

KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS
1999 KINCLAIR DRIVE, PASADENA, CA 91107
TUESDAY – JANUARY 18, 2011
7:30 P.M.

AGENDA

- 1. CALL TO ORDER**
 - 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.

- 3. REVIEW OF GENERAL MANAGER’S REPORT**

- 4. REVIEW OF MINUTES** -- December 21, 2010

- 5. REVIEW OF FINANCIAL REPORTS** – December 31, 2010

- 6. ITEMS FOR NEXT AGENDA**

- 7. CALENDAR** – February 15, 2011
March 15, 2011
April 19, 2011

- 8. ADJOURNMENT**

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 <http://www.kinneloairrigationdistrict.info>.

General Manager's Report

January 18, 2011

I. Capital Improvement, Preventative Maintenance and Repair Projects

- A. Facility and System Repairs and Maintenance –
1. 12 feet of 6" PVC main was replaced due to crack probably caused by improper backfill containing rocks.
 2. Glen booster is out of the system for a major overhaul. All electrical leads to the motor were replaced at the site and a damaged junction box was replaced and relocated to prevent further damage.
 3. A leak in the 6" A/C main in the alley parallel to Edgecliff Lane was repaired with a stainless steel sleeve. The leak was caused by an oak tree root. A nearby service line is also imperiled by this tree. A permanent solution will need to be determined in the near future.
- B. SMV/Windover Pipeline – We will solicit bids later this month and have tentatively scheduled a bid opening in February and subsequent recommendation to the Board for approval of the selected bid.
- C. Doyme Road Tract – Project is on hold due to developer's issues.
- D. SCADA – We purchased 5 spare radios because the model that we use throughout the system is being discontinued and repair service may not be available if we have a failure. The alternative would have been to replace all 14 radios with the new model and incur the additional cost of programming them for our system. The current radios have been very reliable.

II. Customer Service and Office Operations

Delinquent Accounts –

- 15 accounts received termination letter
 - 1 account received door hanger shut off notice
 - 1 account was shut off for non-payment
 - 2 accounts remain off for non-payment
1. Kinneloa Canyon Road – Customer requested assistance in locating a possible leak and to be shown the location of shut off valves to isolate the leak.
 2. Villa Highlands – Customer report a leak in the neighbor's sprinkler system. We investigated and found the possible location and left a door hanger after trying to reach the neighbor by telephone.
 3. Dove Court – Customer noticed a large amount of water coming out of neighbor's driveway. Although nobody was at home, I investigated and determined that a hose was being used to siphon water out the swimming pool. The house was vacant so I took no further action and returned home to the family Christmas dinner.
 4. Pasadena Glen – Minor service leak caused by tree root was repaired.

III. General Manager's Highlights

- A. Year-end Accounting – I reviewed the income statement, balance sheet and general ledger to validate totals, explore variances to budget and then I corrected a few posting errors. I reconciled the A/R and A/P report totals with the balance sheet as well as reconciled all bank accounts as I do every month.
- B. ACWA – I attended the Region 8 board meeting where we worked on the plan for 2011 meetings and events.
- C. CSDA – I attended the Fiscal Committee Meeting where we reviewed the year-end financials and the 2011 budget.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
DECEMBER 21, 2010**

MEMBERS PRESENT: Directors Barkhurst, Eldridge, Griffith, Kilburn and Sorell

STAFF PRESENT: Chris Burt, Facilities Supervisor
Shirley Burt, Administrative Assistant
Melvin Matthews, General Manager

CALL TO ORDER: The Meeting was called to order by the Chair, Director Sorell, at 1930 hours. He noted that there was a quorum present. The Agenda was unanimously approved as presented.

PUBLIC COMMENT:

No members of the public wished to comment at this time.

ELECTION OF OFFICERS:

It was M/S/C-(Barkhurst/Kilburn-5/0) - **“That Director Sorell serve as Chair, Director Barkhurst serve as Treasurer, and Director Griffith serve as Secretary for the 2011 Year”**

REVIEW OF GENERAL MANAGER’S REPORT

The General Manager’s Report was reviewed and a report was given by the General Manager regarding the water main break in Pasadena Glen Road that occurred on December 20th.

REVIEW OF MINUTES

The minutes of November 16, 2010 were reviewed and unanimously approved as presented.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Reports and they were unanimously approved for filing.

ITEMS FOR NEXT AGENDA:

None Requested

ADJOURNMENT:

The meeting was adjourned at 2005 hours and the next meeting will be held on January 18, 2011.

Respectfully submitted,

Shirley Burt,
Secretary to the Board

Kinneloa Irrigation District
Income Statement
For the Twelve Months Ending December 31, 2010

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
4000 Water Sales	\$ 62,289.97	\$ 60,000.00	\$ 1,047,668.91	\$ 1,133,800.00
4015 Wholesale Water Sales	0.00	0.00	61,591.07	0.00
4020 Service Charges	372.05	833.37	5,109.76	10,000.00
4025 Asset Sale/Miscellaneous	6,155.00	0.00	15,260.43	0.00
4035 Interest-Reserve Fund	360.12	1,166.63	6,556.66	14,000.00
4050 Capacity Charge	0.00	3,000.00	0.00	12,000.00
Total Revenues	69,177.14	65,000.00	1,136,186.83	1,169,800.00
Expenses				
5000 Leased Water Rights	0.00	0.00	18,600.00	20,000.00
5005 Electricity	5,367.57	5,000.00	89,876.46	90,000.00
5010 Maintenance Supplies	2,022.50	2,000.00	27,074.34	24,000.00
5012 Safety Equipment	0.00	0.00	4,351.03	2,000.00
5015 Operations & Maintenance Labor	13,561.08	13,500.00	154,432.74	160,500.00
5020 Stand-by Compensation	540.00	625.00	7,260.00	7,500.00
5022 Training/Certification	0.00	200.00	403.00	2,400.00
5025 Water Treatment/Analysis	2,704.82	1,833.37	17,520.73	22,000.00
5030 Maintenance Contractors	5,455.29	10,500.00	98,935.35	126,000.00
5034 Equipment Maintenance	0.00	500.00	2,308.35	6,000.00
5035 Vehicle Maintenance	138.02	300.00	2,876.33	3,600.00
5036 Fuel - All Equipment	797.09	1,000.00	8,849.94	12,000.00
5040 Equipment Rental	0.00	500.00	0.00	500.00
5045 Insurance-Workers Compensation	2,651.00	3,000.00	1,845.00	12,000.00
5046 Insurance-Liability	3,190.83	1,250.00	18,065.23	15,000.00
5048 Insurance-Property	169.00	208.37	1,619.22	2,500.00
5049 Insurance-Medical	3,509.90	3,166.63	37,631.33	38,000.00
6000 Engineering Services	0.00	2,000.00	16,485.70	24,000.00
6005 Watermaster Services	882.25	1,000.00	10,701.48	12,000.00
6015 Administrative Salary	10,004.40	10,609.66	120,052.80	125,500.00
6017 Administrative Travel	167.37	416.63	3,945.25	5,000.00
6020 BofD Compensation	400.00	900.00	6,000.00	7,000.00
6021 Administrative & Board Expense	0.00	208.37	1,701.29	2,500.00
6022 BofD-Election	0.00	0.00	32.96	0.00
6024 Customer/Public Info. Prog.	0.00	333.37	1,404.19	4,000.00
6025 PERS - KID	948.06	1,228.00	11,083.29	14,600.00
6030 Social Security - KID	1,869.42	2,300.00	24,650.65	27,400.00
6035 Office Supplies	24.12	750.00	5,578.72	9,000.00
6036 Postage/Delivery	267.21	500.00	3,739.42	6,000.00
6040 Professional Dues	657.50	416.63	5,312.75	5,000.00
6045 Legal Services	0.00	1,250.00	3,996.76	15,000.00
6050 Telephone	340.66	500.00	3,736.93	6,000.00
6051 Mobile Telephone	133.05	200.00	1,494.33	2,400.00
6052 Pagers	18.93	166.63	227.16	2,000.00
6053 Internet Service	64.94	83.37	774.33	1,000.00
6059 Computer/Software Maintenance	1,166.20	833.37	7,168.52	10,000.00
6061 Office Equipment Maintenance	0.00	83.37	0.00	1,000.00
6065 Accounting Services	0.00	0.00	6,200.00	7,000.00
6070 Office Labor	3,985.44	4,000.00	45,226.08	48,000.00
6075 Outside Services	1,317.19	1,666.63	9,839.46	20,000.00
6080 Capital Improvement Fees	0.00	0.00	6,746.04	0.00
6081 Permits/Fees	3,606.00	208.37	5,092.29	2,500.00
6120 Bank Service Charges	165.21	250.00	2,550.71	3,000.00
Total Expenses	66,125.05	73,487.77	795,390.16	903,900.00
Net Income	3,052.09	(8,487.77)	340,796.67	265,900.00

Kinneloa Irrigation District
Income Statement
For the Twelve Months Ending December 31, 2010

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Other Expenditures				
1504 Water Mains	0.00	3,750.00	17,074.41	45,000.00
1509 Wilcox Well/Wilcox Booster	0.00	0.00	15,974.12	15,000.00
1511 Water Treatment Plant	0.00	450.00	0.00	5,400.00
1512 Trans. & Dist. Plant Meters	1,547.57	0.00	40,586.16	21,000.00
1513 Electrical/Electronic Equip.	1,062.72	4,166.63	4,432.24	50,000.00
1514 Computer/Office Equipment	0.00	416.63	7,500.00	5,000.00
1515 Vehicles & Portable Equipment	0.00	0.00	41,531.67	62,200.00
1522 Eucalyptus Booster Station	0.00	0.00	28,470.95	15,000.00
1527 SCADA Equipment	10,321.92	1,250.00	14,167.39	15,000.00
1530 Tools	0.00	0.00	2,449.58	0.00
2400 Truck Loan Payable	0.00	0.00	19,880.82	19,881.00
Total Other Expenditures	12,932.21	10,033.26	192,067.34	253,481.00
Total Increase or (Drawdown)	\$ (9,880.12)	\$ (18,521.03)	\$ 148,729.33	\$ 12,419.00

Kinneloa Irrigation District
Balance Sheet
December 31, 2010

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 366,965.06
1012	Reserve Fund-LAIF	236,521.52
1014	Reserve Fund-CalTRUST	254,782.37
1015	Accr. Int./Price Adj.-CalTRUST	11.50
1016	Accrued Interest-LAIF	305.07
1100	Accts. Receivable-Water Sales	38,020.94
1101	Accts. Receiv.-Service Charges	28,872.01
1190	Allowance for Bad Debts	(8,128.32)
1200	Inventory	20,000.00
1340	Accrued Water Sales	67,706.41
1350	Prepaid Insurance	17,171.71
1360	Prepaid Expenses	505.14
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	Total Current Assets	1,022,733.41

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	1,664,086.44
1505	Water Tunnels	705,985.75
1506	K-3 Well	70,233.86
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	87,286.82
1510	Interconnections	14,203.27
1511	Water Treatment Plant	172,044.97
1512	Trans. & Dist. Plant Meters	101,256.63
1513	Electrical/Electronic Equip.	202,574.97
1514	Computer/Office Equipment	42,261.42
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	60,079.20
1517	KID Office	51,362.92
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	500,288.76
1526	Vosburg Booster	12,590.00
1527	SCADA Equipment	188,568.62
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	2,449.58
1600	Accum. Depreciation	(2,444,905.00)
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	Total Property and Equipment	4,148,335.50
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	Total Assets	\$ 5,171,068.91
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Kinneloa Irrigation District
Balance Sheet
December 31, 2010

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 22,891.11	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	2,500.00	
2273	Job Deposits-Doyne Rd.	20,000.00	
2290	Accrued Vacation	14,349.70	
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	Total Current Liabilities		60,590.81

Long-Term Liabilities

2400	Truck Loan Payable	51,026.99	
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	Total Long-Term Liabilities		51,026.99
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	Total Liabilities		111,617.80

Capital

3040	Fund Balance	4,718,654.44	
	Net Income	340,796.67	
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	Total Capital		5,059,451.11
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	Total Liabilities & Capital		\$ 5,171,068.91
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Kinneloa Irrigation District
Statement of Cash Flow
For the twelve Months Ended December 31, 2010

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 3,052.09	\$ 340,796.67
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	191.90	16,736.56
1101 Accts. Receiv.-Service Charges	800.00	(424.54)
1190 Allowance for Bad Debts	0.00	(960.61)
1350 Prepaid Insurance	3,359.83	(89.76)
1360 Prepaid Expenses	11,409.18	9,318.08
2000 Accounts Payable	(14,503.94)	5,974.05
2271 Deposits-Construction Meters	0.00	(850.00)
2272 Job Deposits	0.00	1,200.00
2273 Job Deposits-Doyme Rd.	0.00	902.88
	1,256.97	31,806.66
Net Cash provided by Operations	4,309.06	372,603.33
 Cash Flows from investing activities		
<i>Used For</i>		
1504 Water Mains	0.00	(17,074.41)
1509 Wilcox Well/Wilcox Booster	0.00	(15,974.12)
1512 Trans. & Dist. Plant Meters	(1,547.57)	(42,950.56)
1513 Electrical/Electronic Equip.	(1,062.72)	(4,432.24)
1514 Computer/Office Equipment	0.00	(7,500.00)
1515 Vehicles & Portable Equipment	0.00	(41,543.04)
1522 Eucalyptus Booster Station	0.00	(28,470.95)
1527 SCADA Equipment	(10,321.92)	(14,167.39)
1530 Tools	0.00	(2,449.58)
	(12,932.21)	(174,562.29)
Net cash used in investing	(12,932.21)	(174,562.29)
 Cash Flows from financing activities		
<i>Proceeds From</i>		
<i>Used For</i>		
2400 Truck Loan Payable	0.00	(19,880.82)
	0.00	(19,880.82)
Net cash used in financing	0.00	(19,880.82)
Net increase (decrease) in cash	\$ (8,623.15)	\$ 178,160.22
 Summary		
Cash Balance at End of Period	\$ 926,291.93	\$ 926,291.93
Cash Balance at Beg. of Period	(934,915.08)	(745,755.94)
Net Increase (Decrease) in Cash	\$ (8,623.15)	\$ 180,535.99

Aged Receivables Report -- Previous 12 Months

ACCOUNTING PERIOD	CURRENT PERIOD	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL BALANCE	LATE PAYMENT CHARGES
JANUARY 2010	\$38,196 329	\$2,721 57	\$213 15	\$2,139 14	\$43,268	\$440.86 26 Accts.
FEBRUARY 2010	\$27,015 360	\$8,461 140	\$1,207 35	\$1,636 14	\$38,320	\$767.92 46 Accts.
MARCH 2010	\$22,986 259	\$4,532 120	\$6,680 79	\$2,894 13	\$37,093	\$695.72 43 Accts
APRIL 2010	\$34,652 312	\$2,631 122	\$1,469 49	\$4,848 19	\$43,599	\$433.27 26 Accts.
MAY 2010	\$58,922 355	\$1,870 56	\$1,432 28	\$1,621 17	\$63,845	\$432.87 26 Accts.
JUNE 2010	\$51,011 278	\$5,128 68	\$324 24	\$1,518 13	\$57,981	\$646.46 39 Accts.
JULY 2010	\$60,040 275	\$1,464 72	-\$9 18	\$1,386 8	\$62,882	\$337.87 20 Accts
AUGUST 2010	\$57,320 296	\$6,836 48	-\$2,408 26	\$848 7	\$62,596	\$470.25 28 Accts.
SEPTEMBER 2010	\$53,563 296	\$6,842 58	\$2,559 19	-\$648 15	\$62,316	\$648.73 38 Accts
OCTOBER 2010	\$86,747 395	\$9,160 86	\$2,182 17	\$1,783 11	\$99,872	\$472.90 27 Accts
NOVEMBER 2010	\$27,813 251	\$3,922 60	\$2,993 22	\$3,486 12	\$38,213	\$659.51 38 Accts
DECEMBER 2010	\$31,464 276	\$3,003 61	\$66 23	\$3,488 13	\$38,021	\$356.17 21 Accts.

Kinneloa Irrigation District
Check Register
For the Period From December 1, 2010 to December 31, 2010

Date	Check #	Payee	Amount	Description
12/8/10	EFT973	AT&T	65.61	telephone
12/8/10	EFT974	Pasadena Municipal Servic	1,051.91	electricity
12/8/10	EFT975	Calif. Public Employees Re	2,277.24	CalPERS-KID and employee withholding
12/8/10	EFT976	Southern California Edison	5,535.40	electricity
12/8/10	6458	A&B Electric	851.72	electrical repairs/upgrades
12/8/10	6459	Ameripride Uniform Servic	77.14	shop rag service
12/8/10	6460	Athens Services	129.38	trash pickup
12/8/10	6461	California Department of P	3,606.00	annual "fees"
12/8/10	6462	City of Alhambra	18,600.00	leased water rights
12/8/10	6463	Cook Paging, Inc.	18.93	pager service
12/8/10	6464	Foothill Municipal Water I	562.17	capital improvement fee
12/8/10	6465	McMaster Carr	340.49	maintenance supplies
12/8/10	6466	National Meter & Automat	2,171.74	replacement water meters
12/8/10	6467	Shirley Burt	78.40	mileage reimbursement
12/8/10	6468	Specialty Services	275.00	janitorial service
12/8/10	6469	Underground Service Alert	4.50	dig alerts
12/8/10	6470	Utility Service Co., Inc.	3,477.21	tank maintenance
12/10/10	EFT976a	Arco Gaspro Plus	797.09	truck gas
12/15/10	EFT977	Bank of America Business	384.34	credit card-see attached schedule
12/15/10	6471	ACWA Health Benefits Au	4,043.72	medical/dental vision insurance-KID and employee
12/15/10	6472	McMaster Carr	566.06	maintenance supplies
12/15/10	6473	MWH Laboratories	132.00	water analysis
12/15/10	6474	National Meter & Automat	104.18	meter installation kits
12/15/10	6475	Raymond Basin Managemen	2,454.02	water analysis
12/15/10	EFT978	Charter Communications	59.99	Internet service
12/15/10	6476	Alert Communications, Inc	78.00	answering service
12/15/10	6477	Monrovia Mailing Compan	359.96	billing statements and postage
12/17/10	EFT979	Christopher A. Burt	2,467.77	salary
12/17/10	EFT980	Shirley L. Burt	1,398.07	salary
12/17/10	EFT981	Melvin L. Matthews	3,517.65	salary
12/17/10	64657524	Brian L. Fry	1,364.72	salary
12/17/10	64657525	Felix Galindo	368.33	salary
12/17/10	64657526	Chris J. Mellinger	529.89	salary
12/29/10	6478	A&B Electric	1,062.72	electrical repairs/upgrades
12/29/10	6479	Ameripride Uniform Servic	77.14	shop rag service
12/29/10	6480	Consolidated Electrical Dis	74.79	lamps for Vosburg
12/29/10	6481	Melvin L. Matthews	217.54	mileage reimbursement
12/29/10	6482	McMaster Carr	446.75	maintenance supplies
12/29/10	6483	MWH Laboratories	118.80	water analysis
12/29/10	6484	National Meter & Automat	1,443.39	replacement water meters

Kinneloa Irrigation District
Check Register
For the Period From December 1, 2010 to December 31, 2010

12/29/10 6485	Shirley Burt	76.57	mileage reimbursement
12/29/10 6486	Western Water Works	395.42	maintenance supplies
12/29/10 EFT982	ADP	64.68	payroll processing
12/29/10 EFT983	Christopher A. Burt	150.00	salary
12/29/10 EFT984	ADP	3,908.33	payroll taxes and withholding
12/29/10 EFT985	AT&T	275.12	telephone
12/29/10 EFT986	Earthlink Network	4.95	Internet service
12/31/10 EFT987	Christopher A. Burt	2,574.14	salary
12/31/10 EFT988	Shirley L. Burt	1,532.95	salary
12/31/10 EFT989	Richard L. Barkhurst	94.35	salary
12/31/10 EFT990	Francis J. Griffith	94.35	salary
12/31/10 EFT991	Gerrie G. Kilburn	94.35	salary
12/31/10 EFT992	Steven G. Sorell	59.35	salary
12/31/10 EFT993	Melvin L. Matthews	3,315.68	salary
12/31/10 64677836	Brian L. Fry	1,705.95	salary
12/31/10 64677837	Felix Galindo	165.83	salary
12/31/10 64677838	Chris J. Mellinger	355.57	salary
12/31/10 EFT994	ADP	69.78	payroll processing
12/31/10 EFT995	Christopher A. Burt	150.00	salary
12/31/10 EFT996	ADP	<u>4,598.53</u>	payroll taxes and withholding
Total		<u><u>80,875.66</u></u>	

**CREDIT CARD CHARGES
NOVEMBER 2010**

Category	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
Maint. Supply			\$56.64			\$56.64
Maint. Tools						\$0.00
Maint. Exp.						\$0.00
Postage	\$47.66					\$47.66
Computer Supplies						\$0.00
Computer Program		\$117.90				\$117.90
Computer						
Scada						\$0.00
Kinn. Mesa Pipeline						\$0.00
Emp. Cert.						\$0.00
Truck Exp.				\$138.02		\$138.02
Truck Fuel						\$0.00
Generator/Pump Fuel						\$0.00
Office Supplies	\$24.12					\$24.12
Safety						\$0.00
Water Quality						\$0.00
Adm. Exp.						\$0.00
Doyne Road Project						\$0.00
Telephone						\$0.00
Office equip.						\$0.00
Finance Chg.						\$0.00
Finance Credit						\$0.00
TOTAL	\$71.78	\$117.90	\$56.64	\$138.02	\$0.00	\$384.34