

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, January 18, 2022  
3:00 P.M.

## AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act. Face coverings are required for attendance at the office. Public comment may be made in person or submitted via email to [kinneloa@outlook.com](mailto:kinneloa@outlook.com) prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information: <https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

1. **CALL TO ORDER** – 3:00 P.M.
  - a. Declaration of a quorum
  - b. Review of agenda
  
2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District  
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
  
3. **REVIEW OF MINUTES** – November 16, 2021 and December 21, 2021  
*Recommended Action: Review and approve motion to file*
  
4. **REVIEW OF FINANCIAL REPORTS** – December 31, 2021  
*Recommended Action: Review and approve motion to file*
  
5. **GENERAL MANAGER’S REPORT** – Information item presented by the General Manager  
*Recommended Action: General Manager to summarize the report and respond to questions*
  
6. **PROCEDURE FOR APPROVAL OF EXPENSE REPORTS** – Board to review recommended procedure
  
7. **DELEGATION OF AUTHORITY** – Board to review procedure when General Manager is not available to address and resolve critical issues
  
8. **COMMITTEE ASSIGNMENTS** –  
*Recommended Action: Review General Manager’s memo and current ad hoc committees and current assignments, discuss options and make changes if required*
  
9. **KINNELOA IRRIGATION DISTRICT’S GOALS AND OBJECTIVES FOR 2022** – Discussion of the District’s goals and objectives for 2022

**10. ADVANCED METER INFRASTRUCTURE (AMI) PROJECT** – Proposal from Subeca, Inc.

*Recommended Action: Review General Manager’s memo, discuss proposal and request motion to approve*

**11. INFORMATION ITEM** – Covid-19 Face Covering Guidance & Cal-OSHA Emergency Temporary Standards

**12. INFORMATION ITEM** – Drought-related emergency regulations from the State Water Resources Control Board for urban water conservation

**13. DIRECTOR REQUESTS**

**14. DIRECTOR REPORTS AND/OR COMMENTS –**

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

**15. CALENDAR** – February 15, 2022    March 15, 2022    April 19, 2022

**16. 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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# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, November 16, 2021, 3:00 P.M.

## MINUTES

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

**DIRECTORS PRESENT:** Zoom teleconference/videoconference  
(In-Person): Stephen Brown, Tim Eldridge, Gordon Johnson & Gerrie Kilburn & David Moritz

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon

**PUBLIC PRESENT:** (In-Person): John Robinson of John Robinson Consulting Inc.

**1. CALL TO ORDER:**

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

**2. PUBLIC COMMENT:** None

**3. REVIEW OF MINUTES:**

*October 19, 2021* – Gerrie Kilburn motioned to accept the minutes for filing with one revision indicating the Board’s previous direction to follow through with the map updates and seconded by Stephen Brown. The Chairperson conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

**4. REVIEW OF FINANCIAL REPORTS:**

Director David Moritz reviewed the Financial Reports. Stephen Brown motioned to approve the financial reports for filing and seconded by Tim Eldridge. The Chairperson conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

**5. GENERAL MANAGER'S REPORT:**

The General Manager presented his report.

*Discussion Outcome:*

*The continued testing of the AMI system is successful. Melvin Matthews explained he will present a Subeca proposal at the next meeting to continue with the installation of Subeca devices. Melvin Matthews offered Subeca training to Directors who may be interested.*

*Melvin Matthews explained that a deadline he established for the completion of the House Tunnel project by the end of the year.*

*Director Johnson requested that the Goals and Objectives appear on the December agenda to be adopted for next year.*

*The GM has asked Chris Burt to contact SA Associates for the progress towards completing the map updates.*

**Topic: FORMAT OF MINUTES:**

Director Eldridge recognized the limited resources at the District but explained if a more expanded version of the minutes is not created it would not be worthy of discussion.

Director Johnson suggested that the Board Clerk delivered the draft minutes to the Directors as soon as possible after each meeting and request Directors to site specific conversations and conclusions and returned to the Board Clerk to respond.

Director Kilburn confirmed with Director Eldridge that what he is requesting is the rationale to any action taken. Director Kilburn added that in previous experience expanded minutes occasionally caused the public to misinterpret what was said during the meeting, which led to limiting the minutes to key discussion points.

Directors Johnson, Eldridge, Brown, and Melvin Matthews agreed that cost of transcribed minutes should be explored by the District and presented as an option.

Director Johnson proclaimed as another option he could meet with Melvin Matthews to discuss the key points using the agenda.

Director Johnson offered another option of sitting down with Melvin Matthews after the meeting to discuss the key points after each of the meetings.

*Discussion Outcome:*

*The Board agreed to develop a more efficient method of conducting meetings to clearly introduce the key points and/or conclusions of assorted topics.*

*Director Johnson requested that the Board members send to Melvin Matthews or the Board Clerk their reflection of the key points. Meanwhile he will meet with Melvin Matthews.*

**6. EVALUATION OF CURRENT MASTER PLAN:**

General Manager Mel Matthews introduced John Robinson of John Robinson Consulting Inc., who offered a proposal to develop the District's Master Plan. Tim Eldridge motioned to accept the John Robinson Consulting Inc. proposal along with the formation of an Ad Hoc Master Plan Committee and seconded by Stephen Brown. The Chairperson conducted a roll call vote. Director's Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

*Discussion Outcome:*

*Water Master Plan Ad Hoc Committee will be formed to collaborate along with John Robinson and Melvin Matthews.*

**7. OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER:**

General Manager Melvin Matthews presented an update of the current outreach distribution of the District and provided an estimate from CV Strategies to assist with further distribution of four newsletters.

*Discussion Outcome:*

*Mel Matthews intends on partnering with Director Stephen Brown to negotiate a fair cost from CV Strategies.*

**8. SYSTEM MAP UPDATE:**

The General Manager presented and discussed the progress in updating the system maps.

**9. BROWN-GLEN PIPELINE REPLACEMENT PROJECT:**

General Manager, Melvin Matthews explained that the proposed project would replace 4- and 6-inch steel mains in Sierra Madre Villa Ave south of Barhite Street in Villa Knolls south on Edgecliff Drive. It will not replace the pipeline back to the Brown or Glen reservoirs. At the corner of Sierra Madre Villa Ave and Barhite Street two 6-inch lines come together, one from the Brown and the other from the Glen reservoirs. The pipeline improvement would involve the replacement of the 4 and 6-inch pipelines with 8 and 12-inch pipelines that will resolve fire flow concerns. Because of the limited storage and the restrictions of flow in the Brown/Glen Zone the District is exploring the idea of adding an automatic valve between the Vosburg zone and the Brown/Glen zone to provide additional flow and capacity to meet demands on the system. There are two manual valves that achieve this purpose and an additional booster pump at the Wilcox reservoir to help meet the system demands. Because it requires operator intervention, it would be more efficient to have an automatic valve operating when the system demanded an adjustment. However, the location and cost of installing an automatic valve will require further investigation.

*Discussion Outcome:*

*Mel Matthews agreed to meet with Chris Burt, Director Gordon Johnson, and Terry Kerger of Civiltec Engineering to discuss the proposed Brown/Glen Project.*

**10. SALARY ADJUSTMENTS FOR 2022:**

Gerrie Kilburn motioned to approve a cost-of-living increase of 6.0% for all staff including the General Manager to become effective in December and seconded by Tim Eldridge. The Chairperson conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

*Discussion Outcome:*

*Chairman Gordon Johnson recommended an annual agenda item to be scheduled to decide upon a cost-of-living increase for staff.*

*Chairman Gordon Johnson explained that Melvin Matthews has requested a review of his salary. The Personnel committee will meet to discuss the matter and will present the conclusions at the December Board meeting.*

**11. RESOLUTION 2021-11-16:**

The resolution to formalize the customer outreach initiatives will be re-introduced at the next board meeting after minor revisions. Tim Eldridge motioned to accept Resolution 2021-10-19 with two changes. For the group heading “Capital Projects,” at the third bullet point, replace “owners” with “issues.” At the fifth bullet point, strike “and final” and include an additional sixth bullet to read “Final letter following completion of project” seconded by Stephen Brown. The Board conducted a roll call vote. Director’s Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

**12. EMERGENCY RESPONSE PLAN:**

*Discussion Outcome:*

Director Gordon Johnson requested that the Goals and Objectives be placed on the agenda for adoption.

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

Stephen Brown announced that Frank Griffith sent his regards to the Board and recognized David Moritz for his design and creation of a wooden Kinneloa Irrigation District sign.

**14. ADJOURNMENT**

**Chairman Johnson adjourned the meeting at 5:55 pm.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**

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# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, December 21, 2021, 3:00 P.M.

## MINUTES

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

**DIRECTORS PRESENT:** Zoom teleconference/videoconference  
(In-Person): Stephen Brown, Gordon Johnson & Gerrie Kilburn & David Moritz

**DIRECTORS ABSENT:** Tim Eldridge

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

**PUBLIC PRESENT:** (Zoom): Don Whitson, John Soulliere, and Lenny Sczechowicz of Subeca.

**1. CALL TO ORDER:**

Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

**2. OATH OF OFFICE:**

Oath of office for Director (Division 2) Stephen H. Brown and Director (Division 3) Gordon Johnson subscribed and sworn before Kinneloa Irrigation District Treasurer David L. Moritz, M.D., Director (Division 5).

**3. PUBLIC COMMENT:** None

**4. REVIEW OF MINUTES:**

**November 16, 2021** –Director Gordon Johnson recommended that the draft version of the minutes be re-submitted with revisions at the January 2022 Board meeting.

**5. REVIEW OF FINANCIAL REPORTS:**

Director David Moritz reviewed the Financial Reports. Gerrie Kilburn motioned to approve the financial reports for filing and seconded by Stephen Brown. Director Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye

*Discussion Outcome:*

*The Board members requested to be notified via email when a significant project was underway in their respective Divisions.*

**6. GENERAL MANAGER'S REPORT:**

General Manager, Melvin Matthews presented his report.

*Discussion Outcome:*

*The District currently recommends our customers to water no more than 3 days per week. The District reflects the watering schedule of the City of Pasadena and the Foothill Municipal District. Pasadena currently restricts customer watering to 2 days per week.*

*The GM asked Chris Burt to contact SA Associates for the progress towards completing the map updates.*

*The GM requested the City of Alhambra to renew a lease agreement for pumping rights. The City of Alhambra will decide in January 2022, according to the GM.*

**7. OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER:**

Director Stephen Brown reviewed the meeting he attended in December of 2021 with Melvin Matthews and CV strategies. The Board expressed the hope that improved communication between the District and its customers will be fostered by a more consistent and professionally produced newsletter.

Director Brown motioned to adopt CV Strategies proposal of \$9,400.00 for the calendar year of 2022 and seconded by Gerrie Kilburn. Director Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

*Discussion Outcome:*

*Using the survey of customers by CV Strategies, Director Brown expects to identify influencers as potential advocates for the District and could provide useful feedback upon further engagement.*

*Director Brown and the GM will work on a production schedule with CV Strategies for 2022 and begin collaboration on possible topics for inclusion in newsletters.*

*The GM authorized the printing and mailing of the newsletter to those customers who do not have an email on record with the District.*

*The GM will investigate the District's option of joining the Public Water Agencies Group's outreach activity.*

*The GM will amend the 12/21/2021 agenda packet by including the revised CV Strategies proposal that was formally approved by the Board.*

**8. DISCUSSION ON FORMAT OF MEETING MINUTES:**

As a follow-up from the November Board meeting, the Board agreed that a transition from a shorter version of minutes simply reflecting consideration of the action items to a more robust capture of proceedings should be attempted. This new format should include a very short summary of any Board discussion as well as actions or "takeaways" from said discussion. Chairman Johnson requested that the Board Clerk email a draft form of the minutes to each Board member within two weeks of the last Board meeting. Director Johnson recommended if any of Director's identified key points were not reflected in the initial draft minutes provided, they could return the edited material by email to the Board



Clerk to be incorporated into the final draft version of the minutes for approval. In addition to this expanded format, the Board agreed they would like any takeaways, which I refer to as “Discussion Outcomes,” to be clearly identified in the draft by using italics. Going forward the agenda should also be modified to include a distinct agenda item focusing on those past discussion outcomes.

**9. BROWN-GLEN PIPELINE REPLACEMENT PROJECT:**

The General Manager reviewed the meeting held between Chris Burt, Melvin Matthews, Director Johnson, and Terry Kerger of Civiltec Engineering to discuss the proposed Brown-Glen pipeline project. The GM informed the Board that the proposed location of a pressure regulating valve is at the southeast corner of Sierra Madre Villa Avenue and Barhite Road. This is the location of an existing vault housing a valve. The vault is located at the northeast corner of the property. The landscaped portion of the property extends into L.A. County road right-of-way as do all properties in the area.

*Discussion Outcome:*

*Chairman Johnson authorized the GM to request Civiltec Engineering to provide an estimated cost of an alternative site for the pressure regulating valve and design.*

**10. EMERGENCY RESPONSE PLAN:**

Director Johnson postponed consideration of the of the Emergency Response Plan until the Board meeting in January due to the absence of Director Eldridge.

**11. ADVANCED METER INFRASTRUCTURE (AMI) PROJECT:**

The GM presented the Subeca quotation for a final approval on whether to install and integrate the new meter reading system throughout the entire District. The GM explained that the new system would replace approximately 550 current meter registers and transponders. The transition would include exchanging registers for “pins,” transponders for “links” and replacement of concrete and metal lids for plastic to allow for transmission of the signal. This signal will enable the District to collect water usage in real time and empower the customer to control their water usage through a user interface or “dashboard” that the customer could install onto a laptop or smart phone. The new meter reading system could also mitigate the occurrence of unintended use of water by our customers resulting in large water bills. Currently, fifty-three installs of the Subeca system occurred in May 2021. Five of these installs included the residences of Board member meters and a specific choice of forty-eight customer accounts throughout the District to assess signal reception. The GM explained that he offered an initial training opportunity to all the Directors which two accepted. Rollout of the dashboard to the other forty-eight accounts who received the install was contingent upon the Board’s review of the system and approval to install the system throughout the District. The testing included, communication capability, compatibility with the customer services software and the integration with the billing system.

*Discussion Outcome:*

*Neither Chairman Johnson nor two other Directors were not aware that their interface with the Subeca system at their residences was designed to provide an assessment period prior to moving forward with a final approval for installation District-wide. Chairman Johnson explained that the fiscally responsible thing to do is engage in this initial assessment of the system before taking formal Board action.*

*Chairman Johnson suggested that the three Board members who have not used the dashboard schedule a training session in January with Subeca representatives and the GM agreed to arrange one.*

*The GM agreed to provide a revised memo substantiating the cost of implementing the Meter Reading system.*

**12. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2022:**

Gerrie Kilburn nominated ***Tim Eldridge to Chairman for 2022*** and this was seconded by David Moritz. Chairman Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

Gerrie Kilburn nominated ***David Moritz to Treasurer for 2022*** and this was seconded by Stephen Brown. Chairman Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*

David Moritz nominated ***Stephen Brown to Secretary for 2022*** and this was seconded by Gerrie Kilburn. Chairman Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*

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

Chairman Johnson asked the GM if there was a formal process to approve the reimbursement of expenditures incurred by the General Manager and Directors for District - related outside activities. The GM responded that while there was one in effect, many times he (the GM) would approve and sign the requisite checks. Chairman Johnson, joined by several other Directors, discussed whether a more formal process made good business sense.

*Discussion Outcome:*

*The Board agreed when either the General Manager or any of the Directors have submitted a completed reimbursement form for District-related activities, the Chairman or the Treasurer will be called upon to review, approve and sign the form as well as any resulting checks.*

**14. ADJOURNMENT**

**Chairman Johnson adjourned the meeting at 5:20 pm.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon**

**Office Manager/Board Clerk**

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**Kinneloa Irrigation District**  
**Income Statement for the Twelve Months Ending December 31, 2021**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
4000 Water Sales	138,504.96	112,000.00	26,504.96	1,817,624.69	1,500,000.00	317,624.69
4015 Wholesale Water Sales	0.00	25,000.00	(25,000.00)	58,033.60	100,000.00	(41,966.40)
4020 Service/Installation Charges	20.00	833.37	(813.37)	18,776.53	10,000.00	8,776.53
4035 Interest-Reserve Fund	522.89	1,250.00	(727.11)	6,372.59	15,000.00	(8,627.41)
4036 Unrealized Gain(Loss)-CalTRU	(2,489.23)	2,083.37	(4,572.60)	(13,546.59)	25,000.00	(38,546.59)
4050 Capacity Charge	0.00	0.00	0.00	6,000.00	0.00	6,000.00
4070 Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
<b>Total Revenues</b>	<b>136,558.62</b>	<b>141,166.74</b>	<b>(4,608.12)</b>	<b>1,901,215.90</b>	<b>1,650,000.00</b>	<b>251,215.90</b>
<b>Expenses</b>						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	1,902.82	10,000.00	(8,097.18)	163,990.84	125,000.00	38,990.84
5010 Maintenance/Repair Supplies	1,302.93	2,500.00	(1,197.07)	35,319.18	30,000.00	5,319.18
5011 Material and Labor for Install	0.00	833.37	(833.37)	75.79	10,000.00	(9,924.21)
5012 Safety Equipment	0.00	133.37	(133.37)	2,289.74	1,600.00	689.74
5015 Operations Labor	26,438.86	25,708.37	730.49	261,327.06	290,500.00	(29,172.94)
5016 Operations OT	540.54	1,291.63	(751.09)	17,210.46	15,500.00	1,710.46
5020 Stand-by Compensation	900.00	915.00	(15.00)	10,890.00	10,980.00	(90.00)
5022 Training/Certification	0.00	133.37	(133.37)	3,439.44	1,600.00	1,839.44
5025 Water Treatment/Analysis	1,183.60	1,833.37	(649.77)	15,311.57	22,000.00	(6,688.43)
5030 Maintenance/Repair Contractors	5,429.10	11,666.63	(6,237.53)	133,123.83	140,000.00	(6,876.17)
5034 Equipment Maintenance	1,920.12	1,666.63	253.49	16,693.05	20,000.00	(3,306.95)
5035 Vehicle Maintenance	0.00	1,250.00	(1,250.00)	13,597.16	15,000.00	(1,402.84)
5036 Fuel	1,260.93	1,666.63	(405.70)	15,494.10	20,000.00	(4,505.90)
5040 Equipment Rental	0.00	500.00	(500.00)	13,257.26	500.00	12,757.26
5045 Insurance-Workers Comp.	2,533.98	5,000.00	(2,466.02)	11,906.13	20,000.00	(8,093.87)
5046 Insurance-Liability	1,471.16	1,333.37	137.79	16,900.70	16,000.00	900.70
5048 Insurance-Property	255.28	208.37	46.91	2,707.92	2,500.00	207.92
5049 Insurance-Medical	6,428.48	8,604.13	(2,175.65)	84,948.45	103,250.00	(18,301.55)
6000 Engineering Services	500.00	3,958.37	(3,458.37)	21,195.00	47,500.00	(26,305.00)
6005 Watermaster Services	1,304.42	1,000.00	304.42	13,047.00	12,000.00	1,047.00
6015 Administrative Salary	12,787.30	13,216.63	(429.33)	145,485.58	158,600.00	(13,114.42)
6017 Administrative Travel	117.62	250.00	(132.38)	2,867.98	3,000.00	(132.02)
6020 Board Compensation	300.00	700.00	(400.00)	7,350.00	8,400.00	(1,050.00)
6021 Administrative & Board Exp.	0.00	83.37	(83.37)	2,449.36	1,000.00	1,449.36
6022 Board of Directors Election	0.00	12,500.00	(12,500.00)	0.00	12,500.00	(12,500.00)
6024 Customer/Public Info. Prog.	200.00	166.63	33.37	1,632.00	2,000.00	(368.00)
6025 PERS - KID	4,051.10	3,500.00	551.10	43,329.54	42,000.00	1,329.54
6030 Social Security - KID	3,273.42	2,833.37	440.05	34,529.68	34,000.00	529.68
6031 Medicare - KID	765.56	666.63	98.93	8,075.73	8,000.00	75.73
6035 Office/Computer Supplies	0.00	583.37	(583.37)	8,450.76	7,000.00	1,450.76
6036 Postage/Delivery	0.00	416.63	(416.63)	3,298.98	5,000.00	(1,701.02)
6040 Professional Dues	1,109.00	1,250.00	(141.00)	15,198.60	15,000.00	198.60

**Kinneloa Irrigation District**  
**Income Statement for the Twelve Months Ending December 31, 2021**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6045 Legal Services	289.08	1,250.00	(960.92)	18,181.46	15,000.00	3,181.46
6050 Telephone	479.88	375.00	104.88	3,772.23	4,500.00	(727.77)
6051 Mobile Communications	122.20	41.63	80.57	1,420.48	500.00	920.48
6052 Pagers	34.90	41.63	(6.73)	419.79	500.00	(80.21)
6053 Internet Service	199.96	83.37	116.59	2,364.26	1,000.00	1,364.26
6059 Computer Software Maintenance	506.66	1,000.00	(493.34)	9,387.48	12,000.00	(2,612.52)
6061 Office Equipment Maintenance	0.00	83.37	(83.37)	0.00	1,000.00	(1,000.00)
6065 Accounting Services	0.00	0.00	0.00	7,100.00	7,000.00	100.00
6070 Office & Accounting Labor	12,473.23	10,479.13	1,994.10	122,776.34	125,750.00	(2,973.66)
6075 Professional/Contract Services	1,911.82	2,333.37	(421.55)	25,432.38	28,000.00	(2,567.62)
6080 Administrative Fees	1,036.66	1,036.63	0.03	12,356.99	12,440.00	(83.01)
6081 Permits/Fees	834.66	1,250.00	(415.34)	8,643.67	15,000.00	(6,356.33)
6086 Taxes - Sales/Use	0.00	291.63	(291.63)	180.50	3,500.00	(3,319.50)
6088 Interest Expense	0.00	0.00	0.00	56,663.52	56,664.00	(0.48)
6120 Bank Service Charges	987.61	750.00	237.61	10,914.39	9,000.00	1,914.39
<b>Total Expenses</b>	<b>94,852.88</b>	<b>135,385.00</b>	<b>(40,532.12)</b>	<b>1,468,141.38</b>	<b>1,555,419.00</b>	<b>(87,277.62)</b>
<b>Net Income</b>	<b>41,705.74</b>	<b>5,781.74</b>	<b>35,924.00</b>	<b>433,074.52</b>	<b>94,581.00</b>	<b>338,493.52</b>
<b>Other Expenditures</b>						
1504 Water Mains	0.00	0.00	0.00	371,858.25	500,000.00	(128,141.75)
1505 Water Tunnels	0.00	0.00	0.00	8,760.13	10,000.00	(1,239.87)
1511 Water Treatment Plant	0.00	500.00	(500.00)	2,561.50	6,000.00	(3,438.50)
1512 Water Meters	0.00	0.00	0.00	46,165.60	20,000.00	26,165.60
1513 Electrical/Electronic Equip.	0.00	5,000.00	(5,000.00)	0.00	5,000.00	(5,000.00)
1514 Computer/Office Equipment	0.00	416.63	(416.63)	2,116.54	5,000.00	(2,883.46)
1515 Vehicles & Portable Equipment	0.00	45,000.00	(45,000.00)	0.00	45,000.00	(45,000.00)
1516 Water Company Facilities	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)
1517 KID Office	0.00	10,000.00	(10,000.00)	10,158.42	10,000.00	158.42
1522 Eucalyptus Booster Station	6,979.22	10,000.00	(3,020.78)	6,979.22	10,000.00	(3,020.78)
1527 SCADA Equipment	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)
1530 Tools	0.00	3,000.00	(3,000.00)	0.00	3,000.00	(3,000.00)
2400 Installment Purchase Agreement	0.00	0.00	0.00	143,538.44	143,538.00	0.44
<b>Total Other Expenditures</b>	<b>6,979.22</b>	<b>93,916.63</b>	<b>(86,937.41)</b>	<b>592,138.10</b>	<b>777,538.00</b>	<b>(185,399.90)</b>
<b>Total Increase or (Drawdown)</b>	<b>34,726.52</b>	<b>(88,134.89)</b>	<b>122,861.41</b>	<b>(159,063.58)</b>	<b>(682,957.00)</b>	<b>523,893.42</b>

**Kinneloa Irrigation District**  
**Net Income Statement for Years Ending December 31, 2021 and December 31, 2020**

	Year of 2021	Percentage	Year of 2020	Percentage
<b>Revenues</b>				
4000 Water Sales	\$ 1,817,624.69	95.60	\$ 1,745,675.97	93.30
4015 Wholesale Water Sales	58,033.60	3.05	70,712.84	3.78
4020 Service/Installation Charges	18,776.53	0.99	8,851.90	0.47
4035 Interest-Reserve Fund	6,372.59	0.34	21,820.62	1.17
4036 Unrealized Gain(Loss)-CalT	(13,546.59)	(0.71)	23,928.61	1.28
4050 Capacity Charge	6,000.00	0.32	0.00	0.00
4070 Misc. Income	7,955.08	0.42	0.00	0.00
	<b>1,901,215.90</b>	<b>100.00</b>	<b>1,870,989.94</b>	<b>100.00</b>
<b>Expenses</b>				
5000 Leased Water Rights	63,135.00	3.32	63,135.00	3.37
5005 Electricity	163,990.84	8.63	137,678.35	7.36
5010 Maintenance/Repair Supplies	35,319.18	1.86	39,068.98	2.09
5011 Material and Labor for Install	75.79	0.00	0.00	0.00
5012 Safety Equipment	2,289.74	0.12	1,408.55	0.08
5015 Operations Labor	261,327.06	13.75	211,194.36	11.29
5016 Operations OT	17,210.46	0.91	12,936.84	0.69
5020 Stand-by Compensation	10,890.00	0.57	11,760.00	0.63
5022 Training/Certification	3,439.44	0.18	445.02	0.02
5025 Water Treatment/Analysis	15,311.57	0.81	26,906.97	1.44
5030 Maintenance/Repair Contract	133,123.83	7.00	130,086.12	6.95
5034 Equipment Maintenance	16,693.05	0.88	14,542.29	0.78
5035 Vehicle Maintenance	13,597.16	0.72	13,954.45	0.75
5036 Fuel	15,494.10	0.81	15,067.94	0.81
5040 Equipment Rental	13,257.26	0.70	0.00	0.00
5045 Insurance-Workers Comp.	11,906.13	0.63	11,832.88	0.63
5046 Insurance-Liability	16,900.70	0.89	15,695.90	0.84
5048 Insurance-Property	2,707.92	0.14	2,207.36	0.12
5049 Insurance-Medical	84,948.45	4.47	84,361.47	4.51
6000 Engineering Services	21,195.00	1.11	28,551.38	1.53
6005 Watermaster Services	13,047.00	0.69	10,502.54	0.56
6015 Administrative Salary	145,485.58	7.65	143,325.61	7.66
6017 Administrative Travel	2,867.98	0.15	494.84	0.03
6020 Board Compensation	7,350.00	0.39	6,450.00	0.34
6021 Administrative & Board Exp.	2,449.36	0.13	1,017.13	0.05
6022 Board of Directors Election	0.00	0.00	211.03	0.01
6024 Customer/Public Info. Prog.	1,632.00	0.09	2,469.13	0.13
6025 PERS - KID	43,329.54	2.28	83,592.00	4.47
6030 Social Security - KID	34,529.68	1.82	30,523.12	1.63
6031 Medicare - KID	8,075.73	0.42	7,172.16	0.38
6035 Office/Computer Supplies	8,450.76	0.44	6,680.98	0.36
6036 Postage/Delivery	3,298.98	0.17	4,170.30	0.22
6040 Professional Dues	15,198.60	0.80	14,111.06	0.75
6045 Legal Services	18,181.46	0.96	9,737.34	0.52
6050 Telephone	3,772.23	0.20	4,492.17	0.24
6051 Mobile Communications	1,420.48	0.07	251.03	0.01
6052 Pagers	419.79	0.02	416.25	0.02
6053 Internet Service	2,364.26	0.12	839.88	0.04
6059 Computer Software Maintena	9,387.48	0.49	7,047.86	0.38
6065 Accounting Services	7,100.00	0.37	7,100.00	0.38
6070 Office & Accounting Labor	122,776.34	6.46	116,220.50	6.21
6075 Professional/Contract Servic	25,432.38	1.34	26,150.03	1.40
6080 Administrative Fees	12,356.99	0.65	11,286.86	0.60
6081 Permits/Fees	8,643.67	0.45	7,218.10	0.39
6086 Taxes - Sales/Use	180.50	0.01	6,887.51	0.37
6088 Interest Expense	56,663.52	2.98	61,735.46	3.30
6120 Bank Service Charges	10,914.39	0.57	8,955.74	0.48
	<b>1,468,141.38</b>	<b>77.22</b>	<b>1,399,892.49</b>	<b>74.82</b>
<b>Net Income</b>	<b>433,074.52</b>	<b>22.78</b>	<b>471,097.45</b>	<b>25.18</b>

## Kinneloa Irrigation District Balance Sheet as of December 31, 2021

### ASSETS

#### Current Assets

1010	Checking-Wells Fargo Bank	\$ 308,527.31
1012	Reserve Fund-LAIF	128,239.17
1014	Reserve Fund-CalTRUST	1,756,552.87
1016	Accrued Interest-LAIF	118.34
1100	Accts. Receivable-Water Sales	24,853.20
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	139,739.44
1350	Prepaid Insurance	13,225.55
1360	Prepaid Expenses	23,039.94

Total Current Assets

2,413,524.34

#### Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,956,376.35
1505	Water Tunnels	737,834.73
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	206,015.06
1512	Water Meters	164,901.13
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	76,494.74
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	64,899.78
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	539,321.65
1523	Constr. in Progress-Vosburg	53,875.00
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	362,117.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,602,579.76)

Total Property and Equipment

5,621,941.85

#### Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 8,129,152.19

**Kinneloa Irrigation District**  
**Balance Sheet as of December 31, 2021**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 17,738.83	
2250	PERS Withholding-Employee	(25.66)	
2272	Job Deposits	1,800.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		38,622.79

**Long-Term Liabilities**

2400	Installment Purchase Agreement	1,451,071.19	
2801	PERS- Net Liability	317,603.98	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,804,516.17
	Total Liabilities		1,843,138.96

**Capital**

3040	Fund Balance	5,852,938.71	
	Net Income	433,074.52	
	Total Capital		6,286,013.23
	Total Liabilities & Capital		\$ 8,129,152.19



**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Twelve Months Ended December 31, 2021**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 41,705.74	\$ 433,074.52
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(1,862.49)	6,628.78
1101 Accts. Receiv.-Service Charges	224.31	0.00
1113 Employee Loans	0.00	301.07
1340 Accrued Water Sales	(11,435.37)	51,135.10
1350 Prepaid Insurance	1,726.44	(1,108.61)
1360 Prepaid Expenses	(6,453.93)	(1,630.42)
2000 Accounts Payable	(19,850.76)	(18,220.11)
2250 PERS Withholding-Employee	(25.66)	(25.66)
2272 Job Deposits	900.00	(1,800.00)
	<hr/>	<hr/>
Total Adjustments	(36,777.46)	35,280.15
	<hr/>	<hr/>
<b>Net Cash Provided by Operations</b>	<b>4,928.28</b>	<b>468,354.67</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1504 Water Mains	0.00	(371,858.25)
1505 Water Tunnels	0.00	(8,760.13)
1511 Water Treatment Plant	0.00	(2,561.50)
1512 Water Meters	0.00	(46,165.60)
1514 Computer/Office Equipment	0.00	(2,161.54)
1517 KID Office	0.00	(10,158.42)
1522 Eucalyptus Booster Station	(6,979.22)	(6,979.22)
	<hr/>	<hr/>
Net Cash Used in Investing	(6,979.22)	(448,644.66)
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(143,538.44)
2801 PERS- Net Liability	(2,203.58)	(23,616.42)
	<hr/>	<hr/>
Net Cash Used in Financing	(2,203.58)	(167,154.86)
	<hr/>	<hr/>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (4,254.52)</b>	<b>\$ (147,444.85)</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 2,193,437.69	\$ 2,193,437.69
Cash Balance at Beg. of Period	(2,197,692.21)	(2,340,837.54)
	<hr/>	<hr/>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (4,254.52)</b>	<b>\$ (147,399.85)</b>
	<hr/>	<hr/>

**Kinneloa Irrigation District**  
**Check Register**  
**December 1, 2021 to December 31 , 2021**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
12/2/2021	10003	Ron Jobson	1,138.15	REFUND - BILLING OVERCHARGE
12/10/2021	EFT5023	CA Public Employees Ret. Sys.	6,784.60	KID & EMPLOYEE RETIREMENT CONTRIBUTIONS
12/10/2021	EFT5024	Southern California Edison Co.	11,155.39	ELECTRICITY - DISTRICT (WATER PUMPING)
12/10/2021	EFT5025	Streamline	200.00	WEBSITE SERVICE
12/10/2021	EFT5026	VeriCheck, Inc.	144.74	E-CHECK PAYMENT PROCESSING FEE
12/10/2021	EFT5027	CA Public Employees Ret. Sys.	2,173.25	UNFUNDED ACCRUED LIABILITY
12/10/2021	EFT5028	CA Public Employees Ret. Sys.	30.33	UNFUNDED ACCRUED LIABILITY
12/10/2021	EFT5029	Century Business Solutions	389.68	ELECTRONIC BUSINESS CHARGE
12/10/2021	10004	ACWA-JPIA	7,421.36	HEALTH BENEFITS - NOV
12/10/2021	10005	Applied Techology Group, Inc.	80.00	PWAG: Handheld Emergency Communication
12/10/2021	10006	BrightView Landscape Services	1,490.00	LANDSCAPE MAINTENANCE
12/10/2021	10007	Cricket Consulting	450.00	SCADA & ALARM MAINTENANCE (HOLLY & EAST )
12/10/2021	10008	Underground Service Alert	21.55	DIGALERT
12/10/2021	10009	Eurofins Eaton Analytical, Inc.	200.00	WATER SAMPLE ANALYSIS
12/10/2021	10010	Ferguson Waterworks #1083	2,115.73	METERS (3/4 & 1 1/2)
12/10/2021	10011	Michele Ferrell	2,043.05	CSU SACRAMENTO WATER COURSE REIMBURSEMENT
12/10/2021	10012	Foothill Municipal Water District	1,036.66	ADMINISTRATIVE FEE
12/10/2021	10013	Geotab USA, Inc	98.75	VEHICLE MAINTENANCE
12/10/2021	10014	Melvin L. Matthews	778.93	ACWA FALL CONFERENCE & MILEAGE
12/10/2021	10015	Perry Thomas Construction Co.	1,232.00	REMOVE & REPLACE 4" GATE VALVE & SPOOL AT VOS
12/10/2021	10016	Public Water Agencies Group	289.08	PWAG Quarterly Assessment & E.P.P
12/10/2021	10017	Raymond Basin Management Board	5,206.00	BASIN WATERMASTER SERVICE
12/10/2021	10018	Red Supply	52.33	PLUMBING SUPPLIES
12/10/2021	10019	Ultimate Cleaning Solutions, Inc.	75.00	JANITORIAL SERVICE
12/10/2021	10020	Utility Service Co., Inc.	5,429.10	DEC - MONTHLY TANK MAINT.
12/10/2021	10021	ACWA-JPIA	7,071.16	HEALTH BENEFITS - DEC
12/15/2021	EFT5030	Arthur M. Aragon	1,903.46	SALARY
12/15/2021	EFT5031	Christopher A. Burt	2,664.91	SALARY
12/15/2021	EFT5032	Michele M. Ferrell	2,263.84	SALARY
12/15/2021	EFT5033	Brian L. Fry	1,834.65	SALARY
12/15/2021	EFT5034	Sophia M. Hansen	1,613.43	SALARY
12/15/2021	EFT5035	Melvin L. Matthews	4,191.00	SALARY
12/15/2021	EFT5036	Christopher A. Burt	250.00	SALARY
12/15/2021	EFT5037	Juan R. Tello	1,640.77	SALARY
12/15/2021	EFT5038	Juan Tello	353.00	SALARY
12/15/2021	EFT5039	Bernadette C. Allen	920.28	SALARY
12/15/2021	EFT5040	Automatic Data Processing, Inc.	7,736.50	PAYROLL TAXES & WITHHOLDINGS
12/28/2021	EFT5041	Automatic Data Processing, Inc.	187.41	PAYROLL PROCESSING FEE
12/28/2021	EFT5042	American Messaging Services	34.90	PAGER SERVICE
12/28/2021	EFT5043	Arco Gaspro Plus	1,260.93	FLEET FUEL

**Kinneloa Irrigation District**  
**Check Register**  
**December 1, 2021 to December 31 , 2021**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
12/28/2021	EFT5044	AT&T Mobility	147.70	TELEPHONE SERVICE
12/28/2021	EFT5045	Athens Services	215.69	TRASH SERVICE
12/28/2021	EFT5046	Century Business Solutions	30.00	CREDIT CARD PROCESSING SEVICE
12/28/2021	EFT5047	Pasadena Municipal Services	2,107.96	ELECTRICITY - WILCOX WELL
12/28/2021	EFT5048	Spectrum	339.92	INTERNET SERVICE
12/28/2021	EFT5049	Umpqua Bank	3,489.31	CREDIT CARD - STAFF
12/28/2021	EFT5050	Automatic Data Processing, Inc.	109.58	PAYROLL PROCESSING FEE
12/28/2021	10022	Aramark Uniform Services	84.29	TOWEL SERVICE
12/28/2021	10023	CertaPro Painters of Pasadena	6,979.22	EUCALYPTUS SITE - PAINTED
12/28/2021	10024	Civiltec Engineering, Inc.	500.00	FIRE FLOW TEST 3377 VOSBURG
12/28/2021	10025	Clinical Lab of San Bernardino	24.00	WATER QUALITY TESTING
12/28/2021	10026	Eurofins Eaton Analytical, Inc.	200.00	WATER SAMPLE ANALYSIS
12/28/2021	10027	Generator Services Co.	1,920.12	EUCALYPTUS GENERATOR - NEW FUEL PUMP
12/28/2021	10028	Hill Brothers Chemical Co.	379.80	CHLORINE
12/28/2021	10029	Melvin L. Matthews	117.62	MILEAGE & PARKING - ACWA CONFERENCE
12/28/2021	10030	McMaster Carr	651.11	TOOLS & SUPPLIES
12/28/2021	10031	Hill Brothers Chemical Co.	379.80	CHLORINE
12/28/2021	10032	McMaster Carr	227.41	TOOLS & SUPPLIES
12/31/2021	EFT5051	Bernadette C. Allen	590.53	SALRY
12/31/2021	EFT5052	Arthur M. Aragon	2,103.20	SALARY
12/31/2021	EFT5053	Stephen Brown	138.52	SALARY
12/31/2021	EFT5054	Christopher A. Burt	3,285.77	SALARY
12/31/2021	EFT5055	Michele M. Ferrell	2,827.40	SALARY
12/31/2021	EFT5056	Brian L. Fry	2,314.56	SALARY
12/31/2021	EFT5057	Sophia M. Hansen	1,758.22	SALARY
12/31/2021	EFT5058	Gerrie G. Kilburn	138.52	SALARY
12/31/2021	EFT5059	Melvin L. Matthews	4,268.89	SALARY
12/31/2021	EFT5060	Juan R. Tello	1,268.72	SALARY
12/31/2021	EFT5061	Christopher A. Burt	250.00	SALARY
12/31/2021	EFT5062	Automatic Data Processing, Inc.	8,719.10	PAYROLL TAXES & WITHHOLDINGS
12/31/2021	EFT5063	Juan Tello	353.00	SALARY
			129,881.88	

**Credit Card Detail Umpqua Bank**  
**DECEMBER 2021**  
(Expenses incurred/billed in Dec. and due/paid in Jan. 2022)

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1505	House Tunnel Project									\$0.00
1511	Water Treatment Plant									\$0.00
1514	Computer/Office Equip.	MLM: Printer Cartridge		\$83.75						\$83.75
5010	Maintenance Supplies	BLF: Blower, Keys/Locks,				\$354.08				\$354.08
5011	Materials for Install	CB: Batteries, window & track lube, LED Bulbs			\$98.05					\$98.05
5012	Safety Equipment									\$0.00
5022	Training/Certification									\$0.00
5025	Water Treatment/Analysis	MF: Hach Pocket Colorimeter, DPD dispenser						\$185.46		\$185.46
5035	Vehicle Maintenance	JT: All Car Specialist - AC, Right side Mirror, SMOG check & clear							\$639.50	\$639.50
5036	Fuel									\$0.00
5030	Maintenance/Repair contractors									\$0.00
6021	Adm. & Bd. Exp.									\$0.00
6024	Customer/Public Info									\$0.00
6035	Office/Computer Supplies	MA: Meter Reading Antenna & Office Supplies					\$135.16			\$135.16
6036	Postage/Delivery	MA: Stamps					\$356.66			\$356.66
6040	Professional Dues									\$0.00
6050	Telephone	MLM: Alert Communications		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service									\$0.00
6059	Computer/Software Maint.	MLM: McAfee, Microsoft		\$229.98						\$229.98
6061	Office Equipment Maint.									\$0.00
6075	Outside Services									\$0.00
6081	Permits/Fees									\$0.00
<b>TOTAL</b>			\$0.00	\$388.73	\$98.05	\$354.08	\$491.82	\$185.46	\$639.50	\$2,157.64

# General Manager's Report for the Board of Directors Meeting on January 18, 2022

## I. Customer Account Information and Internet Usage

### A. Customer Accounts –

Active accounts: 587  
Delinquent accounts receiving late charges: 14  
Accounts shut off for non-payment: None

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
April 2021	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
May 2021	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99
June 2021	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68
July 2021	\$34,129.88	\$2,694.38	\$1,134.17	653.89	\$38,612.32
August 2021	\$17,411.06	\$1,756.57	\$373.22	\$0.00	\$19,540.85
September 2021	\$32,036.26	\$2,380.03	\$0.00	\$0.00	\$34,416.29
October 2021	\$33,896.61	\$4,370.85	\$631.32	\$0.00	\$38,898.78
November 2021	\$19,367.43	\$2,756.78	\$553.36	\$313.14	\$22,990.71
December 2021	\$20,857.23	\$3,390.27	\$292.56	\$313.14	\$24,853.20

### C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82
April 2021	274	1,538	106	\$27,464.40
May 2021	292	1,616	112	\$27,299.87
June 2021	262	1,409	109	\$26,067.48
July 2021	251	1,217	120	\$34,674.20
August 2021	374	1,682	105	\$34,635.70
September 2021	291	1,424	115	\$36,546.23
October 2021	287	1,111	114	\$34,577.62
November 2021	301	1,352	116	\$31,969.58
December 2021	380	1,620	113	\$26,972.98

## II. General Manager's Projects and Activities

- A. Advanced Meter Infrastructure (AMI) Project – Proposal to implement installation at remaining meters in the District is on this meeting agenda.
- B. Eucalyptus Reservoir and Pump Station Painting – Project was completed.
- C. Distribution System Map Update Project – The first set of maps has been received and are being reviewed.
- D. Activities/Meetings/Webinars/Conferences\*
  - 1. KID Staff Meetings
  - 2. KID Board Meeting
  - 3. FMWD Board Meeting\*\*

\* Organization Acronyms:

ACWA – Association of California Water Agencies

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

AMI – Advanced Meter Infrastructure

AWWA – American Water Works Association

CalTRUST – Investment Trust of California Joint Powers Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

FMWD – Foothill Municipal Water District

KCA – Kinneloa Canyon Association

KEPOA – Kinneloa Estates Property Owners' Association

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

NKRPOA – North Kinneloa Ranch Property Owners' Association

PGIA – Pasadena Glen Improvement Association

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

RCAC – Rural Community Assistance Corporation

SCADA – Supervisory Control and Data Acquisition System

SMVA – Sierra Madre Villa Avenue

\*\* See appendix for more information

### III. Incident Reports and Facility Activities

#### A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
0	0	1	0	3	

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

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

1. Routine daily and monthly activities
  - a. Operator training
  - b. Meter and transmitter maintenance and replacement
  - c. Water samples
  - d. Vehicle and equipment maintenance and testing
  - e. Facility cleanup
  - f. Production meter readings and report to RBMB
  - g. Chlorine generator maintenance
  - h. Meter reading
  - i. Customer service calls
  - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance
  - a. Brown Reservoir solar batteries replaced
  - b. K-3 vault Cl2 leak repaired
  - c. Eucalyptus generator fuel pump replaced
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress) \*
  - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Completed) (CIP, EP, OPS)
  - b. Reservoir inspection and washout (Completed) (MR)
  - c. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 53 locations (Completed) (CIP, OPS, MR)
  - d. Annual service on six generators (Completed) (MR)
  - e. Efficiency tests and preventative maintenance on all pumps and motors (Completed) (MR)
  - f. Production meter tests for accuracy (Completed) (MR)
  - g. House Tunnel Pipeline repair (In Progress) (MR)
  - h. System Maps Update (In Progress) (EP, OPS)
  - i. Painting at Eucalyptus Reservoir (Completed) (MR)

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

1. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
2. High/Low Tunnel Pipeline inspection and repair if needed (MR)
3. Truck replacement – Replace one pickup truck that is 22 years old (CIP)

\*Project Categories

CIP – Capital improvement or replacement of equipment or facilities at end of useful life

EP – Emergency preparedness

OPS – Operational improvement

MR – Maintenance and repair

IV. Water Supply Summary as of November for the Watermaster Year July 2021 through June 2022

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	21
Prior Year Carryover	52	Far Mesa	13
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges**	207	House	
Prior Year Spreading	77	Holly High/Low	15
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	742		
Less Water Extracted YTD This Watermaster Year	-315	Year to Date Tunnel Production	50
Remaining Allowable Groundwater Extractions through June 2022	427	Remaining Estimated Tunnel Production through June 2022	60
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022)			487 Acre Feet
Less Remaining Forecasted Retail Water Sales through June 2022			-334 Acre Feet
Estimated Surplus Water through June 2022*		153 Acre Feet	

\* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2020-2021 year, 103 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2021-2022 and 45 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 767 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since KID staff considers long-term storage to be an emergency supply, we do not plan to use or sell this water now.

\*\* Expected lease of groundwater pumping rights for 2021-2022.

V. Appendix – Meeting Agendas and Information



# FOOTHILL MUNICIPAL WATER DISTRICT

4536 Hampton Road  
La Cañada Flintridge, California

## A G E N D A REGULAR MEETING OF THE BOARD OF DIRECTORS

December 20, 2021  
3:00 PM

Posted: December 17, 2021, 3:00 p.m.

Teleconferencing will be used during this meeting per California Assembly Bill 361.

To join, see meeting agenda attachment.

### ZOOM VIRTUAL CONFERENCE

Meeting ID: 993-2680-0954

Password: 419316

1. Call to Order and Determination of a Quorum
2. Preliminary Matters
  - 2.1. Adoption of Resolution No. 924-1221 pertaining to the use of teleconferencing for meetings.
  - 2.2. Additions to Agenda (as required by Gov. Code 54954.2)
3. Public Comments
  - 3.1. Opportunity for members of the public to address the board directly on items of public interest that are within the subject matter jurisdiction of the board (as required by Gov. Code 54954.3(a)). Speakers may be limited to two minutes each at the discretion of the President of the Board.
4. Consent Calendar
  - 4.1. Action approving the Minutes of the November 15, 2021; Regular Meeting of the Board of Directors and Minutes of the November 19, 2021; Special Meeting of the Board of Directors.
  - 4.2. Action approving the Financial Statements for November 2021; monthly Director Compensation, Expense Report and Treasurer's Report.
  - 4.3. Action approving District memberships.
5. Directors' Oral Reports
  - 5.1. Reports and appropriate action on ACWA, MWD, and other association and organization activities.
6. Action Calendar
  - 7.1. none

**7. Information Item**

7.1. Redistricting Presentation

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

**8. Staff and Committee Reports**

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

- 8.1. Operations/Sales Summary
- 8.2. Water Supply Update
- 8.3. Education & Conservation Updates
- 8.4. Conservation Rebate Activity
- 8.5. Great Pacific Securities
- 8.6. Other

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

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

MWD Representative Richard Atwater: Report regarding MWD activities.

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

Water Resources Committee: Report regarding Water Resources Committee meeting.

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

**9. Other Business**

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

Next Board meetings:

**Tuesday**, January 18, 2022 @ 3PM

**Tuesday**, February 22, 2022 @ 3PM

**10. Adjournment**



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

# Memo

Date: January 7, 2022  
To: Board of Directors  
From: Melvin L Matthews, General Manager  
Subject: Expense Report Approval Procedure

---

The attached form has been used for reimbursement of expenses by the General Manager, staff and the Board for many years. The form has been attached to all checks that are presented to the Director for signing but an approval on the form has not been required for routine reimbursement such as for mileage or attendance at conferences. The Board has requested that future expense reimbursement forms be signed by the Chair or the Treasurer in addition to approving and signing the reimbursement check.

**KINNELOA IRRIGATION DISTRICT EXPENSE REPORT**

Name: Melvin L. Matthews

Date: 12/31/2021

**TRAVEL EXPENSES:**

Miles	Description	Per Mile	Amount
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
		\$0.560	
<b>Total Mileage Reimbursement (6017)</b>			<b>\$0.00</b>

Item	Description	KID Paid	Emp. Paid
Meals (6017 or 6021)			
Meals (6017 or 6021)			
Meals (6017)			
Meals (6017)			
Lodging (6017)			
Parking (6017)			\$60.00
Transportation (6017)			

<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
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**MISCELLANEOUS EXPENSES**

Item	Description	KID Paid	Emp. Paid
<b>Total</b>			<b>\$0.00</b>

**TOTAL REIMBURSEMENT REQUESTED** **\$0.00**

I certify that the above is a true accounting of travel and other allowable expenses.

Employee Signature \_\_\_\_\_

KID Board Member Approval \_\_\_\_\_

Attach applicable receipts



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WEBSITE: [kinneloirrigationdistrict.info](http://kinneloirrigationdistrict.info)

## DELEGATION OF AUTHORITY

### **Board of Directors**

The Board of Directors of the Kinneloa Irrigation District has the primary authority over all functions and activities of the District in providing reliable and safe water to its customers. The Board has employed a General Manager to carry out the Board policies, direct District operations, and provide day-to-day supervision of District employees and control of District expenditures. The Board of Directors governs collectively, and the General Manager manages individually with appropriate consultation with, or approval from the Board. The General Manager performs all the functions which the Board deems necessary. The General Manager may delegate responsibilities to others as he sees fit.

### **General Manager**

The General Manager of the Kinneloa Irrigation District is available to address routine non-critical issues and emergencies at most times during normal business hours as well other times when the office is closed. If he is not physically in the office he can be contacted via home phone, mobile phone, text or email. The Board of Directors and the answering service as well as the staff has his contact information. He lives one block from the office and has remote access to all the District's computers from any location where there is Internet service. District staff is instructed to contact him first in the event of any emergency that prevents delivery of water to our customers. The District's ***Emergency Response Plan*** has additional information and contact numbers in case the General Manager is not available to address critical issues.

### **Computer Problems**

The General Manager is responsible for addressing any computer hardware and software problems and serves as the District's Information Technology Manager. If he is unable to respond or is unable to solve the problem the following vendors are to be called: Dell for computer hardware support; Able Software for billing and customer support functions; Sage for accounting software support; Cricket Consulting for SCADA support. The office staff has the authority to take action if the General Manager is unavailable.

### **Production and Distribution System Problems**

The on-call Facilities Operator has the primary responsibility to respond to system emergencies, SCADA alarms and pages from the answering service. The backup Facilities Operator also receives pages from the answering service and is required to respond if necessary. The Senior Facilities Operator is available at most times for consultation and assistance when required. Finally, the answering service is instructed call the General Manager first if neither of the operators responds to the page. If no contact is made the answering service has the contact list of all personnel. These operators have the authority to take all necessary actions in the event of an emergency. The General Manager and District personnel are trained in the ***Incident Command System*** and have the authority to take charge until they are relieved by the General Manager or other emergency personnel.

### **Office Management and Customer Service**

The General Manager has delegated to the Office Manager the primary responsibility for all routine tasks such as accounting, payroll, water quality reports, customer billing and customer service functions as well as any other urgent matters when the General Manager is not available. The Office Manager in turn may delegate some of these tasks to the Administrative Assistant. In the event of an emergency when the General Manager is not available, the Office Manager has the authority to take charge until he is relieved by the General Manager.



# Memo

Date: January 7, 2022  
 To: Board of Directors  
 From: Mel Matthews, General Manager  
 Subject: Committee Assignments

---

## **Background**

Any committee created by charter, ordinance, resolution or formal action of a legislative body is itself a legislative body. This means that a committee is covered by the Brown Act and must comply with all notice, agenda, and public meeting requirements—unless an exception applies. There is a specific exemption for an advisory committee which is comprised solely of less than a quorum of the members of the legislative body that created the advisory body. These are often referred to as “ad hoc” committees and are not covered by the Brown Act. This means that an ad hoc committee does not need to comply with notice, agenda, and public meeting requirements. In other words, properly constituted “ad hoc” committees can meet privately and without notice to the public. Ad hoc committees serve a limited or single purpose, are temporary, and are dissolved once their specific task is completed. A common example are committees that are formed to interview candidates for a vacant position and are dissolved once the interview process is complete.

The Brown Act exception does not apply if the advisory committee is a standing committee, as opposed to an ad hoc committee. A standing committee is a committee which has continuing authority over a particular subject matter (e.g., personnel, budget, finance, legislation) or if the committee’s meeting schedule is fixed by charter, ordinance, resolution or other formal action of the legislative body that created it. Standing committees must comply with all requirements of the Brown Act, including notice, agenda, and public meeting requirements.

## **Recommendations**

Based on the Brown Act requirements and my experience with other agencies, I recommend that the Board consider establishing or continuing the following committees:

### **Standing Committees:**

- Personnel
- Finance
- Engineering and Operations

### **Ad Hoc Committees:**

- Emergency Response Plan
- Master Plan
- Newsletter

The committees are composed of one or two directors who have a special interest or expertise in the subject matter or the project. Typically, committee assignments are rotated among directors to reflect current interests and availability to attend meetings. Standing committees must allow public comment. Closed sessions are allowed but are extremely limited for such matters as pending litigation, security issues or for the performance evaluation of the General Manager.

The committees report their activities, findings and recommendations at regular board meetings. An effective committee structure streamlines the discussion and approval process of matters on the board agenda.



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January 4, 2022

Dear Board of Directors,

The District needs to replace the 11-year-old drive-by meter reading system that is now obsolete and is not supported by the manufacturer. After extensive evaluation of all available system, the District selected the Subeca advanced metering infrastructure (AMI) system for installation at 53 locations and has been evaluating the system since May 2021 to verify the hardware, software, communications and testing the interface to the billing system. The testing has been successful in all aspects and the staff recommends installation of the equipment at the remaining customer water meters.

As explained in the previous meetings, Subeca has the proven technologies to accommodate the needs of the Kinneloa Irrigation District for the future. This type of integrated water management system empowers both the District and the customer to offset increases in rates by giving customers ultimate control over their respective water usage. This also helps the KID to meet the reduced water usage mandate of the State of California and avoid the need for costly imported water supplies. A customer dashboard is available for customer engagement using a computer or smartphone.

The primary advantages of the Subeca system as compared to competing systems are the real-time collection of data and leak alerts, the overcoming of the communications problems in our service area and the integration with our billing system to allow meter readings to be collected by the office staff as well as receive leakage or high flow alerts. This was demonstrated by the extensive field test.

The secondary advantage of the system is the savings in field and office labor to collect and process meter readings at billing time and for move-out, move-in customers during the month. Manual meter reading by the field staff will be virtually eliminated except for troubleshooting. I estimate that about forty person-hours a month will be freed up for the staff to work on other projects. The average value of those saved person-hours is \$1,280 per month.

I have considered many options during the past three years for addressing the need to replace our failing and obsolete meter reading system. I recommend that the Board approves installing the Subeca system at all remaining locations in the District.

Sincerely,

Melvin L. Matthews

General Manager





Powered by AWS IoT Core for LoRaWAN

Subeca Inc.  
P.O. Box 6569  
McKinney, TX 75071  
Phone: 214-504-4006

# QUOTATION

Subeca Inc.  
8820 Directors Row  
Dallas, TX 75247  
Phone: 214-504-4006

### BILL TO:

Kinneloa Irrigation District  
Attn: Melvin Matthews  
1999 Kinclair Dr.  
Pasadena, CA 91107-1017

### SHIP TO:

Kinneloa Irrigation District  
Attn: Melvin Matthews  
1999 Kinclair Dr.  
Pasadena, CA 91107-1017

DATE	QUOTATION #	CUSTOMER CONTACT	FOB	TERMS
1/31/2021	112210	Melvin Matthews	Dallas, TX	NET 30 Days

ITEM #	PART NO.	DESCRIPTION	ORDER QTY	PRICE EA.	TOTAL
1		Pin with Adapter*	550	\$120.00	\$66,000.00
2		Link	550	\$195.00	\$107,250.00
3		Meter box	550	\$30.00	\$16,500.00
4		Engage platform, annual fee per point**	550	\$8.40	\$4,620.00
5		Engage agency platform (multi-license)	1	\$200.00	N/C
6		Subeca onsite installation coordinator***	20	\$95.00	N/C
7					
8					
9					
				SUBTOTAL	\$194,370.00
				SALES TAX	
				<b>TOTAL</b>	<b>\$194,370.00</b>

**NOTES:** \* Part numbers will be defined when details become available.  
\*\* Includes previously installed  
\*\*\* Subeca onsite installation coordination hourly rate to oversee agency staff installation  
Shipment schedule to be defined, payment due 30 days after each shipment



**MEMORANDUM**

To: Public Water Agencies Group  
From: James Ciampa  
Re: COVID-19 Update  
Date: January 10, 2022

---

The COVID-19 requirements continue to evolve as the Omicron variant continues its rampage. Those new requirements include revised Guidance from the State issued on December 30, 2021 and a revised Health Order from Los Angeles County issued on December 31, 2021. In addition, the State has now extended its prior mask mandate for indoor spaces through February 15. These revisions also raise the issue of how these revised requirements interrelate with the Cal-OSHA COVID-19 Emergency Temporary Standards (ETS) applicable to employers that were recently revised to take effect on January 14, as discussed in our prior memo.

**New State & County Guidance:** The State of California Department of Public Health issued revised Guidance on December 30, 2021 with respect to COVID-19 issues, to conform to the new federal/CDC Guidance. The L.A. County Health Order issued on December 31 follows that state Guidance. A summary of the current (as of January 10, 2022) COVID-19 requirements is set forth below. In addition, Governor Newsom’s Executive Order N-84-20, issued on December 14, 2020, provides that the isolation periods set forth in the Cal-OSHA Emergency Temporary Standards [included as Appendix A to this memo, with editorial changes to reflect the effect of the revised state Guidance] are suspended to the extent they exceed the longer of either (a) any applicable quarantine or isolation period recommended by the State Department of Public Health, or (b) any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace. **Thus, as provided by Executive Order N-84-20, the revised periods set forth in the December 30 State Guidance will apply, rather than the longer periods in the Emergency Temporary Standards, as discussed below.**

**A. Self-isolation of Persons with COVID-19.**

**1. PERSONS WITH SYMPTOMS – REGARDLESS OF VACCINATION STATUS** – self-isolation for at least 5 days from when symptoms started, no fever for 24 hours

**and get a negative test on or after Day 5:** Persons with COVID-19 who are symptomatic must immediately isolate themselves in their home or another residence. They may discontinue self-isolation under the following conditions:

- At least 5 days have passed since symptom onset; AND
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
- Other symptoms have improved (except that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation); AND
- A US Food and Drug Administration (FDA) approved/authorized COVID-19 test (antigen testing is preferred) is negative on or after Day 5 from symptom onset.

**IF NO TEST IS OBTAINED: 10 Day Isolation Required -** 10 Day Isolation Required: If a person with COVID-19 who is symptomatic is *either unable to test or chooses not to test*, he or she must isolate for 10 days from symptom onset. All persons with COVID-19 who are symptomatic should continue to wear a well-fitting mask around other people through at least Day 10 from symptom onset.

**2. COVID-19 [POSITIVE TEST] WITHOUT SYMPTOMS – REGARDLESS OF VACCINATION STATUS – self-isolate for at least 5 days since positive test and then negative test after Day 5:** Persons with COVID-19, as confirmed by a positive test, who are asymptomatic (i.e., they do not have any symptoms) must isolate themselves immediately in their home or another residence. They may discontinue self-isolation under the following conditions:

- At least 5 days have passed since the first positive COVID-19 PCR test; AND
- An FDA approved/authorized COVID-19 test (antigen testing is preferred) is **negative** on or after Day 5 from symptom onset.

**IF NO TEST IS OBTAINED: 10 Day Isolation Required** 10 Day Isolation Required: If a person with COVID-19, as confirmed by a positive test, who is asymptomatic (i.e., they do not have any symptoms) is either unable to test or chooses not to test, he or she must isolate for 10 days from the first positive test. All persons with COVID-19 who are asymptomatic (i.e., they do not have any symptoms) should continue to wear a well-fitting mask around other people through at least Day 10 from symptom onset.

To further summarize, if you **test positive** for COVID-19:

- Stay home for at least five days after the onset of symptoms or after you were tested, regardless of vaccination status, even if you have no symptoms.
- After the fifth day, you can exit isolation if a test shows you are negative, and you have no symptoms or symptoms are resolving. (Officials recommend getting a rapid antigen test for this purpose, as PCR tests — which require saliva or nasal swabs be sent to a lab for processing and take a day or two to get results — are so sensitive that they can show a positive test result for several months, long after you’ve stopped being contagious.)

- If you can't get a test or choose not to test, you can exit isolation after the 10th day, as long as you have no symptoms or the symptoms are resolving.
- If a fever is present, stay isolated until the fever resolves.
- If symptoms other than fever are not resolving, continue to isolate until symptoms resolve or until after the 10th day.

**B. Exposures = Close Contact [within 6 feet for 15 minutes within 24 hour period].**

**(1) If vaccinated and have received booster or are not yet eligible to receive the booster:**

- Do not need to quarantine if: (a) test immediately [per L.A. County Order] after the contact and, if negative, test again on Day 5 after the last contact with the person who has COVID-19; and (b) wear well-fitting medical grade mask while around others indoors and outdoors [outdoors per L.A. County Order] for 10 days after the exposure.
- If test positive, then follow the isolation requirements discussed above.
- If symptoms develop, immediately isolate and test as soon as possible (do not wait until 5 days after exposure if symptoms develop). If positive test, must isolate as discussed above.

**(2) If unvaccinated or fully vaccinated and eligible to receive booster but have not yet received the booster:**

- Must be excluded from workplace for at least 5 days after their last close contact with the person who has COVID-19.
- Test on Day 5
- Quarantine can end and the exposed employee can return to work after Day 5 if symptoms are not present and a negative test is obtained on Day 5 or later.
- If no test is obtained, the employee can return after Day 10, as discussed above.
- Wear well-fitting medical grade mask while around others indoors and outdoors [outdoors per L.A. County Order] for 10 days after the exposure.
- If test positive, then follow the isolation requirements discussed above.

**Los Angeles County December 31, 2021 Order:** In addition to updating the Los Angeles County's isolation and quarantine requirements to conform to the changes made in the State's revised Guidance, as discussed above, the County's Order includes the following mask requirement:

“As soon as practicable, all employers and business must provide and require on-site employees, assigned or contracted workers or volunteers to wear a surgical mask or higher-level respirator approved the National Institute of Occupational

Safety and Health (NIOSH), such as an N95 filtering facepiece respirator, at all times while indoors at the worksite or facility.”

We will continue to keep you updated as further developments occur. As mentioned above, we have attached the Cal-OSHA COVID-19 Emergency Temporary Standards’ exclusion provisions as Appendix A to this memorandum.

## APPENDIX A

### Cal-OSHA Emergency Temporary Standards

#### Section 3205

**(c)(9) Exclusion of COVID-19 cases and employees who had a close contact.** The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

(A) Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of subsection (c)(10) are met.

(B) Employers shall exclude from the workplace employees who had a close contact until the return to work requirements of subsection (c)(10) are met, with the following exceptions:

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to subsection (c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

(C) For employees excluded from work under subsection (c)(9), employers shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

EXCEPTION 1: Subsection (c)(9)(C) does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

EXCEPTION 2: Subsection (c)(9)(C) does not apply where the employer demonstrates that the close contact is not work related.

(D) Subsection (c)(9) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(9)(C).

#### **(c)(10) Return to work criteria.**

**COVID -19 WITH SYMPTOMS:** (A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
2. COVID-19 symptoms have improved; and
3. At least ~~10~~ 5 days have passed since COVID-19 symptoms first appeared. [revised to 5 days per State DPH Guidance]

**COVID-19 – NO SYMPTOMS:** (B) COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of ~~10~~ 5 days have passed since

the date of specimen collection of their first positive COVID-19 test. [revised to 5 days per State DPH Guidance]

(C) Once a COVID-19 case has met the requirements of subsection (c)(10)(A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.

**CLOSE CONTACT (within 6 feet for at least 15 minutes over a 24-hour period):** (D) Persons who had a close contact may return to work as follows:

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when ~~10~~ 5 days have passed since the last known close contact. [revised to 5 days per State DPH Guidance]

2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:

a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and

b. At least ~~10~~ 5 days have passed since the last known close contact; and [revised to 5 days per State DPH Guidance]

c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:

a. Health care workers who did not develop COVID-19 symptoms;

b. Emergency response workers who did not develop COVID-19 symptoms; and

c. Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.

(E) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods in subsection (c)(10)(A), (c)(10)(B), or (c)(10)(D), as applicable.

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## STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2022-

### DROUGHT-RELATED EMERGENCY REGULATIONS FOR URBAN WATER CONSERVATION

#### WHEREAS:

1. On April 21, May 10, and July 8, 2021, Governor Newsom issued proclamations that a state of emergency exists in a total of 50 counties due to severe drought conditions and directed state agencies to take immediate action to preserve critical water supplies and mitigate the effects of drought and ensure the protection of health, safety, and the environment.
2. On October 19, 2021, Governor Newsom signed a proclamation extending the drought emergency statewide and further urging Californians to reduce their water use.
3. There is no guarantee that winter precipitation will alleviate the current drought conditions.
4. Many Californians have taken bold steps over the years to reduce water use; nevertheless, the severity of the current drought and uncertainty about Water Year 2022 require additional conservation actions from residents and businesses.
5. Water conservation is the easiest, most efficient, and most cost-effective way to quickly reduce water demand and extend supplies into the next year, providing flexibility for all California communities. Water saved is water available next year, giving water suppliers the flexibility to manage their systems efficiently. The more water that is conserved now, the less likely it is that a community will experience such dire circumstances or that water rationing will be required.
6. Most Californians use more water outdoors than indoors. In many areas, 50 percent or more of daily water use is for lawns and outdoor landscaping. Outdoor water use is generally discretionary, and many irrigated landscapes would not suffer greatly from receiving a decreased amount of water.
7. Public information and awareness are critical to achieving conservation goals, and the Save Our Water campaign ([SaveOurWater.com](https://www.saveourwater.com)), run jointly by the Department of Water Resources (DWR) and the Association of California Water Agencies, is an excellent resource for conservation information and messaging that is integral to effective drought response.



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8. [SaveWater.CA.Gov](https://www.savewater.ca.gov) is an online tool designed to help save water in communities. This website lets anyone easily report water waste from their phone, tablet, or computer by simply selecting the type of water waste they see, typing in the address where the waste is occurring, and clicking send. These reports are filed directly with the State Water Resources Control Board (State Water Board or Board) and relevant local water supplier.
9. Enforcement against water waste is a key tool in conservation programs. When conservation becomes a social norm in a community, the need for enforcement is reduced or eliminated.
10. On October 19, 2021, the Governor suspended the environmental review required by the California Environmental Quality Act to allow State Water Board-adopted drought conservation emergency regulations and other actions to take place quickly to respond to emergency conditions.
11. Water Code section 1058.5 grants the State Water Board the authority to adopt emergency regulations in certain drought years in order to: “prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter’s priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports.”
12. On November 30, 2021, the State Water Board issued public notice that the State Water Board would consider the adoption of the regulation at the Board’s regularly scheduled January 4, 2022, public meeting, in accordance with applicable State laws and regulations. The State Water Board also distributed for public review and comment a Finding of Emergency that complies with State laws and regulations.
13. The emergency regulation sets a minimum standard that many communities are already doing more but not everyone is taking these low-cost, easy to implement actions that can save significant amounts of water during a drought emergency.
14. Disadvantaged communities may require assistance in increasing water conservation, and state and local agencies should look for opportunities to provide assistance in promoting water conservation, including but not limited to translation of regulation text and dissemination of water conservation announcements into languages spoken by at least 10 percent of the people who reside in a water supplier’s service area, such as in newspaper advertisements, bill inserts, website homepage, social media, and notices in public libraries.
15. Nothing in the regulation or in the enforcement provisions of the regulation precludes a local agency from exercising its authority to adopt more stringent conservation measures. Moreover, the Water Code does not impose a

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mandatory penalty for violations of the regulation adopted by this resolution, and local agencies retain their enforcement discretion in enforcing the regulation, to the extent authorized, and may develop their own progressive enforcement practices to encourage conservation.

THEREFORE BE IT RESOLVED THAT:

1. The State Water Board adopts California Code of Regulations, title 23, section 995, as appended to this resolution as an emergency regulation.
2. State Water Board staff will submit the regulation to the Office of Administrative Law (OAL) for final approval.
3. If, during the approval process, State Water Board staff, the State Water Board, or OAL determines that minor corrections to the language of the regulation or supporting documentation are needed for clarity or consistency, the State Water Board Executive Director or designee may make such changes.
4. This regulation shall remain in effect for one year after filing with the Secretary of State unless the State Water Board determines that it is no longer necessary due to changed conditions or unless the State Water Board renews the regulation due to continued drought conditions, as described in Water Code section 1058.5.
5. The State Water Board directs State Water Board staff to work with the Department of Water Resources and the Save Our Water campaign to disseminate information regarding the emergency regulations.
6. Nothing in the regulation or in the enforcement provisions of the regulation precludes a local agency from exercising its authority to adopt more stringent conservation measures. Local agencies are encouraged to develop their own progressive enforcement practices to promote conservation.

## CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on January 4, 2022.

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Jeanine Townsend  
Clerk to the Board