10,000.00	44,323.42	10,000.00
1512 Water Meters	19,948.88	20,000.00	(51.12)	30,482.58	20,000.00	10,482.58	20,000.00
1513 Electrical System	0.00	5,000.00	(5,000.00)	16,970.00	5,000.00	11,970.00	5,000.00
1514 Computer/Office Equipment	0.00	5,000.00	(5,000.00)	10,208.89	5,000.00	5,208.89	5,000.00
1515 Vehicles/Portable Equipment	1,054.06	45,000.00	(43,945.94)	1,054.06	45,000.00	(43,945.94)	45,000.00
1516 Water Company Facilities	13,162.24	35,000.00	(21,837.76)	44,030.38	35,000.00	9,030.38	35,000.00
1522 Eucalyptus Booster Station	64,239.26	45,000.00	19,239.26	64,239.26	45,000.00	19,239.26	45,000.00
1527 SCADA Equipment	0.00	0.00	0.00	14,860.00	0.00	14,860.00	0.00
1530 Tools	129.29	3,000.00	(2,870.71)	2,463.41	3,000.00	(536.59)	3,000.00
2400 Installment Purchase Agreement	2,353.43	0.00	2,353.43	156,599.92	151,202.00	5,397.92	151,202.00
<b>Total Other Expenditures</b>	<b>100,887.16</b>	<b>177,000.00</b>	<b>(76,112.84)</b>	<b>400,741.27</b>	<b>329,202.00</b>	<b>71,539.27</b>	<b>329,202.00</b>
<b>Total Increase or (Drawdown)</b>	<b>(102,478.45)</b>	<b>(207,505.38)</b>	<b>105,026.93</b>	<b>(383,322.81)</b>	<b>(481,402.00)</b>	<b>98,079.19</b>	<b>(481,402.00)</b>

## Kinneloa Irrigation District

### Balance Sheet as of December 31, 2023

#### ASSETS

##### Current Assets

1010	Checking-Wells Fargo Bank	\$	377,958.29
1012	Reserve Fund-LAIF		132,854.31
1014	Reserve Fund-CalTRUST		1,045,762.59
1016	Accrued Interest-LAIF		1,454.73
1100	Accts. Receivable-Water Sales		50,452.42
1190	Allowance for Bad Debts		(771.48)
1200	Inventory		20,000.00
1340	Accrued Water Sales		118,576.27
1350	Prepaid Insurance		32,362.44
1360	Prepaid Expenses		<u>11,333.30</u>
	Total Current Assets		1,789,982.87

##### Property and Equipment

Total Property and Equipment	<u>5,767,988.46</u>
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##### Other Assets

1901	PERS-Deferred Outflows		64,858.00
	Total Assets	\$	<u><u>7,622,829.33</u></u>

#### LIABILITIES AND CAPITAL

##### Current Liabilities

2000	Accounts Payable	\$	121,362.28
2005	Umpqua Visa Payable		6,136.88
2272	Job Deposits		35,000.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		<u>13,237.40</u>
	Total Current Liabilities		175,991.58

##### Long-Term Liabilities

2400	Installment Purchase Agreement		1,148,378.73
2801	PERS- Net Liability		72,401.50
2901	PERS- Deferred Inflows		<u>160,498.00</u>
	Total Long-Term Liabilities		<u>1,381,278.23</u>

Total Liabilities	1,557,269.81
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##### Capital

3040	Fund Balance		6,048,141.06
	Net Income		<u>17,418.46</u>
	Total Capital		<u>6,065,559.52</u>
	Total Liabilities & Capital	\$	<u><u>7,622,829.33</u></u>

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Twelve Months Ended December 31, 2023**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ (1,591.29)	\$ 17,418.46
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	15,242.30	(25,894.79)
1101 Accts. Receiv.-Service Charges	680.47	0.00
1190 Allowance for Bad Debts	(2,427.91)	0.00
1340 Accrued Water Sales	28,118.48	9,893.09
1350 Prepaid Insurance	(34,018.57)	(12,572.07)
1360 Prepaid Expenses	3,805.66	18,829.60
2000 Accounts Payable	78,072.57	53,960.32
2005 Umpqua Visa Payable	1,533.08	6,136.88
2250 PERS Withholding-Employee	(1.68)	0.00
2271 Deposits-Construction Meters	(100.00)	(850.00)
2272 Job Deposits	(900.00)	32,300.00
	<hr/>	<hr/>
Total Adjustments	90,004.40	81,803.03
	<hr/>	<hr/>
<b>Net Cash Provided by Operations</b>	<b>88,413.11</b>	<b>99,221.49</b>
<b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1505 Water Tunnels	0.00	(5,509.35)
1511 Water Treatment Plant	0.00	(54,323.42)
1512 Water Meters	(19,948.88)	(32,509.79)
1513 Electrical System	0.00	(16,970.00)
1514 Computer/Office Equipment	0.00	(10,208.89)
1515 Vehicles/Portable Equipment	(1,054.06)	(1,054.06)
1516 Water Company Facilities	(13,162.24)	(44,030.38)
1522 Eucalyptus Booster Station	(64,239.26)	(64,239.26)
1527 SCADA Equipment	0.00	(14,860.00)
1530 Tools	(129.29)	(2,463.41)
	<hr/>	<hr/>
Net Cash Used in Investing	(98,533.73)	(246,168.56)
<b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	(2,353.43)	(156,599.92)
2801 PERS- Net Liability	0.00	(28,502.00)
	<hr/>	<hr/>
Net Cash Used in Financing	(2,353.43)	(185,101.92)
	<hr/>	<hr/>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (12,474.05)</b>	<b>\$ (332,048.99)</b>
<b>Summary</b>		
Cash Balance at End of Period	\$ 1,558,029.92	\$ 1,558,029.92
Cash Balance at Beg. of Period	(1,570,503.97)	(1,888,051.70)
	<hr/>	<hr/>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (12,474.05)</b>	<b>\$ (330,021.78)</b>
	<hr/>	<hr/>

**Kinneloa Irrigation District**  
**Check/EFT Register**  
**December 1, 2023 to December 31, 2023**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
10830	12/13/23	ACWA-JPIA	40,100.00	auto/general liability insurance
10831	12/13/23	Alert Communications, Inc.	150.00	telephone
10832	12/13/23	Applied Technology Group, Inc.	120.00	PWAG radios
10833	12/13/23	Badger Meter Inc	18,673.88	(30) 1.5" Meters
10834	12/13/23	Clinical Lab of San Bernardino	665.00	water analysis
10835	12/13/23	Underground Service Alert	12.25	Digalert
10836	12/13/23	Foothill Municipal Water District	969.28	administrative fee (O & M charge)
10837	12/13/23	Foothill Lock & Key	250.00	mailbox repair
10838	12/13/23	Fyre Guard Company	809.99	fire extinguishers annual inspection
10839	12/13/23	Geotab USA, Inc	79.00	vehicle maintenance
10840	12/13/23	Highroad Information Technology	437.50	upgrade UPS/configure-setup
10841	12/13/23	Marvel Landscapes, Inc	993.58	office landscaping
10842	12/13/23	ACWA-JPIA	5,606.44	KID & employee health benefits contributions
10843	12/13/23	McMaster Carr	104.89	maintenance supplies
10844	12/13/23	Paul Roberts	490.00	pump septic tank
10845	12/13/23	Public Water Agencies Group	289.08	PWAG assessment - emergency prep. program
10846	12/13/23	Rubio Canon Land and Water Assoc.	650.00	valve exercising
10847	12/13/23	Streamline	249.00	website service
10848	12/13/23	Thomas Majich	2,236.54	Apple MacBook Air and mileage reimbursement
10849	12/13/23	Ultimate Cleaning Solutions, Inc.	90.00	janitorial service
10850	12/13/23	Utility Service Co., Inc.	6,072.45	tank maintenance
10851	12/13/23	Ware Disposal	466.12	trash pickup services
10852	12/13/23	Western Water Works	136.98	meter parts
10853	12/13/23	SERGIO ALFARO	1,500.00	vehicle damage reimbursement
EFT5991	12/15/23	Bernadette C. Allen	775.42	payroll
EFT5992	12/15/23	Arthur M. Aragon	2,152.55	payroll
EFT5993	12/15/23	Ramon Jr. Ascencio	2,210.65	payroll
EFT5994	12/15/23	Christopher A. Burt	4,035.70	payroll
EFT5995	12/15/23	Felipe Gallegos	1,765.06	payroll
EFT5996	12/15/23	Thomas L. Majich	4,720.57	payroll
EFT5997	12/15/23	Juan R. Tello	1,497.94	payroll
EFT5998	12/15/23	Melanie E. Timoteo	1,899.55	payroll
EFT5999	12/15/23	Christopher A. Burt	300.00	payroll
EFT6000	12/15/23	Juan R.Tello	353.00	payroll
EFT6001	12/15/23	Automatic Data Processing, Inc.	7,881.73	payroll taxes and withholdings
10854	12/19/23	Lagerlof, LLP	615.00	legal services
10855	12/19/23	Lagerlof, LLP	270.00	legal services
10856	12/19/23	Lagerlof, LLP	714.00	legal services
10857	12/27/23	Gloria Tello	353.00	payroll - J. Tello
10858	12/27/23	Melanie Timoteo	25.74	mileage reimbursement
10859	12/27/23	Brian Fry	1.68	CalPERS refund on employee withholding
EFT6002	12/29/23	Automatic Data Processing, Inc.	115.45	payroll processing fee
EFT6003	12/29/23	Arco Gaspro Plus	1,294.91	vehicle fuel
EFT6004	12/29/23	AT&T - SCADA	130.30	SCADA communication
EFT6005	12/29/23	AT&T Mobility	114.11	FirstNet wireless service
EFT6006	12/29/23	CA Public Employees Ret. Sys.	8,062.85	KID & employee retirement contributions
EFT6007	12/29/23	Century Business Solutions	15.00	bank services
EFT6008	12/29/23	Pasadena Municipal Services	4,289.15	electricity - Wilcox Well
EFT6009	12/29/23	Southern California Edison Co.	11,261.09	electricity - 12 sites

**Kinneloa Irrigation District**  
**Check/EFT Register**  
**December 1, 2023 to December 31, 2023**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
EFT6010	12/29/23	Spectrum	274.94	internet & telephone services
EFT6011	12/29/23	VeriCheck, Inc.	15.00	electronic check processing
10860	12/29/23	AMPSTUN Corporation	317.58	bill printing & delivery service
10861	12/29/23	Civiltec Engineering, Inc.	225.00	update hydraulic model - CAD maps
10862	12/29/23	Clinical Lab of San Bernardino	105.00	water analysis
10863	12/29/23	Underground Service Alert	8.75	Digalert
10864	12/29/23	Lopez Tree Service	5,475.00	brush clearance & tree pruning - 4 facilities
10865	12/29/23	Matt Chlor Inc.	588.09	pumping maintenance supplies
10866	12/29/23	McMaster Carr	265.99	maintenance supplies
10867	12/29/23	National Construction Rentals	392.06	portable restroom
EFT6012	12/29/23	Umpqua Bank	4,603.80	staff credit card purchases
EFT6013	12/29/23	Automatic Data Processing, Inc.	107.22	payroll processing fee
EFT6014	12/31/23	Bernadette C. Allen	883.26	payroll
EFT6015	12/31/23	Arthur M. Aragon	2,414.06	payroll
EFT6016	12/31/23	Ramon Jr. Ascencio	2,969.85	payroll
EFT6017	12/31/23	Stephen Brown	138.52	payroll
EFT6018	12/31/23	Christopher A. Burt	4,181.06	payroll
EFT6019	12/31/23	Timothy J. Eldridge	138.52	payroll
EFT6020	12/31/23	Felipe Gallegos	1,627.29	payroll
EFT6021	12/31/23	Gerrie G. Kilburn	138.52	payroll
EFT6022	12/31/23	Thomas L. Majich	4,737.01	payroll
EFT6023	12/31/23	Arthur W. Opel	138.52	payroll
EFT6024	12/31/23	Juan R. Tello	2,185.76	payroll
EFT6025	12/31/23	Melanie E. Timoteo	2,315.24	payroll
EFT6026	12/31/23	Christopher A. Burt	300.00	payroll
EFT6027	12/31/23	Juan R.Tello	353.00	payroll
EFT6028	12/31/23	Automatic Data Processing, Inc.	9,019.25	payroll taxes and withholdings
EFT6029	12/31/23	Thomas L. Majich	5,397.69	payroll
EFT6030	12/31/23	Automatic Data Processing, Inc.	2,227.52	payroll taxes and withholdings
EFT6031	12/31/23	Streamline	249.00	website service
EFT6032	12/31/23	Century Business Solutions	13.11	bank services
EFT6033	12/31/23	Nexbillpay	1,280.38	bank services

**Total** **189,092.42**

No gaps in check sequence.

Voided checks 12/1/23 - 12/31/23:

Duplicate payment checks: EFT5989, 10868

Payment checks not cleared within 6 months: 10410, 10437, 10593

Kinneloa Irrigation District  
Umpqua Bank Visa - Cash Disbursements Journal  
For the Period From Dec 1, 2023 to Dec 31, 2023

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
12/1/23	20231201FG-1	Home Depot	earbuds	13.20	5010	Maintenance/Repair Supplies
12/1/23	20231201JT-1	Lawn Mower Corner	hand tools, shears, maintenance supplies	163.90	5010	Maintenance/Repair Supplies
12/1/23	20231201MA-1	Google LLC	Google Workspace	158.88	6059	Computer Software Maintenance
12/1/23	20231201TM-1	Amazon.com Inc	extinguisher inspection tags	21.88	5010	Maintenance/Repair Supplies
12/2/23	20231202MA-1	United States Postal Service	certified mail postage	4.62	6036	Postage/Delivery
12/4/23	20231204RA-1	Target	Ziploc bags	13.22	5026	Water Treatment/Analysis Equip
12/4/23	20231204RA-2	Ganahl Lumber Company	torch kit, gas tank, butane fuel	86.29	5026	Water Treatment/Analysis Equip
12/5/23	20231205FG-1	Home Depot	shelving unit	208.37	6035	Office/Computer Supplies
12/5/23	20231205FG-2	Home Depot	shelving units (2) and office supplies	307.32	6035	Office/Computer Supplies
12/5/23	20231205MA-1	Amazon.com Inc	paper towels, gloves, office supplies	241.87	6035	Office/Computer Supplies
12/7/23	20231207FG-1	Home Depot	WD-40 (3)	23.09	5010	Maintenance/Repair Supplies
12/7/23	20231207RA-1	Landscape Warehouse Inc.	zone controller	107.97	5010	Maintenance/Repair Supplies
12/8/23	20231208FG-1	Home Depot	shelving unit, office supplies	117.87	6035	Office/Computer Supplies
12/8/23	20231208TM-1	Rite Aid	eye drops	51.80	5012	Safety Equipment
12/11/23	20231211RA-1	American Tire Depot	portable equipment tire - Euc.	313.58	1515	Vehicles & Portable Equipment
12/11/23	20231211RA-2	Arco - Pasadena	Type C to IP cable	10.94	5010	Maintenance/Repair Supplies
12/12/23	20231212CB-1	O'Reilly Auto Parts	2008 trucks - motor oil, shop towels	70.47	5010	Maintenance/Repair Supplies
12/12/23	20231212RA-1	American Tire Depot	portable equip tires - Glen, Vosburg	300.81	1515	Vehicles & Portable Equipment
12/13/23	20231213MA-1	Staples, Inc.	2024 wall calendar	12.58	6035	Office/Computer Supplies
12/13/23	20231213RA-1	O'Reilly Auto Parts	gas can	33.06	5010	Maintenance/Repair Supplies
12/13/23	20231213RA-2	O'Reilly Auto Parts	gas can (4), maint. sup.	194.46	5010	Maintenance/Repair Supplies
12/16/23	20231216MA-1	American Messaging Services	pagers	37.30	6052	Pagers
12/16/23	20231216TM-1	Home Depot	tools	102.47	1530	Tools
12/18/23	20231218RA-1	Harbor Freight	portable generator - not reversed at point of sale, under dispute	439.67	1515	Vehicles & Portable Equipment
12/18/23	20231218RA-2	Harbor Freight	portable generator, inverter, tools	1,000.00	5010	Maintenance/Repair Supplies
12/19/23	20231219FG-1	Autozone	glass cleaner, squeegee, air filter	29.86	5035	Vehicle Maintenance
12/20/23	20231220MA-1	Microsoft Corporation	Microsoft 365	99.99	6059	Computer Software Maintenance
12/20/23	20231220RA-1	Ganahl Lumber Company	broom, pruner, rake	158.51	5010	Maintenance/Repair Supplies
12/21/23	20231221FG-1	Landscape Warehouse Inc.	safety rain jacket	43.71	5012	Safety Equipment
12/21/23	20231221MA-1	Staples, Inc.	envelopes	44.88	6035	Office/Computer Supplies
12/22/23	20231222FG-1	Home Depot	trowel, socket set, nozzle	45.13	5010	Maintenance/Repair Supplies

Kinneloa Irrigation District  
 Umpqua Bank Visa - Cash Disbursements Journal  
 For the Period From Dec 1, 2023 to Dec 31, 2023

<b>Date</b>	<b>Check #</b>	<b>Name</b>	<b>Line Description</b>	<b>Amount</b>	<b>Account ID</b>	<b>Account Description</b>
12/28/23	20231228FG-1	Landscape Warehouse Inc.	KE-Topper (6)	53.38	5010	Maintenance/Repair Supplies
12/28/23	20231228FG-2	All Car Specialists Inc.	Truck #4 passenger door glass replaced	500.00	5035	Vehicle Maintenance
12/29/23	20231229FG-1	Home Depot	cleaning supplies	135.39	5010	Maintenance/Repair Supplies
12/29/23	20231229MA-1	Interstate Battery Systems	batteries	601.44	5034	Equipment Maintenance
12/29/23	20231229RA-1	Staples, Inc.	brother printer ink cartridge	100.73	6035	Office/Computer Supplies
12/29/23	20231229TM-1	California Rural Water Association	Sampling Tech, TCR, Microbiology & Certification Course (2 staff)	300.00	5022	Training/Certification
12/29/23	20231229FG-1cr	Home Depot	hoe	-38.58	5010	Maintenance/Repair Supplies
12/31/23	20231231TM-1	Amazon.com Inc	chainsaw chain	26.82	1530	Tools
<b>Total</b>				<b><u>6,136.88</u></b>		

**Kinneloa Irrigation District**  
**Net Income Statement for Years Ending December 31, 2023 and December 31, 2022**

	Year of 2023	Percentage	Year of 2022	Percentage
<b>Revenues</b>				
4000 Water Sales	\$ 1,506,865.26	85.39	\$ 1,679,492.81	96.64
4015 Wholesale Water Sales	187,081.40	10.60	65,984.58	3.80
4020 Service Charges	6,223.87	0.35	24,525.45	1.41
4025 Asset Sale/Miscellaneous	0.00	0.00	2,000.00	0.12
4035 Interest-Reserve Fund	50,176.39	2.84	25,506.80	1.47
4036 Unrealized Gain(Loss)-CalTRU	11,279.19	0.64	(59,582.16)	(3.43)
4050 Capacity Charge	3,000.00	0.17	0.00	0.00
	<hr/>		<hr/>	
<b>Total Revenues</b>	<b>1,764,626.11</b>	<b>100.00</b>	<b>1,737,927.48</b>	<b>100.00</b>
<b>Expenses</b>				
5000 Leased Water Rights	103,500.00	5.87	63,135.00	3.63
5005 Electricity	175,798.34	9.96	178,117.83	10.25
5010 Maintenance Supplies	25,559.93	1.45	43,336.28	2.49
5011 Material & Labor for Installs	31,750.00	1.80	0.00	0.00
5012 Safety Equipment	3,819.54	0.22	667.96	0.04
5015 Operations & Maintenance Labo	323,152.45	18.31	299,814.27	17.25
5016 Operations & Maintenance OT	39,078.09	2.21	18,456.87	1.06
5017 Operations Bonus	0.00	0.00	4,111.44	0.24
5020 Standby Compensation	11,718.96	0.66	10,710.00	0.62
5022 Training/Certification	1,854.69	0.11	2,082.59	0.12
5025 Water Treatment/Analysis	25,951.56	1.47	32,042.62	1.84
5026 Water Treatment/Supplies	17,625.47	1.00	0.00	0.00
5030 Maintenance Contractors	136,277.20	7.72	100,559.24	5.79
5031 SCADA O&M	16,758.44	0.95	0.00	0.00
5034 Equipment Maintenance	2,937.82	0.17	37,814.14	2.18
5035 Vehicle Maintenance	11,454.71	0.65	3,813.53	0.22
5036 Fuel - All Equipment	21,796.58	1.24	23,317.13	1.34
5045 Insurance-Workers Compensatio	19,253.96	1.09	14,044.51	0.81
5046 Insurance-Liability	28,712.02	1.63	20,771.26	1.20
5048 Insurance-Property	4,162.71	0.24	3,407.04	0.20
5049 Insurance-Medical	72,267.02	4.10	73,136.40	4.21
6000 Engineering Services	10,521.69	0.60	41,175.15	2.37
6005 Watermaster Services	15,770.54	0.89	15,734.48	0.91
6015 Administrative Salary	143,724.48	8.14	153,798.40	8.85
6016 Administrative Bonus	7,083.33	0.40	0.00	0.00
6017 Administrative Travel	1,116.06	0.06	122.79	0.01
6020 Board of Directors Comp.	6,150.00	0.35	6,150.00	0.35
6021 Administrative & Board Expens	227.85	0.01	6.65	0.00
6022 Board of Directors Election	0.00	0.00	344.22	0.02
6024 Customer/Public Information	14,102.53	0.80	13,880.32	0.80
6025 CalPERS - KID	49,248.90	2.79	42,934.64	2.47
6030 Social Security - KID	43,067.00	2.44	38,151.69	2.20
6031 Medicare - KID	10,072.29	0.57	9,273.36	0.53
6035 Office/Computer Supplies	7,930.02	0.45	9,898.77	0.57



**Kinneloa Irrigation District**  
**Net Income Statement for Years Ending December 31, 2023 and December 31, 2022**

	Year of 2023	Percentage	Year of 2022	Percentage
6036 Postage/Delivery	2,869.71	0.16	4,324.75	0.25
6040 Professional Dues	21,598.12	1.22	7,385.04	0.42
6045 Legal Services	9,341.24	0.53	35,917.96	2.07
6050 Phone/Internet/Wireless	3,179.46	0.18	3,779.28	0.22
6051 Mobile Communications	1,739.06	0.10	1,853.06	0.11
6052 Pagers	488.68	0.03	607.35	0.03
6053 Internet Service	1,369.76	0.08	1,327.73	0.08
6059 Computer/Software Maintenananc	21,334.53	1.21	8,986.30	0.52
6061 Office Equipment Maintenance	2,115.13	0.12	0.00	0.00
6065 Accounting Services	13,700.00	0.78	700.00	0.04
6070 Office & Accounting Labor	169,006.73	9.58	136,690.90	7.87
6071 Office & Accounting Bonus	0.00	0.00	2,433.65	0.14
6075 Professional Services	37,646.41	2.13	65,492.52	3.77
6076 Contract Services	1,371.84	0.08	0.00	0.00
6080 FMWD Administrative Fees	11,498.56	0.65	10,271.40	0.59
6081 Permits/Fees	12,988.93	0.74	11,628.15	0.67
6087 Bad Debt	692.87	0.04	0.00	0.00
6088 Interest Expense	43,602.04	2.47	54,109.42	3.11
6090 Customer Requested Expense	370.00	0.02	0.00	0.00
6120 Bank Service Charges	9,850.40	0.56	11,238.46	0.65
	<hr/>		<hr/>	
<b>Total Expenses</b>	<b>1,747,207.65</b>	<b>99.01</b>	<b>1,617,554.55</b>	<b>93.07</b>
	<hr/>		<hr/>	
<b>Net Income</b>	<b>17,418.46</b>	<b>0.99</b>	<b>120,372.93</b>	<b>6.93</b>

**Other Expenditures**

1505 Water Tunnels	5,509.35	0.00
1511 Water Treatment Plant	54,323.42	3,115.51
1512 Water Meters	30,482.58	240,937.50
1513 Electrical System	16,970.00	0.00
1514 Computer/Office Equipment	10,208.89	1,325.64
1515 Vehicles/Portable Equipment	1,054.06	0.00
1516 Water Company Facilities	44,030.38	0.00
1522 Eucalyptus Booster Station	64,239.26	0.00
1527 SCADA Equipment	14,860.00	0.00
1530 Tools	2,463.41	0.00
2400 Installment Purchase Agreement	156,599.92	146,092.54
	<hr/>	
<b>Total Expenses</b>	<b>400,741.27</b>	<b>391,471.19</b>
Total Increase or (Drawdown)	\$ (383,322.81)	\$ (271,098.26)

Unaudited - For Management Purposes Only

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Twelve Months Ended December 31, 2023**

	Year End
<b>Cash Flows from Operating Activities</b>	
Net Income	\$ 17,418.46
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>	
1100 Accts. Receivable-Water Sales	(25,894.79)
1340 Accrued Water Sales	9,893.09
1350 Prepaid Insurance	(12,572.07)
1360 Prepaid Expenses	18,829.60
2000 Accounts Payable	53,960.32
2005 Umpqua Visa Payable	6,136.88
2271 Deposits-Construction Meters	(850.00)
2272 Job Deposits	32,300.00
	81,803.03
Total Adjustments	81,803.03
<b>Net Cash Provided by Operations</b>	<b>99,221.49</b>
 <b>Cash Flows from Investing Activities</b>	
<i>Used for</i>	
1505 Water Tunnels	(5,509.35)
1511 Water Treatment Plant	(54,323.42)
1512 Water Meters	(32,509.79)
1513 Electrical System	(16,970.00)
1514 Computer/Office Equipment	(10,208.89)
1515 Vehicles/Portable Equipment	(1,054.06)
1516 Water Company Facilities	(44,030.38)
1522 Eucalyptus Booster Station	(64,239.26)
1527 SCADA Equipment	(14,860.00)
1530 Tools	(2,463.41)
	(246,168.56)
Net Cash Used in Investing	(246,168.56)
 <b>Cash Flows from Financing Activities</b>	
<i>Proceeds from</i>	
<i>Used for</i>	
2400 Installment Purchase Agreement	(156,599.92)
2801 PERS- Net Liability	(28,502.00)
	(185,101.92)
Net Cash Used in Financing	(185,101.92)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (332,048.99)</b>
 <b>Summary</b>	
Cash Balance at End of Period	\$ 1,558,029.92
Cash Balance at Beg. of Period	(1,888,051.70)
	(1,888,051.70)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (330,021.78)</b>

**Kinneloa Irrigation District**  
**Government Code Section 53065.5 Disclosure Report**  
**Reimbursements for Individual Charges of \$100 or More for Services or Product Received**  
**January 1, 2023 through December 31, 2023**

<b>Name</b>	<b>Title</b>	<b>Payment/ Reimbursement Date</b>	<b>Event Date(s)</b>	<b>Amount of Payment</b>	<b>Service/Product Description and Business Purpose</b>
G. Johnson	Board Chairman	1/30/2023	11/30/2022	\$168.18	ACWA Fall Conference - lunch, parking, mileage reimbursement

**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the One Month Ending January 31, 2024**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenues</b>							
4000 Water Sales	117,763.43	148,249.75	(30,486.32)	117,763.43	148,249.75	(30,486.32)	2,126,997.00
4020 Service Charges	30.00	0.00	30.00	30.00	0.00	30.00	0.00
4035 Interest-Reserve Fund	4,245.73	3,271.42	974.31	4,245.73	3,271.42	974.31	39,257.00
<b>Total Revenues</b>	<b>122,039.16</b>	<b>151,521.17</b>	<b>(29,482.01)</b>	<b>122,039.16</b>	<b>151,521.17</b>	<b>(29,482.01)</b>	<b>2,166,254.00</b>
<b>Expenses</b>							
5005 Electricity	14,879.26	13,238.25	1,641.01	14,879.26	13,238.25	1,641.01	190,859.00
5010 Maintenance Supplies	409.81	2,083.33	(1,673.52)	409.81	2,083.33	(1,673.52)	25,000.00
5012 Safety Equipment	24.05	166.67	(142.62)	24.05	166.67	(142.62)	2,000.00
5015 Operations & Maintenance Labo	28,137.01	22,916.67	5,220.34	28,137.01	22,916.67	5,220.34	275,000.00
5016 Operations & Maintenance OT	1,263.81	1,750.00	(486.19)	1,263.81	1,750.00	(486.19)	21,000.00
5020 Standby Compensation	943.62	915.00	28.62	943.62	915.00	28.62	10,980.00
5022 Training/Certification	230.00	133.33	96.67	230.00	133.33	96.67	1,600.00
5025 Water Treatment/Analysis	663.04	1,000.00	(336.96)	663.04	1,000.00	(336.96)	12,000.00
5026 Water Treatment/Supplies	1,797.86	833.33	964.53	1,797.86	833.33	964.53	10,000.00
5030 Maintenance Contractors	6,072.45	10,666.67	(4,594.22)	6,072.45	10,666.67	(4,594.22)	128,000.00
5031 SCADA O&M	128.46	1,250.00	(1,121.54)	128.46	1,250.00	(1,121.54)	15,000.00
5033 Unplanned & Emergency Repair	672.77	0.00	672.77	672.77	0.00	672.77	0.00
5034 Equipment Maintenance	467.19	625.00	(157.81)	467.19	625.00	(157.81)	7,500.00
5035 Vehicle Maintenance	79.00	1,041.67	(962.67)	79.00	1,041.67	(962.67)	12,500.00
5036 Fuel - All Equipment	1,235.59	1,666.67	(431.08)	1,235.59	1,666.67	(431.08)	20,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Compensatio	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
5046 Insurance-Liability	3,341.66	2,672.08	669.58	3,341.66	2,672.08	669.58	32,065.00
5048 Insurance-Property	381.23	395.50	(14.27)	381.23	395.50	(14.27)	4,746.00
5049 Insurance-Medical	6,654.45	6,250.00	404.45	6,654.45	6,250.00	404.45	75,000.00
6000 Engineering Services	1,300.00	9,583.33	(8,283.33)	1,300.00	9,583.33	(8,283.33)	115,000.00
6005 Watermaster Services	1,310.41	3,899.58	(2,589.17)	1,310.41	3,899.58	(2,589.17)	46,795.00
6015 Administrative Salary	14,737.50	14,935.00	(197.50)	14,737.50	14,935.00	(197.50)	179,220.00
6017 Administrative Travel	0.00	150.00	(150.00)	0.00	150.00	(150.00)	1,800.00
6020 Board of Directors Comp.	1,800.00	750.00	1,050.00	1,800.00	750.00	1,050.00	9,000.00
6021 Administrative & Board Expens	0.00	166.67	(166.67)	0.00	166.67	(166.67)	2,000.00
6024 Customer/Public Information	249.00	1,416.67	(1,167.67)	249.00	1,416.67	(1,167.67)	17,000.00
6025 CalPERS - KID	4,732.37	3,916.67	815.70	4,732.37	3,916.67	815.70	47,000.00
6030 Social Security - KID	4,034.39	3,250.00	784.39	4,034.39	3,250.00	784.39	39,000.00
6031 Medicare - KID	943.57	791.67	151.90	943.57	791.67	151.90	9,500.00
6035 Office/Computer Supplies	971.48	583.33	388.15	971.48	583.33	388.15	7,000.00
6036 Postage/Delivery	315.21	416.67	(101.46)	315.21	416.67	(101.46)	5,000.00
6040 Professional Dues	11,880.74	1,659.17	10,221.57	11,880.74	1,659.17	10,221.57	19,910.00
6045 Legal Services	0.00	500.00	(500.00)	0.00	500.00	(500.00)	6,000.00
6050 Phone/Internet/Wireless	321.98	666.67	(344.69)	321.98	666.67	(344.69)	8,000.00
6059 Computer/Software Maintenanc	158.40	1,166.17	(1,007.77)	158.40	1,166.17	(1,007.77)	13,994.00
6061 Office Equipment Maintenance	0.00	208.33	(208.33)	0.00	208.33	(208.33)	2,500.00

**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the One Month Ending January 31, 2024**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6065 Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00	7,700.00
6070 Office & Accounting Labor	18,625.60	14,375.00	4,250.60	18,625.60	14,375.00	4,250.60	172,500.00
6075 Professional Services	1,406.15	5,416.67	(4,010.52)	1,406.15	5,416.67	(4,010.52)	65,000.00
6076 Contract Services	0.00	1,855.00	(1,855.00)	0.00	1,855.00	(1,855.00)	22,260.00
6080 FMWD Administrative Fees	969.28	1,099.42	(130.14)	969.28	1,099.42	(130.14)	13,193.00
6081 Permits/Fees	495.30	1,250.00	(754.70)	495.30	1,250.00	(754.70)	15,000.00
6086 Sales/Use Tax	0.00	41.67	(41.67)	0.00	41.67	(41.67)	500.00
6088 Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	40,306.00
6120 Bank Service Charges	958.80	1,000.00	(41.20)	958.80	1,000.00	(41.20)	12,000.00
<b>Total Expenses</b>	<b>132,591.44</b>	<b>136,701.86</b>	<b>(4,110.42)</b>	<b>132,591.44</b>	<b>136,701.86</b>	<b>(4,110.42)</b>	<b>1,736,928.00</b>
<b>Net Income</b>	<b>(10,552.28)</b>	<b>14,819.31</b>	<b>(25,371.59)</b>	<b>(10,552.28)</b>	<b>14,819.31</b>	<b>(25,371.59)</b>	<b>429,326.00</b>
<b>Other Expenditures</b>							
1504 Water Mains/Valves	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
1505 Water Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	5,318.78	5,400.00	(81.22)	5,318.78	5,400.00	(81.22)	20,000.00
1513 Electrical System	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
1514 Computer/Office Equipment	529.60	600.00	(70.40)	529.60	600.00	(70.40)	2,500.00
1516 Water Company Facilities	35,215.00	0.00	35,215.00	35,215.00	0.00	35,215.00	0.00
1517 KID Office	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
1527 SCADA Equipment	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1530 Tools	227.29	300.00	(72.71)	227.29	300.00	(72.71)	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	0.00	0.00	0.00	159,896.00
<b>Total Other Expenditures</b>	<b>41,290.67</b>	<b>6,300.00</b>	<b>34,990.67</b>	<b>41,290.67</b>	<b>6,300.00</b>	<b>34,990.67</b>	<b>375,396.00</b>
<b>Total Increase or (Drawdown)</b>	<b>(51,842.95)</b>	<b>8,519.31</b>	<b>(60,362.26)</b>	<b>(51,842.95)</b>	<b>8,519.31</b>	<b>(60,362.26)</b>	<b>53,930.00</b>

**Kinneloa Irrigation District**  
**Balance Sheet as of January 31, 2024**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 270,570.26
1012	Reserve Fund-LAIF	134,188.98
1014	Reserve Fund-CalTRUST	1,049,416.07
1016	Accrued Interest-LAIF	712.31
1100	Accts. Receivable-Water Sales	21,464.54
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	117,280.79
1350	Prepaid Insurance	28,639.55
1360	Prepaid Expenses	<u>9,485.93</u>
	Total Current Assets	1,650,986.95

**Property and Equipment**

Total Property and Equipment	<u>5,809,279.13</u>
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**Other Assets**

1901	PERS-Deferred Outflows	64,858.00
	Total Assets	<u>\$ 7,525,124.08</u>

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 35,755.69
2005	Umpqua Visa Payable	4,590.50
2272	Job Deposits	35,000.00
2275	Deposits-Water Customers	255.02
2290	Accrued Vacation	<u>13,237.40</u>
	Total Current Liabilities	88,838.61

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,148,378.73
2801	PERS- Net Liability	72,401.50
2901	PERS- Deferred Inflows	<u>160,498.00</u>
	Total Long-Term Liabilities	<u>1,381,278.23</u>

Total Liabilities	1,470,116.84
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**Capital**

3040	Fund Balance	6,065,559.52
	Net Income	<u>(10,552.28)</u>
	Total Capital	<u>6,055,007.24</u>
	Total Liabilities & Capital	<u>\$ 7,525,124.08</u>

**Kinneloa Irrigation District**  
**Check/EFT Register**  
**January 1, 2024 to January 31, 2024**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
1/15/24	EFT6034	Bernadette C. Allen	1,740.30	payroll
1/15/24	EFT6035	Arthur M. Aragon	2,196.97	payroll
1/15/24	EFT6036	Ramon Jr. Ascencio	2,454.69	payroll
1/15/24	EFT6037	Christopher A. Burt	3,191.68	payroll
1/15/24	EFT6038	Felipe Gallegos	2,235.47	payroll
1/15/24	EFT6039	Thomas L. Majich	4,879.21	payroll
1/15/24	EFT6040	Juan R. Tello	1,913.59	payroll
1/15/24	EFT6041	Melanie E. Timoteo	2,109.52	payroll
1/15/24	EFT6042	Christopher A. Burt	300.00	payroll
1/15/24	EFT6043	Juan R.Tello	353.00	payroll
1/15/24	EFT6044	Automatic Data Processing, Inc.	8,609.63	payroll taxes and withholdings
1/22/24	10869*	Assoc. of Calif. Water Agencies	10,635.00	2024 annual agency membership dues
1/22/24	10870	ACWA-JPIA	4,668.21	workers' compensation 10/1/23-12/31/23
1/22/24	10871	ACWA-JPIA	7,091.13	KID & employee health benefits contributions
1/22/24	10872	Alert Communications, Inc.	75.00	telephone
1/22/24	10873	AMPSTUN Corporation	311.26	bill printing & delivery service
1/22/24	10874	Applied Technology Group, Inc.	120.00	PWAG radios
1/22/24	10875	Bellfree Contractors, Inc	6,048.00	retaining walls at Holly Tanks
1/22/24	10876	Bellfree Contractors, Inc	35,215.00	earthworks removal at East Tank
1/22/24	10877	Civiltec Engineering, Inc.	6,210.00	Eucalyptus-Wilcox Intertie Project and fire flow
1/22/24	10878	Clinical Lab of San Bernardino	680.00	water analysis
1/22/24	10879	De Nora Water Technologies, Inc.	491.15	Vosburg: Cl2 genr. replacement
1/22/24	10880	Underground Service Alert	10.50	Digalert
1/22/24	10881	Foothill Municipal Water District	969.28	administrative fee (O & M charge)
1/22/24	10882	General Pump Company	64,239.26	Eucalyptus Booster Station new motor
1/22/24	10883	Geotab USA, Inc	79.00	vehicle maintenance
1/22/24	10884	Golden Meters Service Inc.	1,275.00	meter calibration and testing
1/22/24	10885	Lagerlof, LLP	2,080.00	legal services
1/22/24	10886	Marvel Landscapes, Inc	645.66	green waste pick up/haul away
1/22/24	10887	National Construction Rentals	196.03	portable restroom
1/22/24	10888	Public Water Agencies Group	1,164.08	PWAG monthly assessment/quarterly assessment
1/22/24	10889	Raymond Basin Management Board	1,834.90	Title 22 monitoring: lab fees, sampling/admin.
1/22/24	10890	SWRCB Accounting Office	5,943.68	small water system annual fees
1/22/24	10891	Utility Service Co., Inc.	6,072.45	tank maintenance
1/22/24	10892	Ware Disposal	466.12	trash pickup services
1/22/24	10893	Western Water Works	3,651.08	maintenance supplies
1/23/24	EFT6045	Automatic Data Processing, Inc.	298.63	payroll processing fee
1/23/24	EFT6046	AT&T - SCADA	129.70	SCADA communication
1/23/24	EFT6047	CA Public Employees Ret. Sys.	7,977.89	KID & employee retirement contributions
1/23/24	EFT6048	Nexbillpay	1,689.79	credit card processing fees
1/23/24	EFT6049	Pasadena Municipal Services	2,032.22	electricity - Wilcox Well
1/23/24	EFT6050	Southern California Edison Co.	9,783.83	electricity - 13 sites
1/23/24	EFT6051	Streamline	249.00	website service
1/31/24	EFT6052	Umpqua Bank	6,136.88	staff credit card purchases
1/31/24	EFT6053	Automatic Data Processing, Inc.	322.12	payroll processing fee
1/31/24	EFT6054	Arco Gaspro Plus	1,178.89	vehicle fuel
1/31/24	EFT6055	AT&T - SCADA	128.46	SCADA communication
1/31/24	EFT6056	AT&T Mobility	179.48	FirstNet wireless service
1/31/24	EFT6057	Nexbillpay	259.70	eCheck processing fees

**Kinneloa Irrigation District**  
**Check/EFT Register**  
**January 1, 2024 to January 31, 2024**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
1/31/24	EFT6058	Spectrum	274.94	internet & telephone services
1/31/24	EFT6058a	Century Business Solutions	15.00	bank services
1/31/24	EFT6059	Bernadette C. Allen	2,171.55	payroll
1/31/24	EFT6060	Arthur M. Aragon	2,369.42	payroll
1/31/24	EFT6061	Stephen Brown	415.58	payroll
1/31/24	EFT6062	Christopher A. Burt	4,324.79	payroll
1/31/24	EFT6063	Timothy J. Eldridge	415.58	payroll
1/31/24	EFT6064	Felipe Gallegos	2,162.76	payroll
1/31/24	EFT6065	Thomas L. Majich	4,879.20	payroll
1/31/24	EFT6066	Arthur W. Opel	415.58	payroll
1/31/24	EFT6067	Melanie E. Timoteo	2,273.07	payroll
1/31/24	EFT6068	Ramon Jr. Ascencio	2,998.69	payroll
1/31/24	EFT6069	Juan R. Tello	1,630.90	payroll
1/31/24	EFT6070	Gerrie G. Kilburn	415.58	payroll
1/31/24	EFT6071	Christopher A. Burt	300.00	payroll
1/31/24	EFT6072	Juan R.Tello	353.00	payroll
1/31/24	EFT6073	Automatic Data Processing, Inc.	<u>10,269.27</u>	payroll taxes and withholdings
<b>Total</b>			<b><u><u>256,207.35</u></u></b>	

\*Gap in check sequence due to voided duplicate payment check #10868



Kinneloa Irrigation District  
Umpqua Bank Visa - Cash Disbursements Journal  
For the Period From Jan. 1 to Jan. 31, 2024

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
1/1/24	20240101MA-1	Google LLC	Google Workspace	158.40	6059	Computer Software Maintenance
1/1/24	20240101TM-1	Amazon.com Inc	chain saw sharpener	60.15	1530	Tools
1/2/24	20240102FG-1	Ganahl Lumber Company	garden hoe	18.73	5010	Maintenance Supplies
1/3/24	20240103TM-1	Amazon.com Inc	Stihl bar	45.88	1530	Tools
1/3/24	20240103TM-2	So. Cal. Water Utilities Assoc.	2024 SCWUA membership	40.00	6040	Professional Dues
1/3/24	20240103MA-1cm	Interstate Batteries	2 HV	-120.00	5034	Equipment Maintenance
1/4/24	20240104JT-1	Lawn Mower Corner	soil mix	17.62	5010	Maintenance Supplies
1/4/24	20240104JT-2	Lawn Mower Corner	soil mix	17.62	5010	Maintenance Supplies
1/4/24	20240104JT-3	Home Depot	gravel and sand	49.94	5010	Maintenance Supplies
1/4/24	20240104MA-1	InstantCard	ID cards	195.00	6035	Office/Computer Supplies
1/5/24	20240105MA-1	Amazon.com Inc	lights, envelopes	54.51	6035	Office/Computer Supplies
1/6/24	20240106MA-1	Amazon.com Inc	chair casters, pens, and calendar	189.75	6035	Office/Computer Supplies
1/7/24	20240107MA-1	Staples, Inc.	1 carton copy paper (5000 sheets)	49.26	6035	Office/Computer Supplies
1/9/24	20240109FG-1	Home Depot	torch kit, gloves, shop towels	90.41	5026	Water Treatment/Supplies
1/9/24	20240109MA-1	Amazon.com Inc	Sharpie pens	40.08	6035	Office/Computer Supplies
1/9/24	20240109TM-1	Amazon.com Inc	binder dividers	65.69	6035	Office/Computer Supplies
1/9/24	20240109TM-2	American Water Works Assoc.	Safe Drinking Water Webinar (FG)	230.00	5022	Training/Certification
1/10/24	20240110TM-1	etrailer	tire covers (12), tow lights (2)	587.19	5034	Equipment Maintenance
1/16/24	20240116MA-1	American Messaging Services	pager service	37.30	6050	Telephone
1/22/24	20240122RA-1	Ganahl Lumber Company	butane fuel refill	8.04	5025	Water Treatment/Analysis
1/22/24	20240122TM-1	Home Depot	salt crystals	1,216.30	5026	Water Treatment/Supplies
1/23/24	20240123MA-1	Staples, Inc.	toner cartridges	341.07	6035	Office/Computer Supplies
1/24/24	20240124RA-1	Home Depot	golf umbrellas (3)	24.05	5012	Safety Equipment
1/25/24	20240125FG-1	Arco - Pasadena	fuel for Rubio Canon valve truck	56.70	5036	Fuel - All Equipment
1/25/24	20240125TM-1	Lowe's	mini-fridge/freezer, convection microwave	529.60	1514	Computer/Office Equipment
1/26/24	20240126BA-1	Staples, Inc.	1099NEC forms	36.12	6035	Office/Computer Supplies
1/28/24	20240128TM-1	Mission Ace Hardware	Stihl brush cutter	121.26	1530	Tools
1/29/24	20240129BA-1	Aatrix Software	1099-NEC electronic filing, printing, mailing	22.75	6075	Professional Services
1/30/24	20240130CB-1	RS Americas Inc.	power relays (16), base terminal blocks (4)	407.08	5010	Maintenance Supplies

**Total**

**4,590.50**



Date: February 27, 2024  
To: Board of Directors  
From: Tom Majich, General Manager  
Subject: Recordkeeping and Document Destruction

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California Regulations Related to Drinking Water are included in Titles 17 and 22 of the California Code of Regulations.

Section 64470 of Title 22 outlines Recordkeeping Requirements as follows:

- (a) A water supplier shall maintain records on all water quality and system water outage complaints received, both verbal and written, and corrective action taken. These records shall be retained for a period of five years for State Board review.
- (b) A water supplier shall retain, on or at a convenient location near the water utility premises, records as indicated below:
  - (1) Records of microbiological analyses and turbidity analyses from at least the most recent five years and chemical analyses from at least the most recent 10 years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided the following information is included:
    - (A) The date, place, and time of sampling; and identification of the person who collected the sample;
    - (B) Identification of the sample as a routine sample, check sample, raw or finished water or other special sample;
    - (C) Date of report;
    - (D) Name of the laboratory and either the person responsible for performing the analysis or the laboratory director;
    - (E) The analytical technique or method used; and (F) The results of the analysis.
  - (2) Records and resultant corrective actions shall be kept not less than three years following the final action taken to correct a particular violation;
  - (3) Copies of any written reports, summaries, or communications relating to sanitary surveys of the system conducted by the water supplier, a private consultant or any local, state or federal agency, for not less than 10 years following completion of the sanitary survey involved;
  - (4) Variances or exemptions granted to the system, for not less than five years following the expiration of such variance or exemption;
  - (5) Copies of any Tier 1, Tier 2, and Tier 3 public notices, for not less than three years; and
  - (6) Copies of monitoring plans developed pursuant to sections 64416, 64422, and 64534.8 for the same period of time as the records of analyses taken under the plan are required to be kept pursuant to paragraph (1).

Appendix H of the District's Rules and Regulations is the Record Retention Policy which does specifically address

The District is limited on storage space and currently maintains paper records of water quality sampling lab reports going back to 1975. The General Manager requests Board approval to destroy all water quality related records that are not required to be maintained according to the California Code of Regulations.

# Record Retention Policy

## 1. Retention of Original Records

The following records shall be maintained in perpetuity in the District's files:

- (A) Records that relate to the formation, change of organization, or reorganization of the District;
- (B) Certifications of annexation proceedings and other property related documents;
- (C) Resolutions and Ordinances adopted by the Board;
- (D) Minutes of the meetings of the Board of Directors;
- (E) Certificates of Assessed Valuation prepared by the County of Los Angeles;
- (F) Documents received from the Tax Assessor detailing District improvement taxes collected;
- (G) Documents regarding bond issues;
- (H) Election documents;
- (I) Records of securities and bank deposits;
- (J) Documents relating to claims against the District;
- (K) Documents concerning eminent domain proceedings by the District;
- (L) Records that relate to the title to real property in which the District has an interest;
- (M) Documents relating to construction or improvement of facilities;
- (N) Cancelled checks or other proof of payment of bond interest and redemption;
- (O) Records determined by the Board or the General Manager to be of significant and lasting historical, administrative, engineering, legal, fiscal or research value; and
- (P) Records required by law to be filed and preserved.

## 2. Retention of Duplicate Original Records

The following original records may be destroyed if a physical or electronic copy is maintained in perpetuity:

- (A) Financial records summarizing the financial status of the District other than reports prepared pursuant to Government Code Title 5 Article 9 (commencing with Section 53891) of Part 1 of Division 2 of the Government Code;
- (B) Oaths of Office and related materials depicting the authenticity of the appointment of director or officer;
- (C) Paid invoices and other financial records;
- (D) Reports of the District and correspondence not covered in another section of this policy; and
- (E) Records received pursuant to State statute not expressly required by law to be filed and preserved.

## 3. Retention of Records for Time Certain

The following records or copies may be destroyed after the passage of time:

- (A) Unaccepted bids or proposals for construction may be destroyed after two years;
- (B) Work orders or other in-house records of time spent on work assignments may be destroyed after two years;

- (C) Records created for a specific event or action may be destroyed after five years following the end of the District's fiscal year in which the event or action was completed;
- (D) Social media content may be destroyed after two years;
- (E) Audio/Video recordings of the Board meetings intended for the preparation of minutes may be erased after ninety days; and
- (F) Any record, paper or document more than two years old that is prepared or received in a manner other than pursuant to State statute.

#### **4. Retention of Other Records**

The following records may be destroyed at any time without maintenance of a physical or electronic copy:

- (A) Duplicates for which the original or electronic copy is on file;
- (B) Rough drafts, working papers, data and other information accumulated in the preparation of other documents and final drafts; and
- (C) Notes, telephone messages and other internal documents.

#### **5. Retention of Records Regardless of Retention Period**

Regardless of the retention periods indicated, the following records shall continue to be retained:

- (A) Records that are the subject of any pending request made pursuant to the California Public Records Act, whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice that the request has been denied;
- (B) Records that relate to any pending construction that the District has not accepted or to which a stop notice claim legally may be presented;
- (C) Records that relate to any nondischarged debt of the District;
- (D) Records that relate to any pending claim or litigation or any settlement or other disposition of litigation within the past two years;
- (E) Records that relate to any nondischarged contracts to which the District is a party; and
- (F) Records that have not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.

RESOLUTION 2024-02-27-2

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE KINNELOA IRRIGATION DISTRICT APPROVING THE  
RESCHEDULING OF  
GOVERNING BOARD MEMBER ELECTIONS FROM  
ODD TO EVEN YEAR ELECTIONS  
COMMENCING WITH THE 2026 BOARD ELECTION

**WHEREAS;** the current date for election of Governing Board members ("Board") of the Kinneloa Irrigation District ("District") is every Four (4) years on the first Tuesday after the first Monday in November of odd years (e.g. the next election is scheduled for November 2025) (Elections Code Section 10404(a)); and

**WHEREAS;** statewide general elections are held in California only in June and November of even years (e.g. the next statewide general election is scheduled for November 2024) (Elections Code Section 1001); and

**WHEREAS;** the District is located entirely within Los Angeles County; and

**WHEREAS;** Senate Bill 415, approved by the Governor in September 2015, prohibits a political subdivision from holding an election other than on a statewide election date commencing January 2018; and

**WHEREAS;** generally, voter participation is greater for statewide general elections than for special local elections including Special District board member elections; and

**WHEREAS;** the Board seeks to enhance voter participation and to specifically to increase the percentage of voters participating in the Board election; and

**WHEREAS;** the Board believes that rescheduling to "even-year elections" may enhance voter participation and further increase the percentage of voters participating in the Board election; and

**WHEREAS;** it is considered the view of the Board that starting with the 2026 Board elections, the public interest will be better served by election of its Board members pursuant to "even-year elections" in conjunction with the statewide general elections; and

**WHEREAS;** as a result of these facts, the Board desires to change the date of future Board member elections to be consolidated with the California statewide general election in order to increase and enhance voter participation; and

## RESOLUTION 2024-02-27-2

**WHEREAS;** while the Board recognizes there is a cost savings to the District resulting from aligning the District's election with the statewide general elections, this factor is not the primary motivation for the Board's decision. however, this incidental benefit furthers the District's policy of fiscal responsibility; and

**WHEREAS,** while the Board recognizes the terms of its members would be extended as a result of aligning the District's elections with the statewide general elections, this is not the reason for the Board's decision; and

**WHEREAS,** Elections Code Section 10404(b) establishes a procedure whereby the Board may change the election date for its Board members by adopting a resolution seeking approval for the change by the Board of Supervisors of all the affected county(ies); and

**WHEREAS,** if the change in election date is approved, it is being requested the new election date be moved from November 2025 to November 2026 with Board members whose terms would have expired in 2025 being extended to 2026 and Board members whose terms would have expired in 2027 being extended to 2028, as required by Elections Code Section 10404(i). [Refer to Exhibit A]

**NOW THEREFORE, BE IT RESOLVED** that the above recitals are true and correct; and

**BE IT FURTHER RESOLVED** that the Kinneloa Irrigation District Board of Directors adopts this resolution to consolidate the election date for members of the Board with the California state general election in November in even years (Elections Code Section 1001) pursuant to Elections Code Section 10404(b).

**BE IT FURTHER RESOLVED** that the Board Secretary will forward this resolution to the Los Angeles County Board of Supervisors explaining the rationale for the resolution and requesting formal approval of the change by the Board of Supervisors at a public meeting within 60 days after submission and after the resolution has been posted in accordance with law.

**BE IT FURTHER RESOLVED** that the Board Secretary will notify the Los Angeles County Elections Office that the District is prepared to pay the expenses of mailing notice of approval of the change in election date by the Los Angeles County Board of Supervisors as required by Elections Code 10405.7(f).

**BE IT FURTHER RESOLVED** that if the consolidation of election is approved by the Board of Supervisors, the date of that election will be moved to November 2026 and each subsequent Board member election will be held two years thereafter in November of even years.

**BE IT FURTHER RESOLVED** that if the consolidation of election is approved, the term of office of current Board members expiring in November 2025 will be extended to November 2026 and the term of Board members expiring in November 2027 will be extended to November 2028.

**BE IT FURTHER RESOLVED** that the District's Board Secretary or their designee is authorized to take such actions and execute such agreements and documentation necessary to implement the intent of this Resolution.

RESOLUTION 2024-02-27-2

**PASSED, APPROVED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Kinneloa Irrigation District held on February 27, 2024, Resolution No. 2024-02-27-2 was adopted by the following vote:

**AYES:** Directors Stephen Brown, Timothy Eldridge, Gordon Johnson, Gerrie Kilburn, and William Opel

**NOES:**

**ABSENT:**

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STEPHEN H. BROWN, Chairman  
Board of Directors of the  
Kinneloa Irrigation District

**ATTEST:**

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TIMOTHY J. ELDRIDGE, Treasurer  
Board of Directors of the  
Kinneloa Irrigation District

RESOLUTION 2024-02-27-2  
KINNELOA IRRIGATION DISTRICT  
BOARD OF DIRECTORS  
EXHIBIT A

CURRENT BOARD MEMBER	CURRENT ELECTION YEAR	NEW ELECTION YEAR
STEPHEN H. BROWN (Div. 2)	2025	2026
TIMOTHY J. ELDRIDGE (Div. 4)	2027	2028
GORDON JOHNSON (Div. 3)	2025	2026
GERRIE G. KILBURN (Div. 1)	2027	2028
ARTHUR W. OPEL JR. (Div. 5)	2027	2028



## System Water Loss Audit - January 2024

Subeca Read Date	12/26/23	1/26/24				
Subeca Read Time	11:00	11:48			Variance	
	Level	Level	Variance	Gal/Foot	Gallons	
Eucalyptus Reservoir	20.81	20.91	0.10	8,409.09	840.91	
Sage Tank	19.89	21.19	1.30	10,000.00	13,000.00	
West Tank	21.33	21.32	(0.01)	22,124.00	(221.24)	
Wilcox Reservoir	14.97	15.95	0.98	65,739.00	64,424.22	
Holly East	15.30	19.60	4.30	6,388.00	27,468.40	
Holly West	10.65	14.95	4.30	7,610.00	32,723.00	
Glen Reservoir	14.38	14.29	(0.09)	7,812.00	(703.08)	
Brown Reservoir	14.55	14.48	(0.07)	7,812.00	(546.84)	
Vosburg Reservoir	12.58	12.86	0.28	22,800.00	6,384.00	
East Tank	20.41	20.20	(0.21)	6,976.00	(1,464.96)	
			TANK VOLUME CHANGE		141,063.50	gallons
			TOTAL GROUNDWATER PRODUCED		11,755,177.70	gallons
			NET PRODUCTION TO MEET DEMAND		11,614,114.20	gallons
					15,526.89	CCF
				Retail Sales	12,329.00	CCF
				Loss	3,197.89	CCF
				Loss %	20.6%	



# KINNELOA IRRIGATION DISTRICT

## WATER QUALITY MONITORING PLAN

Revised January 2024

### System Information

Name of Facility: Kinneloa Irrigation District  
PWS ID: CA1910035  
PWS Classification: Community Water System  
Population Served: 1953 (2022 eAR data)  
Service Connections: 592  
Coliform Samples/Month: 150 - 200

### PWS Contact Information

Street Address: 1999 Kinclair Drive, Pasadena, CA 91107  
Contact Name: Tom Majich  
Phone Number: O:626-797-6295 / M:626-833-0210  
Email Address: tm@kidwater.info / kid@kidwater.info

### Sample Collection

Sampling Personnel: District Personnel  
Name of Laboratory: Clinical Laboratory of San Bernardino, Inc.  
Mailing Address: 21881 Barton Road, Grand Terrace, CA 92313  
State Lab Code: 1088  
Phone Number: 909-825-7693  
Fax Number: 909-825-7696

## **RTCR Bacteriological Monitoring**

The District, serving 1953 persons through 592 service connections, requires a sample frequency at a minimum of two per month according to Title 22, Section 64423(a)(1). However, the District has 6 pressure zones. Therefore, the District's approved BSSP requires 12 samples to be collected each month, with each pressure zone sampled every 1<sup>st</sup> and 3<sup>rd</sup> week of the month.

Kinneloa Irrigation District collects 12 distribution routine samples each month for bacteriological quality analysis. A set of 6 samples are collected during 1<sup>st</sup> week of the month and a second set of 6 samples are collected during the 3<sup>rd</sup> week of the month.

## **RTCR Sample Site Locations**

<b>PS Code</b>	<b>Source Water</b>	<b>Distribution Routine Sample Site Address</b>	<b>Upstream Sample Site</b>	<b>Downstream Sample Site</b>	<b>Pressure Zone</b>
CA1910035_DST_021	Eucalyptus Reservoir	2764 Eaton Canyon Dr	1720 Kinneloa Canyon Rd	2602 B Dove Creek	1
CA1910035_DST_020	Brown/Glen Reservoir	3315 Villa Knolls Dr	3353 Villa Knolls Dr	3142 Villa Knolls Dr	2
CA1910035_DST_019	Vosburg Reservoir	3338 Barhite St	3355 Barhite St	3323 Barhite St	3
CA1910035_DST_018	Holly/Sage Tanks	1939 Kinneloa Canyon Rd	2020 Kinneloa Canyon Rd	1886 Kinneloa Canyon Rd	4
CA1910035_DST_022	West Tank	2351 Kinclair Dr	2388 Kinclair Dr	2312 Kinclair Dr	5
CA1910035_DST_017	East Tank	2014 Windover Rd	2254 Villa Heights Rd	1987 Windover Rd	6

See Appendix B – Bacteriological Sampling Site Plan

## **Groundwater Bacteriological Monitoring**

Per Kinneloa Irrigation District permit requirements, raw water sources are sampled once a month for bacteriological quality analysis. The District is not required collect raw water tap samples for sources not in use during the month.

The District currently collects 1 RGW sample at Kinneloa #3 Well once a month for bacteriological quality analysis. All other tunnels were inactivated on 12/1/2023 to comply with SWRCB regulatory standards.

<b>PS Code</b>	<b>Raw Ground Water (RGW) Sources</b>	<b>Source Status</b>	<b>Pressure Zone</b>
CA1910035_009_009	Kinneloa #3 Well	Active	1
CA1910035_003_003	Eucalyptus Tunnel	Inactive	1
CA1910035_005_005	Far Mesa Tunnel	Inactive	2
CA1910035_002_002	Delores Tunnel	Inactive	3
CA1910035_015_015	Wilcox Well	Inactive	0
CA1910035_007_007	Hi Pressure Tunnel	Inactive	4
CA1910035_008_008	House Tunnel	Inactive	4

## **Ground Water Rule (GWR) Sampling**

According to the Groundwater Rule, within 24 hours of notification of a positive total coliform routine sample, the District will take the designated upstream, downstream, and original sampling point samples for the District's trigger monitoring program. Additionally, notification received for a positive E. Coli. sample must be reported to the state on the same day the notification was received, by the end of the day.

Positive Total Coliform sample	Notify state within 24 hours
Positive E. Coli. Sample	Notify state by end of day when notification was received or end of next business day if state office is already closed

## **General Physical Monitoring**

Under Section 64449.5 of Title 22, the District is required to collect one sample of general physical (color, odor, turbidity) for every four Total Coliform samples in the distribution system.

Kinneloa Irrigation District collects 6 distribution routine samples once a month for general physical analysis.

<b>PS Code</b>	<b>Distribution Routine Sample Site</b>	<b>Pressure Zone</b>
CA1910035_DST_021	2764 Eaton Canyon Dr	1
CA1910035_DST_020	3315 Villa Knolls Dr	2
CA1910035_DST_019	3338 Barhite St	3
CA1910035_DST_018	1939 Kinneloa Canyon Rd	4
CA1910035_DST_022	2351 Kinclair Dr	5
CA1910035_DST_017	2014 Windover Rd	6

## **Lead and Copper Rule Monitoring**

Kinneloa Irrigation District performs Lead and Copper monitoring every 3 years during the months of June, July, August, or September. The District must ensure that the same locations are sampled. Otherwise, a similar location may be used that meets the same criteria as the one replaced.

Kinneloa Irrigation District selects 10 sites which fall into the Tier 3 criteria for Lead and Copper selection.

**See Appendix D** - Table of Lead and Copper sites

## **Fluoride Monitoring**

Kinneloa Irrigation District collects 6 distribution samples once every quarter for fluoride analysis.

<b>PS Code</b>	<b>Distribution Routine Sample Site</b>	<b>Pressure Zone</b>	<b>Frequency</b>	<b>Sample Month</b>
CA1910035_DST_021	2764 Eaton Canyon Dr	1	Quarterly	Jan, April, July, Oct.
CA1910035_DST_020	3315 Villa Knolls Dr	2	Quarterly	Jan, April, July, Oct.
CA1910035_DST_019	3338 Barhite St	3	Quarterly	Jan, April, July, Oct.
CA1910035_DST_018	1939 Kinneloa Canyon Rd	4	Quarterly	Jan, April, July, Oct.
CA1910035_DST_022	2351 Kinclair Dr	5	Quarterly	Jan, April, July, Oct.
CA1910035_DST_017	2014 Windover Rd	6	Quarterly	Jan, April, July, Oct.

## **Title 22 Monitoring**

Stetson Engineers, Inc. in Covina, CA is responsible for Title 22 monitoring for the District's sources.

## **Reporting Obligations**

The District is responsible for submitting the following reports:

**Water Quality Reports** are submitted each month to the Division of Drinking Water (DDW) by the 10<sup>th</sup> of the following month.

**Conservation & Drought Reports** are entered into SAFER Clearinghouse each month by the 7<sup>th</sup> of the following month and are due on the very last day of the quarterly month (Jan, April, July, Oct,)

**Clearinghouse Annual Inventory Report (CAIR)** is submitted annually through SAFER Clearinghouse at the end of each year

**Electronic Annual Report (eAR)** is submitted annually to the DDW and the SWRCB eAR website

**Consumer Confidence Report (CCR)** is submitted annually to the DDW and the SWRCB eAR website

## **Staff Training and Education**

All district personnel involved in any aspect of Water Quality for the Kinneloa Irrigation District, will be trained, and certified on the requirements of the Revised Total Coliform Rule (RTCR) and the District's Water Quality requirements per the District water permit, including but not limited to:

1. Understanding Monitoring Frequency
2. Sampling Procedures
3. Timely and Accurate Reporting
4. Regulatory Updates and Changes
5. Documentation and Recordkeeping
6. Communication Protocols

## **Appendices**

Appendix A – Kinneloa Irrigation District Sampling Procedures

Appendix B – Bacteriological Sampling Site Plan

Appendix C – Table of Lead and Copper sites

**KINNELOA IRRIGATION DISTRICT  
WATER QUALITY MONITORING PLAN**

# **APPENDIX A**

**KINNELOA IRRIGATION DISTRICT  
SAMPLING PROCEDURES**



# KINNELOA IRRIGATION DISTRICT

## SAMPLING PROCEDURES

Revised January 2024

### Water Quality Compliance & Reporting

Contact Name: Melanie Timoteo  
Phone Number: O: 626-797-6295 / M: 714-818-2199  
Email Address: mt@kidwater.info

### Field Water Quality Sampling

Contact Name: Felipe Gallegos  
Phone Number: M: 408-637-3096  
Email Address: fg@kidwater.info

### ELAP Accredited Laboratory

Name of Laboratory: Clinical Laboratory of San Bernardino, Inc.  
Mailing Address: 21881 Barton Road, Grand Terrace, CA 92313  
State Lab Code: 1088  
Phone Number: 909-825-7693  
Fax Number: 909-825-7696

## Sampling Checklist

### Sampling Kit

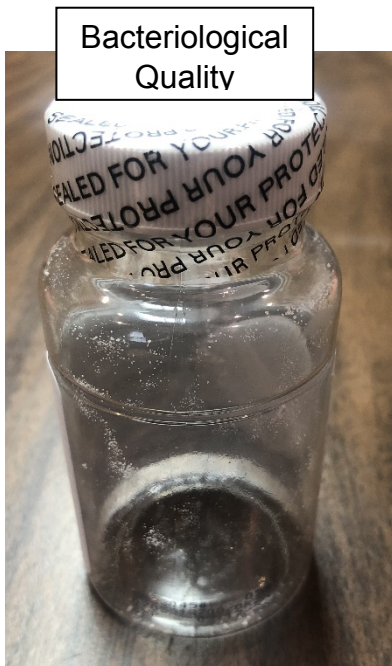
- Alpet 3+ Hand Sanitizer
- Torch
- Nitrile (powderless) Gloves
- Hose-bib Adapter for hose-bib taps
- Colorimeter & Chlorine Residual Reagents
- Plastic Storage Bags for Samples
- Extra sample bottles

### Sampling Prep

- Cooler for sample transportation
- Blue Ice Packs for Samples (< 10C or < 50F)
- Sample Bottles (sterilized and sealed, with additive for Bacti bottles)
- Laboratory Chain of Custody Forms – **See Appendix A**
- Labels & Markers for Sample Identification
- Device to record timestamps

### Sampling Bottles per Test Analysis

Test Analysis	Container
Quanti -Tray (Bacteriological Quality)	125 mL sealed clear plastic bottle with sodium thiosulfate
General Physical (Turbidity, Odor, Color)	Square glass with green cap
Fluoride	½ pt. plastic





## **Sampling Preparation**

If the WQCM is not available, the operator in charge of Field Water Quality Sampling will oversee all aspects of water quality sample collection.

1. The **Water Quality Compliance Manager** (WQCM)
  - a. Checks the calendar for the 1st and 3rd week sample collection.
  - b. Prints the correct **Chain of Custody** (COC) form for the designated week of sample collection.
  - c. Reviews the chain of custody form for accuracy.
  - d. Labels the sample bottles
  - e. Prints out the COC form and sets out the sample bottles **the day before** sample collection.
  - f. Manages sampling inventory
2. Two operators are involved in sample collection
  - a. The **Sample Operator** is responsible for physically collecting the sample.
  - b. The **Scribe Operator** is responsible for recording the results on the COC & sample bottles.
2. The WQCM reviews the COC and labeled bottles with the operators on **the day of** sample collection.
3. The scribe operator fills out the labels with sampler initials and date
4. The sample operator performs a final review before leaving the office to collect samples
  - a. Checks all sample bottles are sterilized, sealed, and wrapped in a plastic bag
  - b. Checks all sample labels for accuracy
  - c. Checks the COC for accuracy
  - d. Reviews Sampling Prep checklist

## **Taking a Bacti Sample from a Sample Tap**

1. The sample operator and scribe operator use Alpet 3+ hand sanitizer to clean hands
2. Uncap the sample tap and spray the sample tap with Alpet 3+ hand sanitizer.
3. Flame the sample tap.
4. Flush the sample tap for 15 minutes
5. After 15 minutes, reduce the flow of water until you reach a continuous, gentle flow without any turbulence
6. Proceed to take a Cl<sub>2</sub> residual reading. Continue to flush the line if you receive a low Cl<sub>2</sub> residual. A low residual is defined as at or below 0.5 mg/L per Dept. of EN.
7. The scribe operator records the Cl<sub>2</sub> residual on the COC
8. Place a pair of gloves on and lightly spray the gloves with chlorine
9. Remove sample bottle from cooler
10. Scan the environment for all possible sources of sample contamination (leaves blowing, dirt/dust, heavy winds, rain, fog, insects)
11. Proceed to take the sample quietly without talking to avoid all possible sources of contamination.
12. Remove the seal and twist the cap from the sample bottle.
13. Keep the sample cap in your hand facing down. Do not touch the inside of the cap or the bottle's inner surface. These actions can contaminate the sample
14. Carefully place the sample bottle under the running water and the bottle to the 100mL fill-line; do not overfill the sample bottle or allow the water to splash. The 100mL fill-line is the minimum needed for the lab to do a Bacti analysis.
15. If at any time you do not feel confident about a sample grab, throw it out and take a new sample.
16. Quickly replace the cap on the bottle and hand it over to the scribe operator

17. The scribe operator records the time the sample was taken on the sample bottle and returns it to the cooler
18. The scribe operator records the time the sample was taken on the COC
19. Repeat steps 1-18, until all water samples have been collected at every site listed on the COC
20. The cooler of samples is then transported to the office to await pickup from the lab courier. The sample must be delivered to the laboratory within 24 hours from the time of collection.

### **Taking a Bacti Sample from a Hose-bib Tap**

1. Detach any hoses from hose bib adapter. Attach the hose-bib adapter. Spray the sample tap and the outside/inside of the hose-bib adapter with Alpet 3+ hand sanitizer.
2. The sample operator and scribe operator use Alpet 3+ hand sanitizer to clean hands
3. Flame the sample tap. DO NOT flame the hose-bib adapter.
4. Flush the sample tap for 15 minutes
5. After 15 minutes, reduce the flow of water until you reach a continuous, gentle flow without any turbulence
6. Proceed to take a Cl<sub>2</sub> residual reading. Continue to flush the line if you receive a low Cl<sub>2</sub> residual. A low residual is defined as at or below 0.5 mg/L.
7. The scribe operator records the Cl<sub>2</sub> residual on the COC
8. Place a pair of gloves on and lightly spray the gloves with chlorine
9. Remove sample bottle from cooler
10. Scan the environment for all possible sources of sample contamination (leaves blowing, dirt/dust, heavy winds, rain, fog, insects)
11. Proceed to take the sample quietly without talking to avoid all possible sources of contamination.
12. Remove the seal and twist the cap from the sample bottle.
13. Keep the sample cap in your hand facing down. Do not touch the inside of the cap or the bottle's inner surface. These actions can contaminate the sample
14. Carefully place the sample bottle under the running water and the bottle to the 100mL fill-line; do not overfill the sample bottle or allow the water to splash. The 100mL fill-line is the minimum needed for the lab to do a Bacti analysis.
15. If at any time you do not feel confident about a sample grab, throw it out and take a new sample.
16. Quickly replace the cap on the bottle and hand it over to the scribe operator
17. The scribe operator records the time the sample was taken on the sample bottle and returns it to the cooler
18. The scribe operator records the time the sample was taken on the COC
19. When detaching the hose-bib adapter, carefully place it back into a clean plastic bag
20. Repeat steps 1-19, until all water samples have been collected at every site listed on the COC
21. The cooler of samples is then transported to the office to await pickup from the lab courier. The sample must be delivered to the laboratory within 24 hours from the time of collection.

### **Office Procedures**

1. When the cooler of samples are returned to the office, the WQCM checks the bottles, labels, and COC for accuracy before the lab courier comes for pickup.
2. When the courier arrives, the COC is signed and then scanned into the computer for KID recordkeeping and then handed back to the lab courier.
3. The lab courier collects the water samples with the signed COC and delivers them to the lab on the same day.
4. Blue ice packs and coolers remain in the office.

## **Repeat Sampling**

Upon notification of a **positive sample for Total Coliform**, the following steps must be taken.

1. Report to the state within 24hrs of receiving the positive sample
2. Take repeat samples at the original site and the designated upstream address, downstream address as outlined in our approved BSSP.
3. You must also take Trigger Source samples per the Ground Water Rule for all sources that influence the original sampling site.

Upon notification of a **positive sample for Total Coliform & E.coli**, the following steps must be taken.

1. Report to the state by the end of the day of when the notification was received, or by the end of the next business day if the state office is already closed
2. Take repeat samples at the original site and the designated upstream address, downstream address as outlined in our approved BSSP.
3. You must also take Trigger Source samples per the Ground Water Rule for all sources influencing the original sampling site.

## **Special Sampling**

Special samples are taken for in-house testing and analysis.

## **Weather**

In the event of inclement weather such as heavy rains or winds, the operator will first determine if sampling can be performed on a different day that falls within the 1<sup>st</sup> or 3<sup>rd</sup> week schedule. If weather concerns persist, the operator will set up a pop-up tent at the sampling site and proceed to properly collect the required sample.

## **Emergency**

In the event of an emergency, where sampling cannot be performed under *normal operating conditions* due to unforeseen circumstances such as natural disasters, the WQCM will report to the Kinneloa Irrigation District's assigned Water System Engineer.

Assigned Water System Engineer: Kurtis S. Lee

Phone: (818) 551-2015

Email: [Kurtis.Lee@Waterboards.ca.gov](mailto:Kurtis.Lee@Waterboards.ca.gov)

## **Appendices**

Appendix A – Clinical Labs Chain of Custody Form

Appendix B – Photos of Distribution Sample Sites

Appendix C – Photos of Source Raw Groundwater Sample Sites

**KINNELOA IRRIGATION DISTRICT  
SAMPLING PROCEDURES**

# **APPENDIX A**

**CLINICAL LABS  
CHAIN OF CUSTODY FORM**

Client				Destination Laboratory												Analysis Requested		Turn Around Time (TAT)
Address:				[ x ] Clinical Grand Terrace / ELAP 1088												QUANTITRAY	Comments	
PASADENA, CA 91107				[ ] Clinical Lompoc / ELAP 1678														
Client Contact:				[ ] Other:														
Phone No.: 626-797-6295 FAX No: 626-608-3168																		
System No.: 1910035				Container ID	Matrix	Sample Type	No. of Preserved Cont.											Total Containers
Project:							Unpreserved	Na2S2O3	NH4Cl	C6H8O6	HNO3	HCl	NaOH	Na2SO3	ZnC4H6O4	Comments		
Sampled By:																		
Comments:																		
PS Code	Date	Time	Sample Identification															
<i>Matrix: DW - Drinking Water GW - Ground Water SW - Surface Water W - Water WW - Wastewater SWR - Stormwater Runoff S - Sludge O - Other RGW - RAW GROUND WATER</i>																		
<i>Use for Bacteria Samples / Sample Type: 1-Routine 2-Repeat 3-Replacement 4-Special D-Distribution W-Well TAT: (10) Ten Day (5) Five Day Rush (2) Two Day Rush (1) 24 Hr Rush</i>																		
Relinquished By (Sign)				Print Name / Company				Date / Time				Received By (Sign)				Print Name / Company		
				Kinneloa Irrigation District												Clinical Labs of San Bernardino, Inc.		
(Lab Use Only) Lompoc Lab Receipt Temp.: _____ °C Shipped Via: [ ] Fed Ex [ ] Golden State Overnight [ ] UPS [ ] OnTrac [ ] USPS [ ] Other _____ Condition: [ ] On Wet Ice [ ] On Blu Ice [ ] Intact [ ] Custody Seals Samples / COC Checked By: _____ Work Order Logged By: _____ Receipt Comments: _____ Clinical Lab Receipt Temp.: _____ °C																		

**KINNELOA IRRIGATION DISTRICT  
SAMPLING PROCEDURES**

# **APPENDIX B**

**PHOTOS OF DISTRIBUTION  
SAMPLE SITES**

**KINNELOA IRRIGATION DISTRICT  
SAMPLING PROCEDURES**

# **APPENDIX C**

**PHOTOS OF SOURCE RAW GROUNDWATER  
SAMPLE SITES**

**KINNELOA IRRIGATION DISTRICT  
WATER QUALITY MONITORING PLAN**

# **APPENDIX B**

## **BACTERIOLOGICAL SITE SAMPLING PLAN**





# BSSP - BACTERIOLOGICAL SAMPLING SITE PLAN

## BACTERIOLOGICAL SAMPLE SITING PLAN-BSSP (Groundwater Systems)

### Water System Information:

Water System Name: KINNELOA IRRIGATION DISTRICT System Number: CA **1910035**  
Water System Classification: Community  Nontransient-Noncommunity  Transient Non-community  
Seasonal Water System: Yes\* No \*Refer to your Start-up/Shut-down Procedure Document  
Operational Period: Annual  
Physical Address: 1999 Kinclair Dr. Pasadena CA 91107  
Mailing Address: 1999 Kinclair Dr. Pasadena CA 91107  
Water System Ph. No.: 626-797-6295 Fax: 626-608-3168 Email Address: tm@kidwater.info, kid@kidwater.info  
No. of Service Connections: 592 Population Served: 1,182  
Person responsible to report coliform-positive samples to the DDW District Office / LPA: Melanie Timoteo  
Day/Evening Phone No: Office: 626-797-6295 Option "9", Tom Majich 626-833-0210

### Sample Collection Information:

Name of Trained Sampler(s): Juan Tello, Chris Burt, Ray Ascencio, Felipe Gallegos  
Sampler Phone No.: J. Tello: 626-524-1575, C. Burt: 626-485-4214, R. Ascencio: 661-406-0547, F. Gallegos 408-637-3096  
Name of Analyzing Laboratory: Clinical Labs of San Bernardino  
Mailing Address: 21881 Barton Road. Grand Terrace, CA 92313  
State Lab Code: 1088  
Phone #: 909-825-7693  
Fax #: 909-825-7696  
Email Address: jhernandez@clinical-lab.com  
Laboratory was sent a copy of BSSP: Yes No

### Distribution System Sampling Frequency:

The water system is required to collect a minimum of 6 SAMPLES routine bacteriological sample(s) at a frequency of **TWICE** every Quarter\* Month.

*\*Quarterly monitoring is only allowed for transient non-community water systems using only groundwater (not GWUDI) and serving 1,000 or fewer persons a month.*

### Raw Water Sampling:

Does the water system provide continuous disinfection treatment (i.e. chlorine, UV, etc.)?  Yes  No  
Water systems that provide continuous disinfection treatment are required to take bacteriological samples prior to disinfection (raw water samples) for all sources on a quarterly or monthly frequency and analyzed. Please list below the source(s) have disinfection treatment and the months when raw water samples will be taken.

1. EUCALYPTUS TUNNEL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
2. K-3 WELL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
3. WILCOX WELL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
4. HI-PRESSURE TUNNEL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
5. HOUSE TUNNEL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
6. DELORES TUNNEL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec
7. FAR MESA TUNNEL	Months sampled: <input checked="" type="checkbox"/> Jan <input checked="" type="checkbox"/> Feb <input checked="" type="checkbox"/> Mar <input checked="" type="checkbox"/> Apr <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> Jun <input checked="" type="checkbox"/> Jul <input checked="" type="checkbox"/> Aug <input checked="" type="checkbox"/> Sep <input checked="" type="checkbox"/> Oct <input checked="" type="checkbox"/> Nov <input checked="" type="checkbox"/> Dec

### Map of System:

A map of the distribution system is required to show all routine sample locations, follow-up (repeat) sample locations, source location (well, spring, etc.), storage tanks, treatment facilities, and distribution piping (pressure zones, booster stations, pressure reducing stations, and dead ends). A distribution map is attached:  Yes  No

### Consecutive Water System (if applicable under the Ground Water Rule):

Does the water system obtain groundwater from another water system?  Yes  No  
If yes, contact the wholesaler within 24 hours of notification of a TC+ Distribution Sample.  
Wholesaler Name: Click here to enter text. Contact: Click here to enter text. Phone No.: Click here to enter text.

**Wholesaler Water System (if applicable under the Ground Water Rule):**

Does the water system provide groundwater to another water system?  Yes  No

If yes, collect a raw water source sample(s) within 24 hours upon being notified by a retailer who received a TC+ sample. If source sample is *E. coli* positive, contact all consecutive systems within 24 hours\*.

Retailer Name: [Click here to enter text.](#) Contact: [Click here to enter text.](#) Phone No.: [Click here to enter text.](#)

Retailer Name: [Click here to enter text.](#) Contact: [Click here to enter text.](#) Phone No.: [Click here to enter text.](#)

\*A Tier 1 notice is required for all *E. coli* positive source samples.

**Sample Locations:**

The following describes each routine sample location, what months the location will be sampled, and where follow-up (repeat) samples will be taken in the event of a "positive" routine sample. A routine sample site must be designated for each pressure zone or separate area served by the water system. The routine samples sites must be rotated such that they are all sampled on a regular basis. If this water system must designate more than one routine sample site, please do so below:

A system using ground water must collect the triggered source sample(s) for Ground Water Rule compliance (in accordance with the approved Representative Monitoring Plan or sample all sources in use if there is no approved Representative Monitoring Plan). A system using a single groundwater (not GWUDI) well, serving 1,000 or fewer persons may use the triggered source sample as one of the repeat samples, if approved by the State Board.

**Routine No. 1 Sample Location:**

2764 EATON CANYON DR – Eucalyptus Reservoir Zone 1

Water samples will be collected from this location during the months of:

- Jan.  Feb.  Mar.
- Apr.  May  Jun.
- Jul.  Aug.  Sept.
- Oct.  Nov.  Dec.

Sample Site Description: HOSE BIB  
(hose bib, sink faucet, etc.)

**Follow-up (repeat) Sample Location:**

1. 2764 EATON CANYON DR  
(routine no.1 sample location name/address)
2. 1720 KINNELOA CANYON  
(up-stream within 5 connections-location name/address)
3. 2602 B DOVE CREEK  
(down-stream within 5 connections-location name/address)

Triggered Source Sample(s) – Ground Water Rule  
K-3 WELL, EUCALYPTUS TUNNEL

**Routine No. 2 Sample Location: (if required)**

3315 VILLA KNOLLS DR – Brown/Glen Reservoir Zone 2

Water samples will be collected from this location during the months of:

- Jan.  Feb.  Mar.
- Apr.  May  Jun.
- Jul.  Aug.  Sept.
- Oct.  Nov.  Dec.

WELL  
Sample Site Description: HOSE BIB  
(hose bib, sink faucet, etc.)

**Follow-up (repeat) Sample Location:**

1. 3315 VILLA KNOLLS DR  
(routine no.2 sample location name/address)
2. 3353 VILLA KNOLLS DR  
(up-stream within 5 connections-location name/address)
3. 3142 VILLA KNOLLS DR  
(down-stream within 5 connections-location name/address)

Triggered Source Sample(s) – Ground Water Rule  
FAR MESA TUNNELS, K-3 WELL, EUCALYPTUS TUNNEL, WILCOX

**Routine No. 3 Sample Location: (if required)**

3338 BARHITE ST – Vosburg Reservoir Zone 3

Water samples will be collected from this location during the months of:

- Jan.  Feb.  Mar.
- Apr.  May  Jun.
- Jul.  Aug.  Sept.
- Oct.  Nov.  Dec.

PRESSURE TUNNELS, HOUSE TUNNEL, FAR MESA TUNNELS, DELORES TUNNEL  
Sample Site Description: HOSE BIB  
(hose bib, sink faucet, etc.)

**Follow-up (repeat) Sample Location:**

1. 3338 BARHITE ST  
(routine no. 3 sample location name/address)
2. 3355 BARHITE ST  
(up-stream within 5 connections-location name/address)
3. 3323 BARHITE ST  
(down-stream within 5 connections-location name/address)

Triggered Source Sample(s) – Ground Water Rule  
K-3 WELL, WILCOX WELL, EUCALYPTUS TUNNEL, HIGH/LOW

**Sample Locations:**

The following describes each routine sample location, what months the location will be sampled, and where follow-up (repeat) samples will be taken in the event of a "positive" routine sample. A routine sample site must be designated for each pressure zone or separate area served by the water system. The routine samples sites must be rotated such that they are all sampled on a regular basis. If this water system must designate more than one routine sample site, please do so below:

A system using ground water must collect the triggered source sample(s) for Ground Water Rule compliance (in accordance with the approved Representative Monitoring Plan or sample all sources in use if there is no approved Representative Monitoring Plan). A system using a single groundwater (not GWUDI) well, serving 1,000 or fewer persons may use the triggered source sample as one of the repeat samples, if approved by the State Board.

**Routine No. 4 Sample Location:**

1939 KINNELOA CANYON RD – Holly/Sage Tanks Zone 4

Water samples will be collected from this location during the months of:

- Jan.  Feb.  Mar.
- Apr.  May  Jun.
- Jul.  Aug.  Sept.
- Oct.  Nov.  Dec.

TUNNELS, HOUSE TUNNEL

Sample Site Description: SAMPLE TAP at Eucalyptus Reservoir Site  
(hose bib, sink faucet, etc.)

**Follow-up (repeat) Sample Location:**

1. 1939 KINNELOA CANYON RD  
(routine no.1 sample location name/address)
2. 2020 KINNELOA CANYON RD  
(up-stream within 5 connections-location name/address)
3. 1886 KINNELOA CANYON RD  
(down-stream within 5 connections-location name/address)

Triggered Source Sample(s) – Ground Water Rule  
K-3 WELL, EUCALYPTUS TUNNEL, HIGH/LOW PRESSURE

**Routine No. 5 Sample Location: (if required)**

2351 KINCLAIR DR – West Tank Zone 5

Water samples will be collected from this location during the months of:

- Jan.  Feb.  Mar.
- Apr.  May  Jun.
- Jul.  Aug.  Sept.
- Oct.  Nov.  Dec.

PRESSURE TUNNELS, HOUSE TUNNEL, FAR MESA TUNNELS, DELORES TUNNEL

Sample Site Description: SAMPLE TAP at Sage Tank Site  
(hose bib, sink faucet, etc.)

**Follow-up (repeat) Sample Location:**

1. 2351 KINCLAIR DR  
(routine no.2 sample location name/address)
2. 2388 KINCLAIR DR  
(up-stream within 5 connections-location name/address)
3. 2312 KINCLAIR DR  
(down-stream within 5 connections-location name/address)

Triggered Source Sample(s) – Ground Water Rule  
K-3 WELL, WILCOX WELL, EUCALYPTUS TUNNEL, HIGH/LOW

**Routine No. 6 Sample Location: (if required)**

2014 WINDOVER RD – East Tank Zone 6

Water samples will be collected from this location during the months of:

- Jan.  Feb.  Mar.
- Apr.  May  Jun.
- Jul.  Aug.  Sept.
- Oct.  Nov.  Dec.

PRESSURE TUNNELS, HOUSE TUNNEL, FAR MESA TUNNELS, DELORES TUNNEL

Sample Site Description: SAMPLE TAP at Vosburg Reservoir Site  
(hose bib, sink faucet, etc.)

**Follow-up (repeat) Sample Location:**

1. 2014 WINDOVER RD  
(routine no. 3 sample location name/address)
2. 2254 VILLA HEIGHTS  
(up-stream within 5 connections-location name/address)
3. 1987 WINDOVER RD  
(down-stream within 5 connections-location name/address)

Triggered Source Sample(s) – Ground Water Rule  
K-3 WELL, WILCOX WELL, EUCALYPTUS TUNNEL, HIGH/LOW

**Routine Sample Locations for the Month following a Positive Total Coliform Sample (Transient, Non-Community Water Systems on Quarterly Monitoring Only)**

1. [Click here to enter text.](#)
2. [Click here to enter text.](#)
3. [Click here to enter text.](#)

DNA

**Prepared By:**

Water System Representative Name: Melanie Timoteo

Title: Admin. Assistant

Signature: Melanie Timoteo Date: 12/27/2023

**BSSP Approval:**

The SWRCB-Division of Drinking Water or Local Primacy Agency has reviewed and approved this Bacteriological Sample Siting Plan (BSSP). Any plans on file dated prior to **Click here to enter a date.** are void. The water system must sample their distribution system and raw water special purpose source samples (quarterly/monthly) for bacteriological quality in accordance with the approved BSSP beginning **Click here to enter a date.** Per the California Code of Regulations-Title 22 §64422, a water system is required to submit an updated plan to the State Board at least once every ten years and at any time the plan no longer ensures representative monitoring of the system.

District Engineer or LPA Representative Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#) District Name/No or LPA Name: [Click here to enter text.](#)

Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)



## DISTRIBUTION SAMPLING SITE SCHEDULE

## KINNELOA IRRIGATION DISTRICT DISTRIBUTION SAMPLING SCHEDULE

The District has six distribution sampling sites that are tested on the first and third week of each month. The samples are taken from a specific TAP at each site. The samples are tested by Clinical Labs of San Bernardino .

**IMPORTANT:** Upon receiving notification of a positive sample for E.Coli, immediately contact the DDW by the end of the day.

	ADDRESS	UPSTREAM ADDRESS	DOWNSTREAM ADDRESS
<b>ZONE 1</b>	2764 Eaton Canyon Dr.	1720 Kinneloa Canyon Rd.	2602 B Dove Creek
<b>ZONE 2</b>	3315 Villa Knolls Dr.	3353 Villa Knolls Dr.	3142 Villa Knolls Dr.
<b>ZONE 3</b>	3338 Barhite St.	3355 Barhite Street	3323 Barhite St.
<b>ZONE 4</b>	1939 Kinneloa Canyon Rd.	2020 Kinneloa Canyon Rd.	1886 Kinneloa Canyon Rd.
<b>ZONE 5</b>	2351 Kinclair Dr.	2388 Kinclair Dr	2312 Kinclair Dr.
<b>ZONE 6</b>	2014 Windover Rd.	2254.Villa Heights Rd.	1987 Windover Rd.

SEE ATTACHED MAP: Distribution Sample Zones



## **DISTRICT MAPS:**

DISTRIBUTION SAMPLE ZONES  
(UPSTREAM AND DOWNSTREAM ADDRESSES)

SOURCE SAMPLE POINTS  
(RAW WATER)

TANKS AND RESERVOIRS

TREATMENT FACILITIES

BOOSTER PUMPS AND TUNNELS



**ZONE 5  
DISTRIBUTION SAMPLING SITE**

Address: 2351 Kinclair Drive  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

**ZONE 4  
DISTRIBUTION SAMPLING SITE**

Address: 1939 Kinneloa canyon Drive  
Sources Influencing Location: K-3 Well, Eucalyptus Tunnel, High/Low Pressure Tunnels & House Tunnel

1886 Kinneloa Canyon Rd

**ZONE 1  
DISTRIBUTION SAMPLING SITE**

Address: 2764 Eaton Canyon Drive  
Sources Influencing Location: K-3 Well & Eucalyptus Tunnel

2602 B Dove Creek

**K-3 WELL**  
965ft. Elev.  
800 gpm

1720 Kinneloa Canyon Rd

2388 Kinclair Drive

**HIGH/LOW PRESSURE TUNNELS**

**HOUSE TUNNEL**

**DELORES TUNNEL**

2254 Villa Heights Rd

1987 Windover Rd

**ZONE 6  
DISTRIBUTION SAMPLING SITE**

Address: 2014 Windover Rd  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

**FAR MESA TUNNELS**

3355 Barhite St

**ZONE 3  
DISTRIBUTION SAMPLING SITE**

Address: 3338 Barhite St  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

3323 Barhite St

3353 Villa Knolls Dr

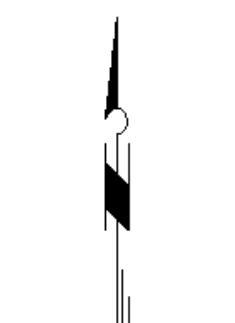
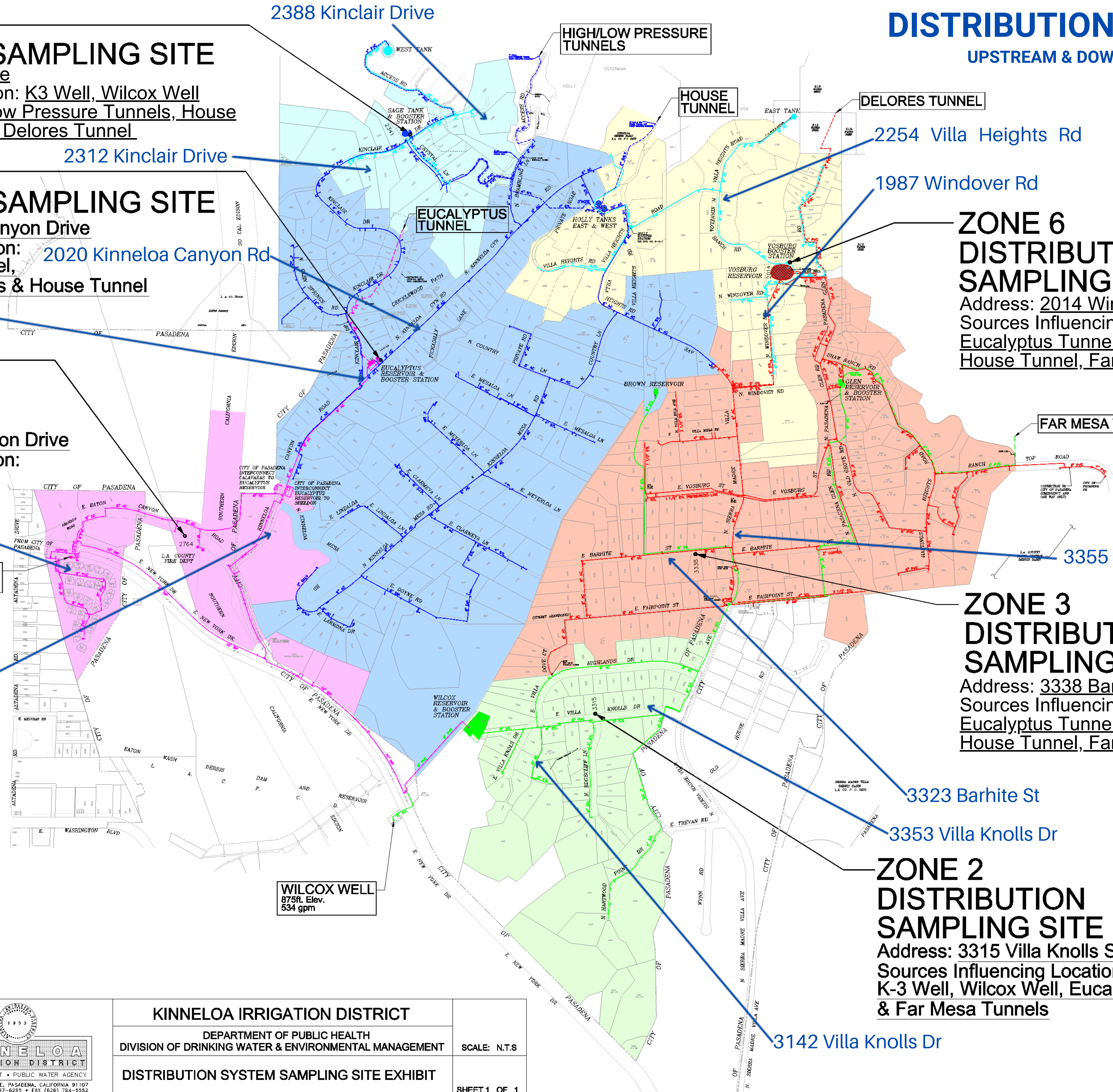
**ZONE 2  
DISTRIBUTION SAMPLING SITE**

Address: 3315 Villa Knolls Street  
Sources Influencing Location: K-3 Well, Wilcox Well, Eucalyptus Tunnel & Far Mesa Tunnels

3142 Villa Knolls Dr

**DISTRIBUTION SAMPLE ZONES**

UPSTREAM & DOWNSTREAM ADDRESSES

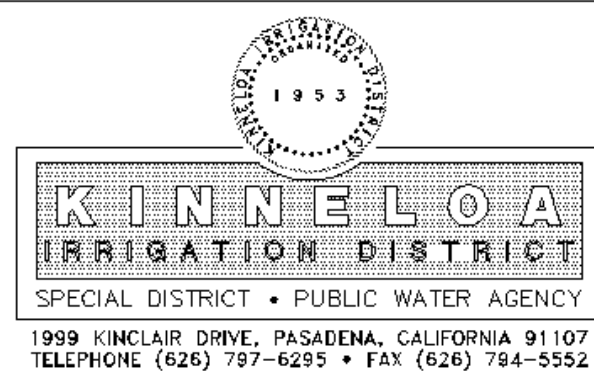


NOT TO SCALE

PLANS PREPARED BY:



CONSULTING ENGINEERS  
1130 W. Huntington Drive, Unit 12, Arcadia, CA 91007  
TEL: 626 821-3456 FAX: 626 445-1461



**KINNELOA IRRIGATION DISTRICT**  
DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF DRINKING WATER & ENVIRONMENTAL MANAGEMENT  
**DISTRIBUTION SYSTEM SAMPLING SITE EXHIBIT**

SCALE: N.T.S

SHEET 1 OF 1

Revised 12/2023

HOLLY TANKS: 2145 Villa Heights Rd  
 HI/LO PRESSURE TUNNEL & HOUSE TUNNEL SAMPLE POINTS

# RAW WATER SOURCE SAMPLE POINTS

EUCALYPTUS RESERVOIR: 1939 Kinneloa Canyon Drive  
 EUCALYPTUS TUNNEL SAMPLE POINT

VOSBURG RESERVOIR: 2014 Windover Rd  
 DELORES TUNNEL SAMPLE POINT

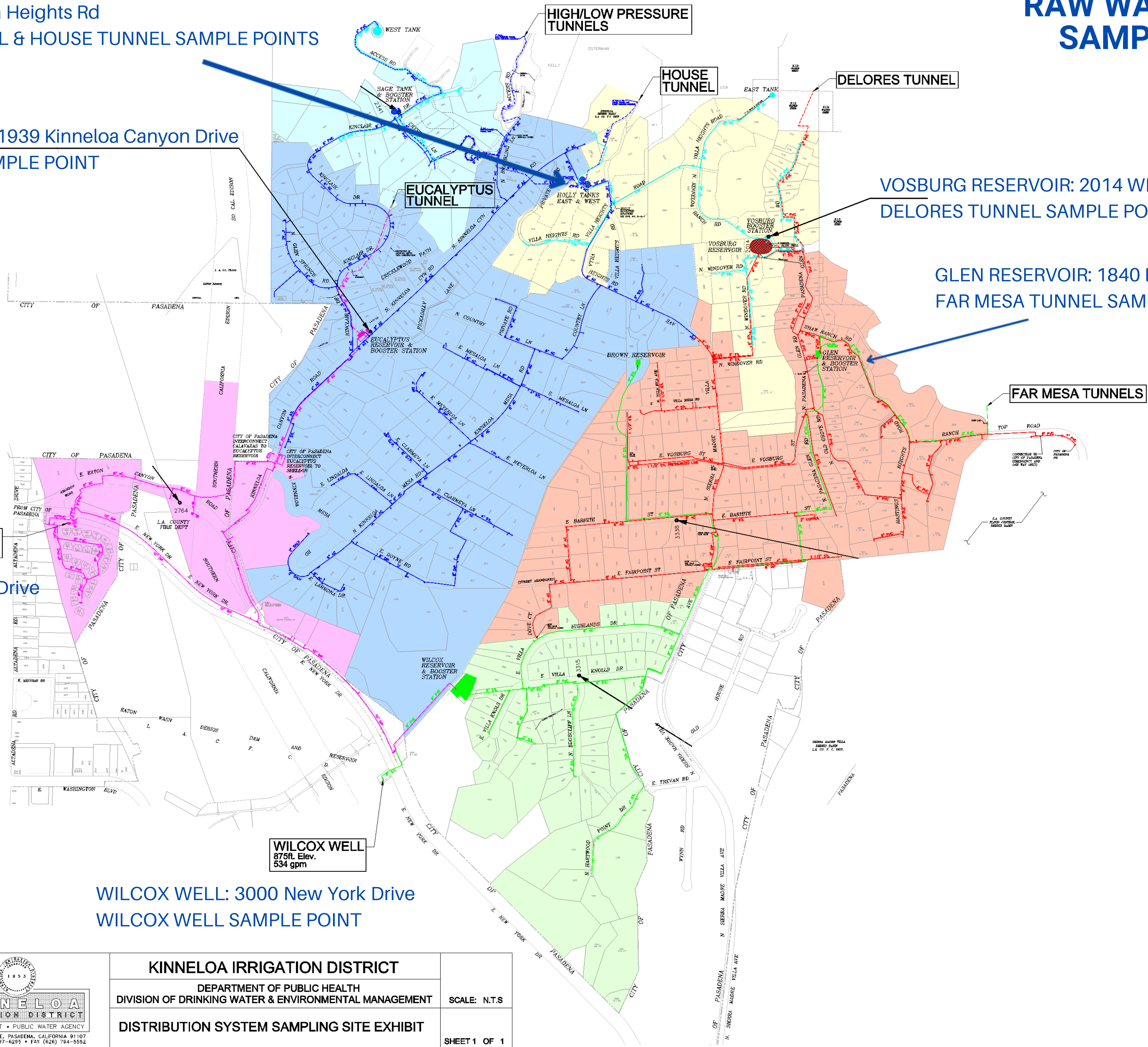
GLEN RESERVOIR: 1840 Pasadena Glen Rd  
 FAR MESA TUNNEL SAMPLE POINT

K3 WELL: 2640 New York Drive  
 K3 WELL SAMPLE POINT

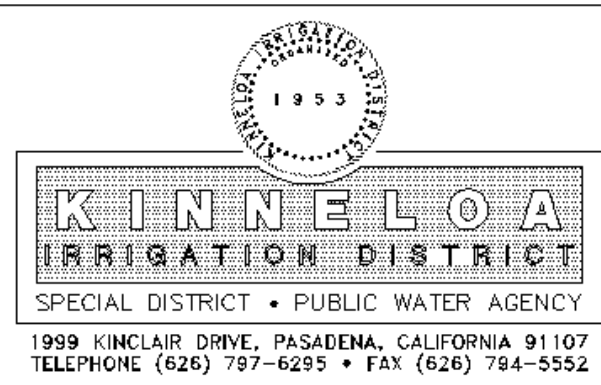
WILCOX WELL: 3000 New York Drive  
 WILCOX WELL SAMPLE POINT

K-3 WELL  
 965ft. Elev.  
 800 gpm

WILCOX WELL  
 875ft. Elev.  
 534 gpm



PLANS PREPARED BY:  
**SA**  
 ASSOCIATES  
 CONSULTING ENGINEERS  
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 TEL: 626 821-3456 FAX: 626 445-1461



**KINNELOA IRRIGATION DISTRICT**  
 DEPARTMENT OF PUBLIC HEALTH  
 DIVISION OF DRINKING WATER & ENVIRONMENTAL MANAGEMENT  
**DISTRIBUTION SYSTEM SAMPLING SITE EXHIBIT**

SCALE: N.T.S.  
 SHEET 1 OF 1

Revised 12/2023

**ZONE 5  
DISTRIBUTION SAMPLING SITE**

Address: 2351 Kinclair Drive  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

**ZONE 4  
DISTRIBUTION SAMPLING SITE**

Address: 1939 Kinneloa canyon Drive  
Sources Influencing Location: K-3 Well, Eucalyptus Tunnel, High/Low Pressure Tunnels & House Tunnel

**ZONE 1  
DISTRIBUTION SAMPLING SITE**

Address: 2764 Eaton Canyon Drive  
Sources Influencing Location: K-3 Well & Eucalyptus Tunnel

**TANKS & RESERVOIRS**

**ZONE 6  
DISTRIBUTION SAMPLING SITE**

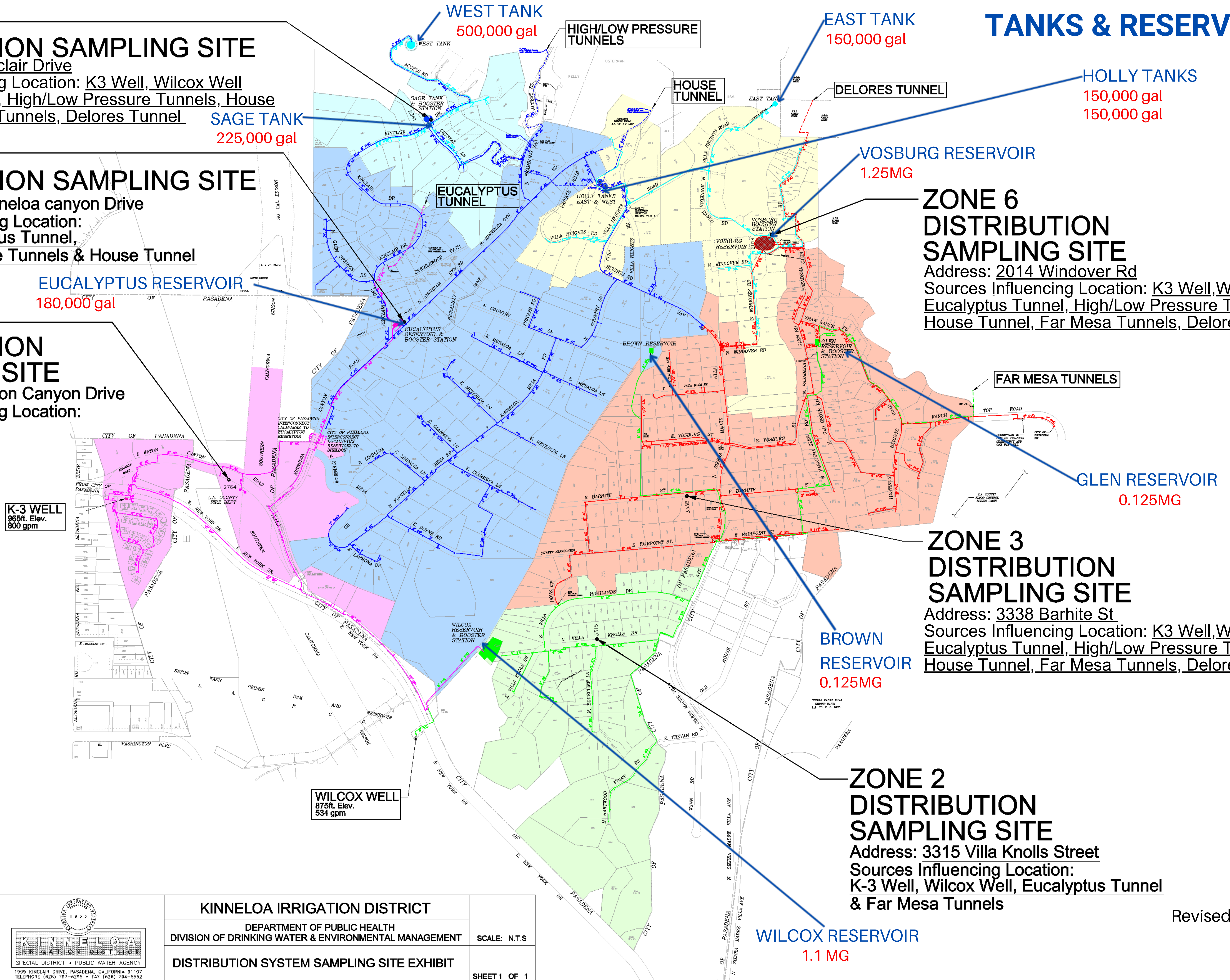
Address: 2014 Windover Rd  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

**ZONE 3  
DISTRIBUTION SAMPLING SITE**

Address: 3338 Barhite St  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

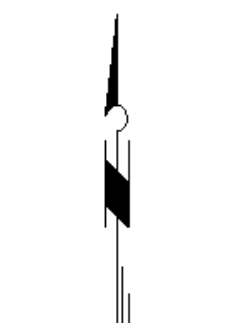
**ZONE 2  
DISTRIBUTION SAMPLING SITE**

Address: 3315 Villa Knolls Street  
Sources Influencing Location: K-3 Well, Wilcox Well, Eucalyptus Tunnel & Far Mesa Tunnels



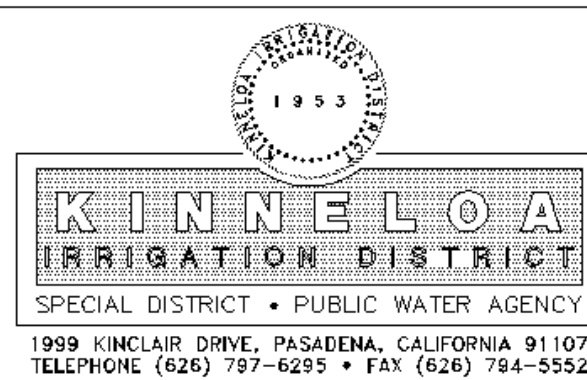
**K-3 WELL**  
965ft. Elev.  
800 gpm

**WILCOX WELL**  
875ft. Elev.  
534 gpm



NOT TO SCALE

PLANS PREPARED BY:  
**SA ASSOCIATES**  
CONSULTING ENGINEERS  
1130 W. Huntington Drive, Unit 12, Arcadia, CA 91007  
TEL: 626 821-3456 FAX: 626 445-1461



**KINNELOA IRRIGATION DISTRICT**  
DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF DRINKING WATER & ENVIRONMENTAL MANAGEMENT  
**DISTRIBUTION SYSTEM SAMPLING SITE EXHIBIT**

SCALE: N.T.S.  
SHEET 1 OF 1

Revised 12/2023

# ZONE 5 DISTRIBUTION SAMPLING SITE

Address: 2351 Kinclair Drive  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

SAGE TANK- 2351 Kinclair Dr  
Sodium Hypochlorite

# ZONE 4 DISTRIBUTION SAMPLING SITE

Address: 1939 Kinneloa canyon Drive  
Sources Influencing Location: K-3 Well, Eucalyptus Tunnel, High/Low Pressure Tunnels & House Tunnel

EUCALYPTUS RESERVOIR -1939 Kinneloa Canyon Rd  
Sodium Hypochlorite

# ZONE 1 DISTRIBUTION SAMPLING SITE

Address: 2764 Eaton Canyon Drive  
Sources Influencing Location: K-3 Well & Eucalyptus Tunnel

K-3 WELL  
965ft. Elev.  
800 gpm

K-3 WELL  
2640 New York Drive  
12 lb/day CL2 Generator

WILCOX WELL  
3000 New York Drive  
6 lb/day CL2 Generator

WILCOX WELL  
875ft. Elev.  
534 gpm

HIGH/LOW PRESSURE TUNNELS

HOUSE TUNNEL

HOLLY TANKS  
2145 Villa Heights Rd  
6 lb/day CL2 Generator

DELORES TUNNEL

VOSBURG RESERVOIR  
2014 Windover Rd  
6 lb/day CL2 Generator

# ZONE 6 DISTRIBUTION SAMPLING SITE

Address: 2014 Windover Rd  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

FAR MESA TUNNELS

GLEN RESERVOIR  
1840 Pasadena Glen Rd.  
Sodium Hypochlorite

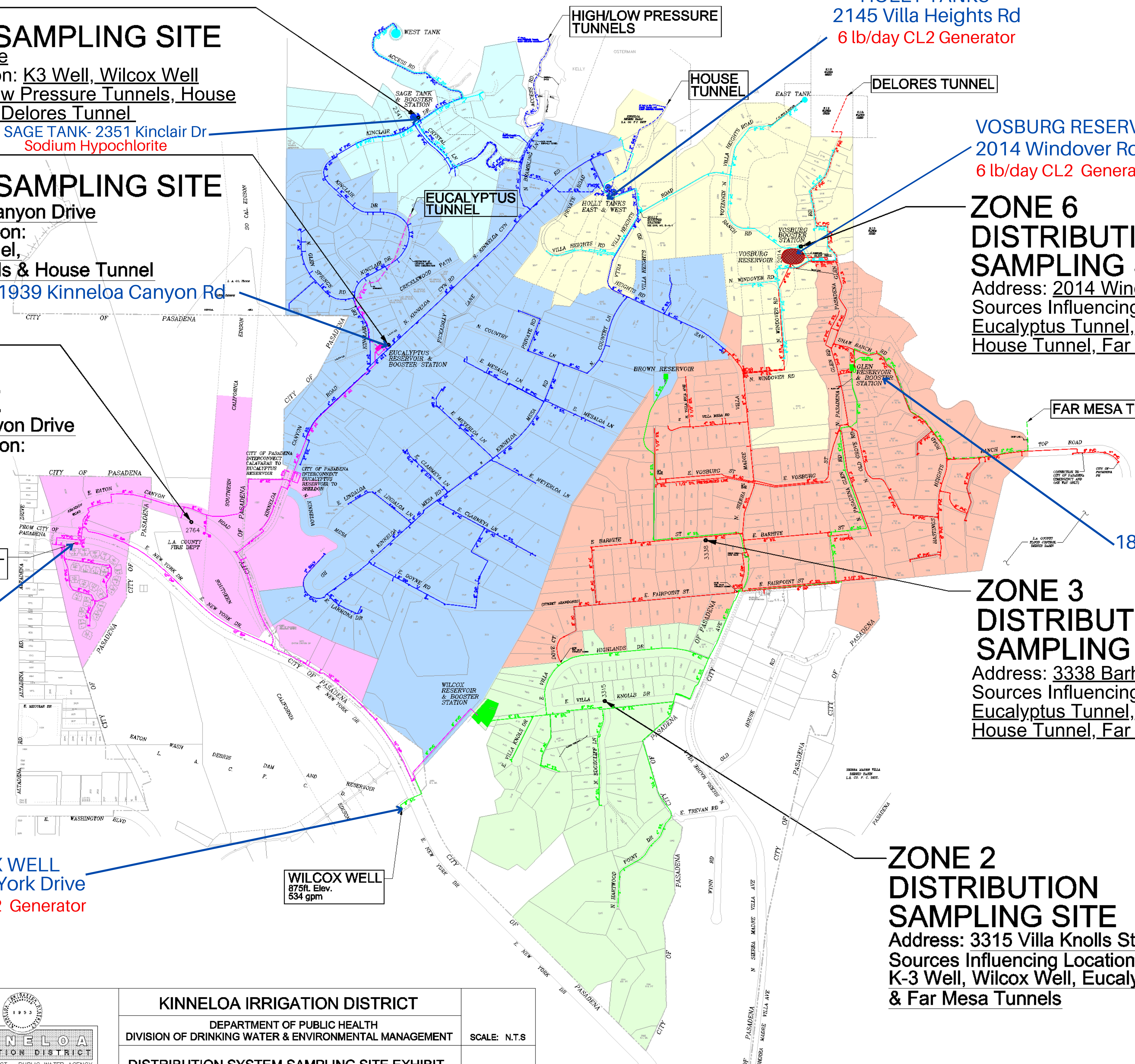
# ZONE 3 DISTRIBUTION SAMPLING SITE

Address: 3338 Barhite St  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

# ZONE 2 DISTRIBUTION SAMPLING SITE

Address: 3315 Villa Knolls Street  
Sources Influencing Location: K-3 Well, Wilcox Well, Eucalyptus Tunnel & Far Mesa Tunnels

# TREATMENT FACILITIES

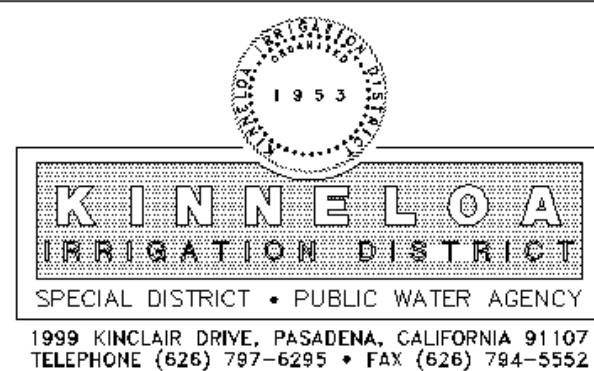


NOT TO SCALE

PLANS PREPARED BY:



CONSULTING ENGINEERS  
1130 W. Huntington Drive, Unit 12, Arcadia, CA 91007  
TEL: 626 821-3456 FAX: 626 445-1461



KINNELOA IRRIGATION DISTRICT

DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF DRINKING WATER & ENVIRONMENTAL MANAGEMENT

DISTRIBUTION SYSTEM SAMPLING SITE EXHIBIT

SCALE: N.T.S

SHEET 1 OF 1

Revised 12/2023

# ZONE 5 DISTRIBUTION SAMPLING SITE

Address: 2351 Kinclair Drive  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

SAGE TANK BOOSTER PUMP #1 - #2

# ZONE 4 DISTRIBUTION SAMPLING SITE

Address: 1939 Kinneloa Canyon Drive  
Sources Influencing Location: K-3 Well, Eucalyptus Tunnel, High/Low Pressure Tunnels & House Tunnel

EUCALYPTUS RESERVOIR PUMPS #1 - #2 - #3

# ZONE 1 DISTRIBUTION SAMPLING SITE

Address: 2764 Eaton Canyon Drive  
Sources Influencing Location: K-3 Well & Eucalyptus Tunnel

K-3 WELL  
965ft. Elev.  
800 gpm

WILCOX WELL  
875ft. Elev.  
534 gpm

WILCOX RESERVOIR PUMPS #1 - #2

# BOOSTER PUMPS & TUNNELS

VOSBURG RESERVOIR PUMPS #1 - #2 - #3

# ZONE 6 DISTRIBUTION SAMPLING SITE

Address: 2014 Windover Rd  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

FAR MESA TUNNELS

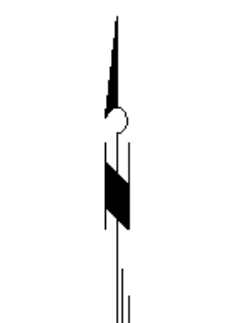
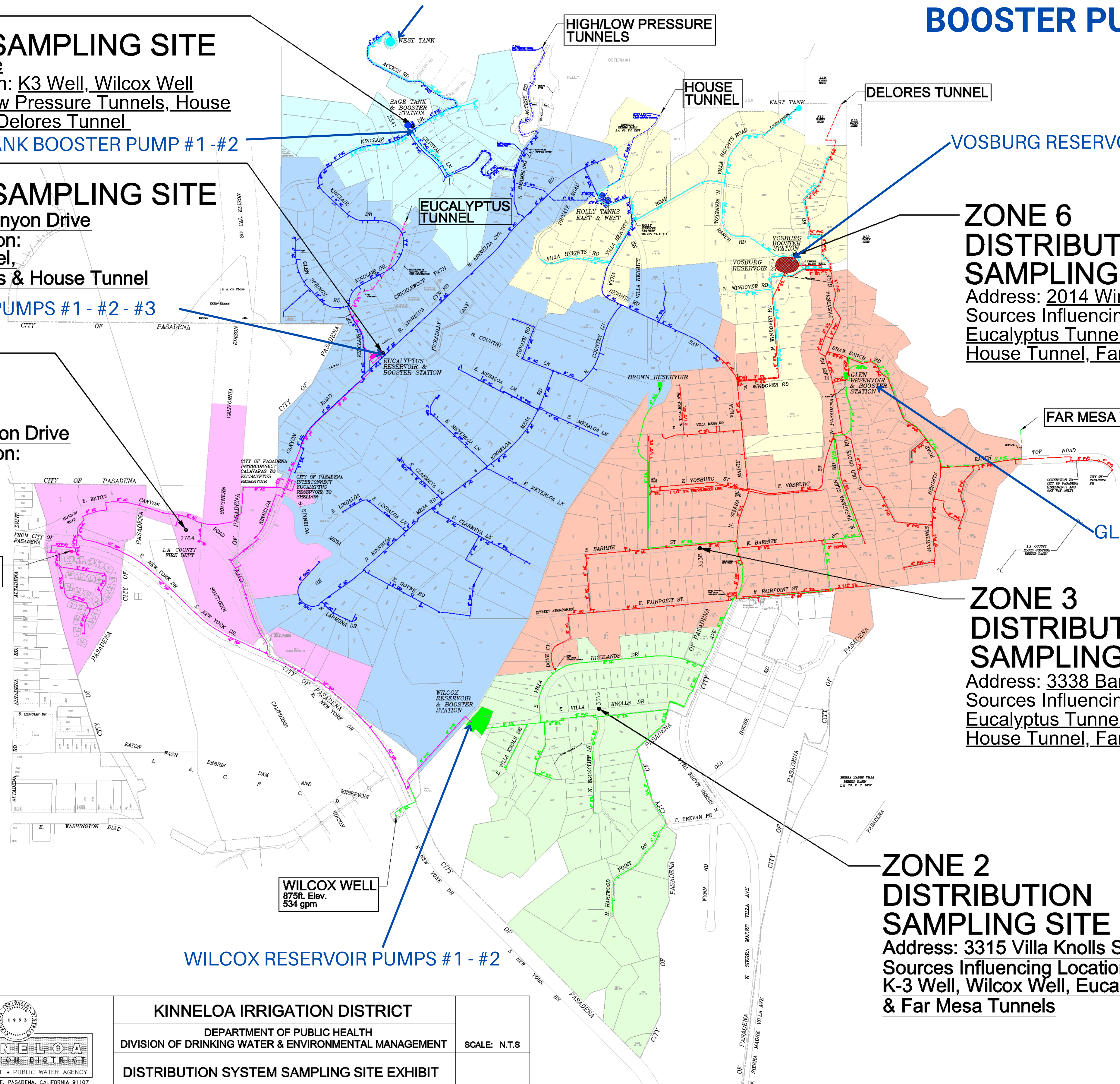
GLEN RESERVOIR PUMP #1

# ZONE 3 DISTRIBUTION SAMPLING SITE

Address: 3338 Barhite St  
Sources Influencing Location: K3 Well, Wilcox Well, Eucalyptus Tunnel, High/Low Pressure Tunnels, House Tunnel, Far Mesa Tunnels, Delores Tunnel

# ZONE 2 DISTRIBUTION SAMPLING SITE

Address: 3315 Villa Knolls Street  
Sources Influencing Location: K-3 Well, Wilcox Well, Eucalyptus Tunnel & Far Mesa Tunnels

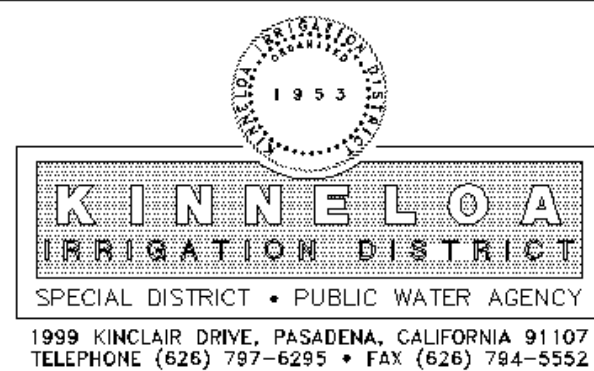


NOT TO SCALE

PLANS PREPARED BY:



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KINNELOA IRRIGATION DISTRICT  
DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF DRINKING WATER & ENVIRONMENTAL MANAGEMENT  
DISTRIBUTION SYSTEM SAMPLING SITE EXHIBIT

SCALE: N.T.S

SHEET 1 OF 1

Revised 12/2023

**KINNELOA IRRIGATION DISTRICT  
WATER QUALITY MONITORING PLAN**

# **APPENDIX C**

## **TABLE OF LEAD AND COPPER SITES**



# State Water Resources Control Board

## Division of Drinking Water

### Lead and Copper Tap Sample Results Reporting Form

*This form must be submitted to the regulating entity (DDW District Office or County Agency) for each round of lead and copper sampling*

Report Date: (mm/dd/yyyy)		<b>Sampling Site Change</b>
Water System Name:		<i>If any sampling sites were changed, please list the old site, new site, and reason for the change in the box below.</i>
Water System Number:		
Sample Schedule:	<input type="radio"/> 6-month <input type="radio"/> Annual <input type="radio"/> Triennial	
# of Samples Required:		
# of Samples Reported:		
	<b>90<sup>th</sup> Percentile Level (mg/L)</b>	
Lead:		
Copper:		

	Sample Date	Sample Site Location/Address	Tier 1, 2 or 3	Result	
				Lead (mg/L)	Copper (mg/L)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Division of Drinking Water  
Lead and Copper Tap Sample Results Reporting Form

**Number of Tap Sample Sites Required**

The number of tap sample sites required is based on the number of people served (system size) by your water system and also whether you are performing Standard or Reduced Monitoring (*CCR §64675*).

System Size	Minimum Number of Sites	
	Standard Tap Sampling	Reduced Tap Sampling
> 100,000	100	50
10,001 to 100,000	60	30
3,301 to 10,000	40	20
501 to 3,300	20	10
101 to 500	10	5
< 101	5	5

**Determining the 90<sup>th</sup> Percentile Lead and Copper Level**

Number of Tap Samples Collected	Determination of 90 <sup>th</sup> Percentile Lead or Copper Level
5	Average the 4 <sup>th</sup> and 5 <sup>th</sup> highest sample results to get the 90 <sup>th</sup> percentile level
More than 5	Place results in ascending order and assign each sample a number, 1 for the lowest concentration. Multiply the total number of samples by 0.9. Round down to the nearest whole number if the decimal is 0.4 or lower and round up if the decimal is 0.5 or higher. The sample result that corresponds with the nearest whole number is the 90 <sup>th</sup> percentile.

**Notification of Results**

As required by *40 Code of Federal Regulations Section 141.85(d)*, within 30 days of learning of the tap monitoring results, I notified the participants, by mailing or by another method approved by the State, of the lead sample results from their individual taps, provided an explanation of the health effects of lead, listed steps the consumer could take to reduce exposure to lead, provided contact information for the water utility, the maximum contaminant level goal for lead, action level for lead, and any definitions.

Notification was done on: \_\_\_\_\_ (date)

<b>SIGNATURE:</b> <i>Martin Aragon</i>	<b>DATE:</b>
<b>NAME (Print):</b>	<b>TITLE:</b>





Date: February 13, 2024

State Water Control Board  
Division of Drinking Water  
500 North Central Avenue, Suite 500  
Glendale, CA 91203

**Subject: Compliance Training for Bacteriological Monitoring and Sample Collection**

As per Directive #6 for Citation No. 04\_07\_23C\_019, staff responsible for overseeing compliance with bacteriological monitoring and reporting requirements, as well as staff responsible for sample collection have been trained and certified. Information regarding staff training is outlined below:

**Trainees:**

1. Melanie Timoteo
2. Felipe Gallegos

**Contents of the Training:** The training session focused on bacteriological monitoring and sample collection, including but not limited to:

- Overview of regulatory requirements pertaining to bacteriological monitoring and reporting.
- Best practices for sample collection, handling, and transportation.
- Personal Hygiene & Proper Hand Sanitation
- Proper Sampling Technique & Sampling Plans
- DEH Bacteriological Sample-Site Plan System Map
- Outline of what is Revised Total Coliform Rule
- Understanding Consumer Confidence Reports
- Updates on relevant industry standards and guidelines.

**Dates and Locations of Training Provided:**

1. **California Rural Water Association (CRWA) – Sampling Techniques, TCR Microbiology & Certification**  
**Date:** January 24, 2024  
**Location:** City of Riverside Public Utilities Operation Center, Riverside, CA

**Instructor Background:** Training was conducted by Michael Sims, CRWA Trainer, with 39 years of experience in the water industry as a certified operator. He is experienced in sampling, microbiology, biological and chemical evaluation, sales and engineering on sanitation, chemical training. Quality assurance and compliance with applicable regulatory requirements and safety programs. Cal/OSHA certified. QA/QC Management, HACCP Certified by FDA, IBWA Certified Plant Operator, and Millipore certified Microbiological QC, UV and Ozone technology and RO.

This training session significantly enhanced the knowledge and skills of our staff, enabling them to effectively fulfill their responsibilities in ensuring compliance with bacteriological monitoring and reporting requirements.

Regards,

*Melanie Timoteo*

Melanie Timoteo  
Administrative Assistant  
O: 626-797-6295  
Email: kid@kidwater.info

# California Rural Water Association

*This is to certify that*

## *Melanie Timoteo*

### Kinneloa Irrigation District

Has completed five SWRCB Water Contact Hours and/or 0.5 REHS/CEUs

Instructed by, Michael Sims, CRWA Trainer

## Sampling Techniques, TCR Microbiology & Certification

On January 24, 2023, in Riverside, California



Dan DeMoss, Executive Director



William R. Massey, Board President



# California Rural Water Association

*This is to certify that*

## *Felipe Gallegos*

### Kinneloa Irrigation District

Has completed **five** SWRCB Water Contact Hours and/or **0.5** REHS/CEUs

Instructed by, Michael Sims, CRWA Trainer

## Sampling Techniques, TCR Microbiology & Certification

On January 24, 2023, in Riverside, California



Dan DeMoss, Executive Director



William R. Massey, Board President



**WATER SAMPLE RESULTS SUMMARY  
JANUARY 2024**

SAMPLE DATE	LAB	SOURCE OR DISTRIBUTION	TEST ANALYSIS	DESCRIPTION	# SAMPLES	# TESTS	RESULTS	COMMENTS
1/3/2024	Clinical	Distribution	Bacteriological	Total Coliform, E.Coli	6	12	ND	
1/3/2024	Clinical	Distribution	General Physical	Color, Odor, Turbidity	6	18	< MCL	Color, odor, turbidity are regulated by a secondary standard to maintain aesthetic qualities such as taste, smell, & appearance.
1/3/2024	Clinical	Distribution	Fluoride	Fluoride	6	6	0.93 - 1.0 mg/L	CA Fluoride MCL is 2.0 mg/L
1/3/2024	Clinical	Distribution	Field	Chlorine Residual	6	6	1.35 - 1.72 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/3/2024	Clinical	Source*	Bacteriological	Total Coliform, E.Coli	2	4	ND	The District is only required to test active raw groundwater sources each month. Currently, the only active raw groundwater source is Kinneloa #3 Well.
1/9/2024	Clinical	Source - Special Inhouse	Fluoride**	Fluoride	7	7	0.83 - 3.1	Special Fluoride sampling performed. K3 Well & Eucalyptus Tunnel tested under 2.0 mg/L. All other sources tested over 2.0 mg/L. All sources except K3 Well have been turned to spreading.
1/9/2024	Clinical	Source - Special Inhouse	Bacteriological	Total Coliform, E.Coli	1	2	Postive for Total Coliform, Negative for E. Coli	Special sampling for Total Coliform performed. Eucalyptus Tunnel has been offline since 4/7/2023. It was tested again this year for bacteriological quality.
1/16/2024	Clinical	Distribution	Bacteriological	Total Coliform, E.Coli	6	12	ND	
1/16/2024	Clinical	Distribution	Field	Chlorine Residual	6	6	1.16 - 1.67 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/26/2024	Clinical	Source - Special Inhouse	Fluoride	Fluoride	7	7	0.92 - 3.1	Special Fluoride sampling performed. K3 Well, Eucalyptus Tunnel, and Wilcox Well tested under 2.0mg/L. All other sources tested over 2.0mg/L. All sources except K3 Well have been turned to spreading.
1/26/2024	Weck Labs	Source - Special Inhouse	Fluoride	Fluoride	7	7	0.93 - 3.3	Special Fluoride sampling performed. K3 Well, Eucalyptus Tunnel, and Wilcox Well tested under 2.0mg/L. All other sources tested over 2.0mg/L. All sources except K3 Well have been turned to spreading.
1/26/2024	Eurofins	Source - Special Inhouse	Fluoride	Fluoride	7	7	0.95 - 2.3	Special Fluoride sampling performed. K3 Well, Eucalyptus Tunnel, and Wilcox Well tested under 2.0mg/L. All other sources tested over 2.0mg/L. All sources except K3 Well have been turned to spreading.

**Total Samples**                      53      80

**NOTES:**

\*All active tunnels were diverted to spreading on 12/01/2023.

\*\*Under new regulation, sources need to test under 2.0 mg/L in fluoride levels to be in compliance.

< MCL = less than Maximum Contaminant Level, ND = not detected, mg/L = milligrams per liter

KID - Source Fluoride Sampling - 1st Quarter 2024

Sample Date	1/9/24	1/9/24		1/26/24	1/26/24	1/26/24
Sample Taker	KID/FG	Stetson		KID/FG	KID/FG	KID/FG
Lab	Lab 1	Lab 2		Lab 1	Lab 2	Lab 3
K3 Well	0.83	0.98		0.92	0.93	0.95
Wilcox Well	1.60	2.20		1.60	1.80	1.80
Eucalyptus Tunnel	1.90	2.20		1.80	1.90	1.90
Far Mesa Tunnel	2.30	3.10		2.40	2.70	2.50
Delores Tunnel	2.10	2.60		2.00	2.30	2.20
Hi Pressure Tunnel	2.30	2.70		2.20	2.40	2.30
House Tunnel	3.10	3.70		3.10	3.30	3.10

## America’s Water Infrastructure Act (AWIA)

### Community Water Service Risk & Resilience Assessments and Emergency Response Plans

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community (drinking) water systems (CWSs) serving more than 3,300 people to develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). The law specifies the components that the RRAs and ERPs must address, and delineates the schedule upon which they must be recertified every 5 years. The American Water Works Association’s standard for the RRA process, the J100-10, was also updated in 2023 to the J100-21.

AWIA Section 2013 also states that EPA should provide guidance and technical assistance to water systems that serve less than 3,301 people on how to conduct RRAs and ERPs, though these systems are not required to certify completion to EPA.

#### Deadlines for the next five-year round of self-certifications are as follows:

Large agency RRA deadline	March 31, 2025
Large agency ERP deadline	September 30, 2025
Medium agency RRA deadline	December 31, 2025
Medium agency ERP deadline	June 30, 2026
Small agency RRA deadline	June 30, 2026
Small agency ERP deadline	December 31, 2026

PWAG will again develop a Request for Proposals (RFP) and manage a group compliance project for those who would like to participate. Because the EPA is still developing guidance on what an acceptable updated RRA looks like, there is an element of uncertainty about time requirements; allowing four to six months for large agency RRAs seems reasonable.

The timeline for getting a consultant under contract is about 10-12 weeks. Here’s a sample:

RFP Issue Date	Monday, May 6, 2024
Pre-Proposal Conference	Wednesday, May 22, 2024
Proposal Submission Deadline	Monday, June 3, 2024
Qualified Proposals to Scoring Group	Monday, June 10, 2024
Consultant Interviews/Follow-up Questions if needed	Monday, June 17, 2024
Finalized Recommendation by Scoring Group	Friday, June 21, 2024
Recommendation Approved by Executive Committee	Wednesday, June 26, 2024
Finalize Contract & Notice to Proceed	Wednesday, July 10, 2024

Today’s discussion will help determine how the RFP is written. We are interested to know which agencies would like to utilize a consultant for the AWIA update, and for which component(s).

# General Manager's Report for the Board of Directors Meeting on February 27, 2024

## I. Customer Account Information

### A. Customer Accounts –

Active accounts: 598  
 Delinquent accounts receiving late charges: 0  
 Accounts shut off for non-payment: 0

Month	Current	30 days	60 days	90 days or greater	Total
<b>January 2023</b>	\$22,653.06	\$2,307.71	\$72.16	\$0.00	\$25,032.93
<b>February 2023</b>	\$18,189.83	\$4,318.89	\$75.79	\$0.00	\$22,584.51
<b>March 2023</b>	\$35,127.70	\$1,920.64	\$879.11	\$0.00	\$37,927.45
<b>April 2023</b>	\$66,896.69	\$2,115.94	\$442.92	\$746.62	\$70,202.17
<b>May 2023</b>	\$12,468.11	\$1,150.61	\$0.00	\$0.00	\$70,202.17
<b>June 2023</b>	\$3,814.55	\$2,532.17	\$0.00	\$0.00	\$6,674.75
<b>July 2023</b>	\$19,782.26	\$4,981.87	\$0.00	\$0.00	\$24,764.13
<b>August 2023</b>	\$28,384.80	\$2,329.14	\$79.36	\$0.00	\$30,793.30
<b>September 2023</b>	\$22,157.30	\$1,983.49	\$78.91	\$0.00	\$30,793.30
<b>October 2023</b>	\$26,703.85	\$1,809.97	\$116.35	\$0.00	\$28,630.17
<b>November 2023</b>	\$45,028.39	\$2,257.29	\$0.00	\$0.00	\$47,285.68
<b>December 2023</b>	\$65,327.32	\$6,644.08	\$1,313.97	\$0.00	\$73,285.37
<b>January 2024</b>	\$36,204.89	\$3,221.13	\$120.34	\$0.00	\$39,546.36

## II. Customer Care Report

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
1	1	0	0	37	System Leak on Doyne Rd, Repaired with mutual assistance from Rubio

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

## III. General Manager's Projects and Activities

### A. Meetings/Outreach/Key Contacts

1. Kicked off GIS mapping project with consultant on 1/24/24
2. Completed RCAC Online Webinar on "Pumps and Motors Troubleshooting"
3. PWAG Quarter Meeting at Rowland on 1/31/24
4. CSDA Zoom Meeting with CA Assembly District 41 staff on 2/1/24
5. DDW Sanitary Survey on 2/14/24
6. FMWD Manager's Meeting on 2/14/24 (did not attend due to DDW conflict)

## 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 but vetoed by Governor Newsom on 10/8/23.
3. 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 noted that Arc-Flash Hazard Study not acceptable due to being a regulatory requirement.
4. 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.
5. 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. **Staff attended formal Water Sampling Training on 1/24/24**
2. **Responding to document requests from FEMA and CalOES to receive reimbursement for the East Tank Earthwork Removal Project.**

## D. System Project Updates

1. **Sage Tank washout complete on 2/13/24**
2. **Valve Exercising with Mutual Aid Support from Rubio continues, as of 2/21/24 we have exercised 28 fire hydrant valves (25% of total) and 85 mainline valves (35% of total).**
3. **Various meters that have been removed from service have been sent out to Golden Meter for testing, results have been received.**
4. **House Tunnel line in canyon broken during storm on 2/19/24, repair completed on 2/22/24.**
5. **Sage Tank Generator repaired and returned to service, Vosburg generator repaired and returned to service. Office generator still with vendor for repair.**
6. **Pump efficiency testing completed on three boosters at Eucalyptus and two boosters at Sage**
7. **Electrical system condition assessment has begun with electrical engineer and electrical contractor support.**
8. 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.
9. Hi-Lo Tunnel Pipeline at canyon exit fused and ready for final installation using HDPE on canyon bottom.
10. 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.
11. 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.

12. Vosburg Reservoir Rehab – scope of work to be developed and budgeted following dive inspection.
13. Wilcox Reservoir Road –Road is passable, no immediate work is planned. FEMA Request for Public Assistance submitted.

#### E. Regulatory Compliance and Reporting

1. **CLEAN FLEETS REPORT DUE APRIL 1, 2024, submitted**
2. **July 1, 2024 Workplace Violence in IIPP, pending ACWA-JPIA and PWAG advice**
3. **New Clearinghouse Annual Inventory Report (CAIR) reporting obligation will take effect on January 1, 2024 and is due by March 31, 2024. All info is already in the EAR so additional reporting requirement only.**
4. **Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23. Revised permit application and blending plan submitted to DDW on 12/12/23.**
5. **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. On 12/6/23 the EPA published the proposed Lead and Copper Rule Improvements (LCRI), comments are due no later than 2/5/24. KID is monitoring recommendations from AWWA and other advocacy groups on how best to proceed in 2024.**
6. Monthly Water Quality Reporting – Monthly reporting due by the 10<sup>th</sup> of each month.
7. Water Quality Emergency Notification Plan – annual requirement, filed timely in April 2023
8. 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.
9. 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.
10. 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.
11. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
12. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
13. 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.

\* 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

#### IV. Water Supply Summary as of January for the Watermaster Year 2023-2024

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
1955 Decreed Rights	516	Holly High-Low	34.0
Less Pasadena Subarea 30% Reduction in Water Rights	-154.8	Eucalyptus	0.0
<b>Net Decreed Right</b>	<b>361.2</b>		
Prior Year Carryover	51.6	Far Mesa	20.7
Leases/Exchanges	0	House	10.0
Prior Year Spreading	133.7	Delores	69.5
Short Term Storage	183.4		
<b>Total Allowable Extractions</b>	<b>729.9</b>		
Less Water Extracted YTD This Watermaster Year	-234.4	Year to Date Tunnel Production	134.2
<b>Remaining Allowable Groundwater Extractions through June 2024</b>	<b>495.5</b>	<b>Remaining Estimated Tunnel Production through June 2024*</b>	<b>18.0</b>
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)		513.5 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2024		-225.0 Acre Feet	
<b>Estimated Surplus Water through June 2024**</b>		<b>288.5 Acre Feet</b>	

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

\* Assumed only Eucalyptus Tunnel will be brought back online effective March 1, 2024

\*\* 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.

House Tunnel Line in Canyon Repair

BEFORE



AFTER



Sage Tank Washout



## **KINNELOA IRRIGATION DISTRICT GOALS & OBJECTIVES FOR 2024**

**Complete preparation of a Master Plan for needed comprehensive system improvements over a long-term planning period.**

- >Priority: High
- >Completion date target is end of 3Q2024

**Concurrent to work on Master Plan, complete a rate analysis and develop a multi-year financial/rate/expenditure plan, including explanatory outreach to KID's customers for rate increases, if any.**

- >Priority: High
- >Completion date target of early 4Q2024

**In conjunction with the Public Waters Agencies Group, initiate planning for the creation of a formal Disaster Preparedness & Emergency Response Plan. Embed within this Plan the identification of components of the KID's current distribution system with lowest available fire flows and formalize procedures to reinforce or augment said availability as well as explore collaboration with neighboring agencies to supplement fire flow capacity.**

- >Priority: High
- >Ongoing through 2024 (status updates quarterly to Board)

**Actively continue to work with external advocates and regional water entities to seek opportunities for grant funding of KID projects and initiatives.**

- >Priority: Medium
- >Ongoing