

KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS
1999 KINCLAIR DRIVE, PASADENA, CA 91107
TUESDAY – OCTOBER 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 GENERAL MANAGER’S REPORT**
- 4. REVIEW MINUTES** – September 20, 2011
- 5. REVIEW FINANCIAL REPORTS** – September 30, 2011
- 6. ITEMS FOR NEXT AGENDA**
- 7. CALENDAR** – November 15, 2011
December 20, 2011
January 17, 2012
- 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>.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
SEPTEMBER 20, 2011**

MEMBERS PRESENT: Directors Barkhurst, Eldridge, and Kilburn.
Director Sorell arrived at 2000 hours.
Director Griffith was absent due to a prior engagement.

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

CALL TO ORDER: The Meeting was called to order by the Treasurer, Richard Barkhurst, at 1945 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 speak.

CONSIDERATION OF BILLING SOFTWARE PROPOSAL:

The **General Manager** reviewed the proposal from Able Software and introduced Garth Stern and Kai-Wen Yuei, representatives of the company.

Director Barkhurst questioned whether the company was prepared to share their financial reports with Kinneloa and Mr. Stern replied that they will do so and that they have had to do that for other customers.

Director Barkhurst questioned whether the company is prepared to offer support service at any hour of the day and Mr. Yuei stated that they are because they have customers in many different time zones and need to be available at all times.

Director Kilburn questioned as to the location of the company headquarters and Mr. Stern replied that they are located in Irvine.

It was M/S/C – (Eldridge/Kilburn-4/0)—“**That the Board approves the purchase of the Able Software Billing Program for an amount not to exceed \$20,000.**”

Director Barkhurst stated that the purchase could be made without waiting for the pending Financial Report from the Able Software Company.

REVIEW AND APPROVAL OF THE YEAR 2012 BUDGET:

Director Barkhurst noted the Board had reviewed the proposed budget in Special Session and agreed that there would be no change in the rate for the year 2012.

It was M/S/C/-- (Kilburn/Eldridge-4/0) – “**That the budget as presented be approved**”.

APPROVE RESOLUTION 2011-9-20 – Declaring that no election will be held.

It was M/S/C – (Eldridge/Kilburn-4/0) – “**That the Resolution be approved as written**”

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REVIEW OF THE GENERAL MANAGER'S REPORT:

The **General Manager** reviewed his report as presented in the Board Packet which included the annual Water Production Report.

REVIEW OF MINUTES:

The minutes of August 16, 2011 were unanimously approved as written.
The minutes of August 26, 2011 were unanimously approved as written.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Reports noting that the water sales were under budget for the month and that maintenance supplies and maintenance labor were over budget for the month and year to date.

Director Sorell questioned the amount spent for Engineering Services and the **General Manager** replied that was a progress billing for the East-West Pipeline Project and that amount would become a capitalized expense when the project is approved.

Director Barkhurst requested that the credit card expenses be reported in greater detail.

Director Barkhurst requested that arrangements be made so that every Board Member is authorized to sign checks and that the Board Members be requested to come to the office to sign checks when requested.

Director Sorell requested that a report be given on the new billing system every month.

Director Barkhurst suggested that each Board Member notify the office as to their availability from month to month regarding attendance at Board Meetings and availability to sign checks.

ITEMS FOR NEXT AGENDA:

No items were suggested for the next meeting agenda.

ADJOURNMENT:

The meeting was adjourned at 20:25 hours. The next meeting will be on October 18, 2011.

Respectfully submitted,

Shirley Burt
Secretary to the Board

General Manager's Report for the Board of Directors Meeting on October 18, 2011

I. Capital Improvement, Preventative Maintenance and Repair Projects

- A. SMV/Windover Pipeline Project – The project has been completed. Final project payment will be made after the contractor has completed the post-project punch list items and the extra costs and credits have been reviewed, negotiated and mutually approved.
- B. K-3 Well – Installation of the variable frequency drive motor control has been completed.

II. Customer Service and Office Operations

- A. Delinquent Accounts –
 - 29 accounts received termination letter
 - 16 accounts received door hanger shut off notice
 - 0 accounts were shut off for non-payment
 - 1 account remains off for non-payment

III. General Manager's Highlights

- A. 2012 Budget – The 2012 budget process has been completed and the allocated monthly amounts have been entered into our accounting program.
- B. Billing System – The replacement billing system software will be installed starting in October as shown on the attached implementation schedule prepared by Able Software, Inc. and me.

IV. System Operations

- A. Service Leaks – One service leaks on our side of the meter was repaired.
- B. K-3 Chlorinator – Metering pump failed and was temporarily replaced by a spare pump.
- C. Vosburg Flo-Loc – The valve control system was re-installed on the new 10-inch valve that was installed as part of the Windover-SMV pipeline project.

V. Association Activities

- A. ACWA – As the Region 8 alternate board member, I was requested to attend the September Board meeting. The primary item for discussion was the 2012 budget. The majority (including me) supported the budget alternative that cuts \$768,000 from the budget and includes a 2.5% dues increase. Most continuing programs and activities are continued except for the “Water for Tomorrow” magazine.
- B. CSDA – I attended the annual fall conference on October 10-13. I attended the following breakout sessions: “Update of Proposition 218 and the Impacts to Local Agencies,” “Financial Accountability: Good Decisions are Based on Good Information,” “Understanding Board Member & District Liability,” and “The Electronic Workplace: Traps for the Unwary.”

Kinneloa Irrigation District (KID)

Able Software (Utility Star Basic) Project Implementation Plan

Blue highlighted text indicates project tasks requiring KID personnel involvement

ID	Project Task	Duration	Start	Finish	Responsibility	Comments
0	Utility Star Implementation Plan	80 days	Mon 10/17/11	Fri 2/10/12		
1	Project Analysis Sprint	5 days	Mon 10/17/11	Fri 10/21/11		
2	Functional Review	1 day	Mon 10/17/11	Mon 10/17/11	ASI/KID	Identify legacy billing system functionality and workflow processing for incorporation into Utility Star Platinum
3	Interface Review	1 day	Tue 10/18/11	Tue 10/18/11	ASI/KID	
4	Processes Review	1 day	Wed 10/19/11	Wed 10/19/11	ASI/KID	Analyze and discuss how to best implement the new system and incorporate desired functionalities
5	Review Scope and Schedule	2 days	Thu 10/20/11	Fri 10/21/11	ASI/KID	Requires customer user information to update and complete final project plan
6	Software Modifications Sprint	15 days	Mon 10/24/11	Fri 11/11/11		
7	Modification Design for functional gaps	3 days	Mon 10/24/11	Wed 10/26/11	ASI/KID	Discussion of legacy system functionality
8	Modification Development	6 days	Thu 10/27/11	Thu 11/3/11	ASI	
9	Modification Internal Testing	6 days	Fri 11/4/11	Fri 11/11/11	ASI	
10	Interface Development Sprint	15 days	Mon 11/14/11	Tue 12/6/11		
11	Interface design for functional gaps	3 days	Mon 11/14/11	Wed 11/16/11	ASI/KID	System customizations needed to satisfy new requirements not contained within the legacy billing system
12	Interface Development	6 days	Thu 11/17/11	Mon 11/28/11	ASI	Discussion of interface design and functionality
13	Interface Internal Testing	6 days	Tue 11/29/11	Tue 12/6/11	ASI	
14	Initial Database Conversion Sprint	5 days	Wed 12/7/11	Tue 12/13/11		
15	Data Conversion	4 days	Wed 12/7/11	Mon 12/12/11	ASI	Requires client feedback for data integrity
16	Converted Database Submission	1 day	Tue 12/13/11	Tue 12/13/11	ASI	Conversion of legacy billing data to Utility Star Platinum format
17	Product Installation and Configuration Sprint	2 days	Wed 12/14/11	Thu 12/15/11		
18	Delivery of Product CD	0.25 days	Wed 12/14/11	Wed 12/14/11	ASI	Deployment of Utility Star Platinum to the server and client workstations
19	Product Installation	1 day	Wed 12/14/11	Wed 12/14/11	ASI	
20	Product Configuration	1 day	Thu 12/15/11	Thu 12/15/11	ASI	
21	Training	3 days	Fri 12/16/11	Tue 12/20/11	ASI/KID	User training with Able Software personnel
22	2nd Database Conversion Sprint	4 days	Wed 12/21/11	Wed 12/28/11		
23	Data Conversion	3 days	Wed 12/21/11	Tue 12/27/11	ASI	Conversion of legacy billing data to Utility Star Platinum format
24	Converted Database Submission	1 day	Wed 12/28/11	Wed 12/28/11	ASI	
25	Report Customization Sprint	9 days	Thu 12/29/11	Wed 1/11/12		
26	Report Customization Design	3 days	Thu 12/29/11	Tue 1/3/12	ASI/KID	Bill formats, user-defined reports, custom reports required by client
27	Delivery of Report Customization design specification	1 day	Wed 1/4/12	Wed 1/4/12	ASI	Discussion of report design and requirements
28	Report Customization	5 days	Thu 1/5/12	Wed 1/11/12	ASI	
29	System Testing Sprint	8 days	Thu 1/12/12	Mon 1/23/12		
30	Unit Tests	2 days	Thu 1/12/12	Fri 1/13/12	ASI	Routine system tests to ensure software integrity
31	System Tests	2 days	Mon 1/16/12	Tue 1/17/12	ASI	
32	User Acceptance Test Design	1 day	Wed 1/18/12	Wed 1/18/12	ASI/KID	Propose testing methodology to users
33	Delivery of User Acceptance Test Plan	1 day	Thu 1/19/12	Thu 1/19/12	ASI	
34	User Acceptance Test	2 days	Fri 1/20/12	Mon 1/23/12	ASI/KID	Test a small subset of data to ensure accuracy of billing process
35	Final Database Conversion Sprint	4 days	Tue 1/24/12	Fri 1/27/12		
36	Data Conversion	3 days	Tue 1/24/12	Thu 1/26/12	ASI	
37	Converted Database Submission	1 day	Fri 1/27/12	Fri 1/27/12	ASI	Final conversion requires users to keep track of data changes within this period
38	Parallel Testing	9 days	Mon 1/30/12	Thu 2/9/12		
39	Week 1 Parallel Test	4 days	Mon 1/30/12	Thu 2/2/12		
40	Parallel Testing	4 days	Mon 1/30/12	Thu 2/2/12	ASI/KID	System testing prior to running in "Live Production Mode"
41	Week 2 Parallel Test	5 days	Fri 2/3/12	Thu 2/9/12		
42	Parallel Testing	5 days	Fri 2/3/12	Thu 2/9/12	ASI/KID	
43	Go-Live	1 day	Fri 2/10/12	Fri 2/10/12	ASI/KID	System testing completed. Utility Star Platinum begins running in "Live Production Mode"

Total Project Duration

80 days

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Shirley Burt
Secretary to the Board

Aged Receivables Report -- Previous 12 Months

ACCOUNTING PERIOD	CURRENT PERIOD	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL BALANCE	LATE PAYMENT CHARGES
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	\$372.05 22 Accts
JANUARY 2011	\$28,163 281	\$2,537 63	\$754 22	\$838 16	\$32,293	\$480.29 29 Accts.
FEBRUARY 2011	\$38,168 323	\$3,153 77	\$557 19	\$1,218 13	\$43,096	\$536.18 33 Accts.
MARCH 2011	\$26,868 247	\$2,601 61	-\$709 22	\$2,331 11	\$31,092	\$345.74 21 Accts.
APRIL 2011	\$71,105 312	\$851 61	\$1,592 18	\$972 13	\$74,520	\$341.45 21 Accts.
MAY 2011	\$72,917 289	\$38,282 47	\$135 15	\$2,497 12	\$113,831	\$385.86 24 Accts.
JUNE 2011	\$81,228 320	\$5,233 76	\$1,058 27	\$2,717 11	\$90,236	\$738.13 45 Accts.
JULY 2011	\$64,746 327	\$36,816 67	\$568 19	\$1,903 11	\$104,033	\$566.89 35 Accts
AUGUST 2011	\$47,404 252	\$2,534 73	\$916 15	\$2,228 12	\$53,083	\$493.34 30 Accts
SEPTEMBER 2011	\$37,028 228	\$4,821 59	\$237 19	\$2,127 11	\$44,213	\$512.55 30 Accts

Kinnelo Irrigation District
Income Statement
For the Nine Months Ending September 30, 2011

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
4000 Water Sales	\$ 140,539.81	\$ 120,600.00	\$ 890,539.90	\$ 891,250.00
4015 Wholesale Water Sales	0.00	0.00	135,246.41	0.00
4020 Service Charges	554.49	833.33	7,402.53	7,499.97
4035 Interest-Reserve Fund	371.64	600.00	3,674.57	5,400.00
4050 Capacity Charge	0.00	3,000.00	0.00	9,000.00
Total Revenues	141,465.94	125,033.33	1,036,863.41	913,149.97
Expenses				
5005 Electricity	9,252.74	9,900.00	69,406.50	77,000.00
5010 Maintenance Supplies	1,878.25	2,333.33	28,399.55	20,999.97
5012 Safety Equipment	0.00	200.00	1,170.81	1,800.00
5015 Operations & Maintenance Labor	13,305.74	13,500.00	131,719.21	120,000.00
5020 Stand-by Compensation	480.00	625.00	5,430.00	5,625.00
5022 Training/Certification	0.00	200.00	493.28	1,800.00
5025 Water Treatment/Analysis	479.80	1,833.33	15,311.94	16,499.97
5030 Maintenance Contractors	15,335.81	9,750.00	97,260.53	87,750.00
5034 Equipment Maintenance	0.00	500.00	3,734.28	4,500.00
5035 Vehicle Maintenance	(716.56)	300.00	3,674.90	2,700.00
5036 Fuel - All Equipment	911.90	1,000.00	11,521.07	9,000.00
5045 Insurance-Workers Compensation	2,771.00	3,000.00	681.00	9,000.00
5046 Insurance-Liability	1,831.08	1,833.33	19,190.72	16,499.97
5048 Insurance-Property	178.50	208.33	1,260.00	1,874.97
5049 Insurance-Medical	4,115.06	3,166.67	32,194.26	28,500.03
6000 Engineering Services	0.00	2,000.00	13,453.10	18,000.00
6005 Watermaster Services	878.92	1,000.00	7,930.26	9,000.00
6015 Administrative Salary	10,004.40	10,609.64	90,039.60	93,671.04
6016 Administrative Bonus	0.00	0.00	3,000.00	0.00
6017 Administrative Travel	0.00	416.67	3,298.20	3,750.03
6020 BofD Compensation	200.00	500.00	3,600.00	5,100.00
6021 Administrative & Board Expense	0.00	208.33	2,338.54	1,874.97
6024 Customer/Public Info. Prog.	0.00	333.33	1,647.37	2,999.97
6025 PERS - KID	1,878.13	1,100.00	9,668.46	9,600.00
6030 Social Security - KID	2,126.88	2,300.00	20,469.76	20,400.00
6035 Office/Computer Supplies	305.44	750.00	4,255.80	6,750.00
6036 Postage/Delivery	269.06	500.00	3,635.10	4,500.00
6040 Professional Dues	539.08	583.33	5,446.72	5,249.97
6045 Legal Services	246.00	1,250.00	2,936.81	11,250.00
6050 Telephone	435.92	333.33	3,892.04	2,999.97
6051 Mobile Telephone	185.48	150.00	1,781.74	1,350.00
6052 Pagers	18.92	20.00	171.08	180.00
6053 Internet Service	84.94	83.33	692.26	749.97
6059 Computer/Software Maintenance	0.00	833.33	1,209.99	7,499.97
6061 Office Equipment Maintenance	0.00	83.33	400.00	749.97
6065 Accounting Services	0.00	0.00	6,200.00	7,000.00
6070 Office Labor	3,812.16	4,000.00	33,789.60	36,000.00
6075 Outside Services	682.66	1,666.67	10,324.45	15,000.03
6080 Capital Improvement Fees	(51.40)	0.00	(411.20)	0.00
6081 Permits/Fees	0.00	208.33	2,623.56	1,874.97
6120 Bank Service Charges	311.52	250.00	1,730.17	2,250.00
Total Expenses	71,751.43	77,529.61	655,571.46	671,350.77
Net Income	69,714.51	47,503.72	381,291.95	241,799.20

Kinneloa Irrigation District
Income Statement
For the Nine Months Ending September 30, 2011

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Other Expenditures				
1504 Water Mains	0.00	21,250.00	0.00	191,250.00
1506 K-3 Well	0.00	0.00	12,614.51	15,000.00
1509 Wilcox Well/Wilcox Booster	0.00	0.00	0.00	15,000.00
1511 WaterTreatment Plant	0.00	0.00	1,872.35	5,400.00
1512 Trans. & Dist. Plant Meters	0.00	1,666.67	3,103.53	15,000.03
1513 Electrical/Electronic Equip.	2,777.43	2,083.33	8,518.37	18,749.97
1514 Computer/Office Equipment	0.00	416.67	1,911.11	3,750.03
1516 Water Company Facilities	0.00	2,500.00	0.00	7,500.00
1520 Glen Reservoir/Booster	0.00	0.00	24,190.86	16,000.00
1522 Eucalyptus Booster Station	0.00	2,500.00	0.00	22,500.00
1523 Construction in Progress	0.00	0.00	488,465.93	0.00
1527 SCADA Equipment	0.00	1,000.00	7,603.43	9,000.00
1530 Tools	0.00	200.00	2,281.20	1,800.00
2400 Truck Loan Payable	0.00	0.00	19,880.82	19,881.00
Total Other Expenditures	2,777.43	31,616.67	570,442.11	340,831.03
Total Increase or (Drawdown)	\$ 66,937.08	\$ 15,887.05	\$ (189,150.16)	\$ (99,031.83)

Kinneloa Irrigation District
Balance Sheet
September 30, 2011

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 207,763.78
1012	Reserve Fund-LAIF	117,370.81
1014	Reserve Fund-CalTRUST	257,838.26
1015	Accr. Int./Price Adj.-CalTRUST	(227.93)
1016	Accrued Interest-LAIF	313.89
1100	Accts. Receivable-Water Sales	45,122.12
1190	Allowance for Bad Debts	855.13
1200	Inventory	20,000.00
1340	Accrued Water Sales	146,700.95
1350	Prepaid Insurance	14,533.29
1360	Prepaid Expenses	9,527.66
		<hr/>
	Total Current Assets	819,797.96

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	1,647,012.03
1505	Water Tunnels	705,985.75
1506	K-3 Well	82,848.37
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	83,486.82
1510	Interconnections	14,203.27
1511	Water Treatment Plant	173,917.32
1512	Trans. & Dist. Plant Meters	63,774.00
1513	Electrical/Electronic Equip.	211,093.34
1514	Computer/Office Equipment	44,172.53
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
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	500,288.76
1523	Construction in Progress	505,540.34
1526	Vosburg Booster	12,590.00
1527	SCADA Equipment	196,172.05
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	4,730.78
1600	Accum. Depreciation	(2,693,534.12)
		<hr/>
	Total Property and Equipment	4,405,881.51
		<hr/>
	Total Assets	\$ 5,225,679.47
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Kinneloa Irrigation District
Balance Sheet
September 30, 2011

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 17,401.82	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	3,150.00	
2290	Accrued Vacation	10,817.70	
	Total Current Liabilities		32,219.52

Long-Term Liabilities

2400	Truck Loan Payable	34,514.29	
	Total Long-Term Liabilities		34,514.29
	Total Liabilities		66,733.81

Capital

3040	Fund Balance	4,777,653.71	
	Net Income	381,291.95	
	Total Capital		5,158,945.66
	Total Liabilities & Capital		\$ 5,225,679.47

Kinneloa Irrigation District
Statement of Cash Flow
For the nine Months Ended September 30, 2011

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 69,714.51	\$ 381,291.95
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	8,205.68	(7,101.18)
1101 Accts. Receiv.-Service Charges	0.00	28,872.01
1190 Allowance for Bad Debts	0.00	(8,983.45)
1350 Prepaid Insurance	2,009.58	2,434.92
1360 Prepaid Expenses	1,418.00	2,234.98
2000 Accounts Payable	(30,698.40)	(5,489.29)
2272 Job Deposits	650.00	650.00
2273 Job Deposits-Doyme Rd.	0.00	(20,000.00)
	<hr/>	<hr/>
Total Adjustments	(18,415.14)	(7,382.01)
	<hr/>	<hr/>
Net Cash provided by Operations	51,299.37	373,909.94
	<hr/>	<hr/>
Cash Flows from investing activities		
<i>Used For</i>		
1506 K-3 Well	0.00	(12,614.51)
1511 WaterTreatment Plant	0.00	(1,872.35)
1512 Trans. & Dist. Plant Meters	0.00	(3,166.65)
1513 Electrical/Electronic Equip.	(2,777.43)	(8,518.37)
1514 Computer/Office Equipment	0.00	(1,911.11)
1520 Glen Reservoir/Booster	0.00	(24,190.86)
1523 Construction in Progress	0.00	(488,470.34)
1527 SCADA Equipment	0.00	(7,603.43)
1530 Tools	0.00	(2,281.20)
	<hr/>	<hr/>
Net cash used in investing	(2,777.43)	(550,628.82)
	<hr/>	<hr/>
Cash Flows from financing activities		
<i>Proceeds From</i>		
<i>Used For</i>		
2400 Truck Loan Payable	0.00	(19,880.82)
	<hr/>	<hr/>
Net cash used in financing	0.00	(19,880.82)
	<hr/>	<hr/>
Net increase (decrease) in cash	\$ 48,521.94	\$ (196,599.70)
	<hr/>	<hr/>
Summary		
Cash Balance at End of Period	\$ 729,759.76	\$ 729,759.76
Cash Balance at Beg. of Period	(681,237.82)	(926,291.93)
	<hr/>	<hr/>
Net Increase (Decrease) in Cash	\$ 48,521.94	\$ (196,532.17)
	<hr/>	<hr/>

Kinneloa Irrigation District
Check Register
For the Period From September 1, 2011 to September 30, 2011

Date	Check #	Payee	Amount	Description
9/8/11	6728	ACWA/JPIA	150.00	OSHA training and certification
9/8/11	6729	ACWA Health Benefits Au	4,648.88	health insurance
9/8/11	6730	Alert Communications, Inc	78.00	answering service
9/8/11	6731	Athens Services	129.38	trash pickup
9/8/11	6732	Berg Hardware	38.82	maintenance supplies
9/8/11	6733	Citizens Business Bank	19,880.82	installment payment on 2008 trucks
9/8/11	6734	CLA-VAL	528.20	valve repair
9/8/11	6735	Cook Paging, Inc.	18.92	paggers
9/8/11	6736	Laurie Kay	65.23	expense reimbursement
9/8/11	6737	Leighton Consulting, Inc.	1,603.44	Vosburg valve pit concrete testing
9/8/11	6738	MWH Laboratories	250.80	water samples
9/8/11	6739	SA Associates	9,444.10	East-West pipeline engineering study
9/8/11	6740	Shirley Burt	71.50	mileage reimbursement
9/8/11	6741	Specialty Services	275.00	janitorial service
9/8/11	6742	Underground Service Alert	9.00	dig alerts
9/8/11	6743	Utility Service Co., Inc.	3,651.97	tank maintenance
9/8/11	6744	Western Water Works	1,272.81	maintenance supplies
9/8/11	EFT1197	AT&T	63.72	telephone
9/8/11	EFT1198	Pasadena Municipal Servic	1,165.99	electricity
9/8/11	EFT1199	Southern California Edison	8,684.41	electricity
9/8/11	EFT1200	Verizon Wireless	194.84	mobile phones
9/8/11	6745	ARB/PERP	2,300.00	portable equipment permits
9/9/11	EFT1201	Calif. Public Employees R	2,550.54	CalPERS
9/19/11	EFT1202	Christopher A. Burt	2,688.00	salary
9/19/11	EFT1203	Shirley L. Burt	1,428.03	salary
9/19/11	64953386	Brian L. Fry	1,380.57	salary
9/19/11	64953387	Felix Galindo	382.68	salary
9/19/11	64953388	Chris J. Mellinger	318.78	salary
9/19/11	EFT1204	Melvin L. Matthews	3,315.67	salary
9/19/11	EFT1205	ADP	55.48	payroll processing
9/19/11	EFT1206	Christopher A. Burt	150.00	salary
9/19/11	EFT1207	ADP	4,213.02	payroll taxes and withholding
9/23/11	EFT1208	AT&T	294.20	telephone
9/23/11	EFT1209	Bank of America Business	1,527.53	credit card
9/23/11	EFT1210	Charter Communications	79.99	Internet service
9/23/11	EFT1211	Earthlink Network	4.95	Internet service
9/23/11	EFT1212	Arco Gaspro Plus	911.90	truck gas
9/23/11	6746	Ameripride Uniform Servi	77.70	shop rag service
9/23/11	6747	Clinical Laboratory, San B	229.00	water samples
9/23/11	6748	Denram Products	196.58	window envelopes

Kinneloa Irrigation District
Check Register
For the Period From September 1, 2011 to September 30, 2011

9/23/11	6749	Lagerlof,Senecal,Bradley,C	246.00	reapportionment matter
9/23/11	6750	McMaster Carr	621.69	maintenance supplies
9/23/11	6751	Monrovia Mailing Compar	364.95	billing statement processing and postage
9/23/11	6752	MWH Laboratories	250.80	water samples
9/23/11	6753	Perry Thomas Constructio	11,683.84	leak repair and paving
9/23/11	6754	Western Water Works	520.59	maintenance supplies
9/30/11	EFT1213	Richard L. Barkhurst	94.35	salary
9/30/11	EFT1214	Christopher A. Burt	2,379.00	salary
9/30/11	EFT1215	Shirley L. Burt	1,428.02	salary
9/30/11	EFT1216	Gerrie G. Kilburn	94.35	salary
9/30/11	EFT1217	Melvin L. Matthews	3,315.69	salary
9/30/11	64968548	Brian L. Fry	1,571.92	salary
9/30/11	64968549	Felix Galindo	433.71	salary
9/30/11	64968550	Chris J. Mellinger	410.75	salary
9/30/11	EFT1218	Christopher A. Burt	150.00	salary
9/30/11	EFT1219	ADP	69.10	payroll processing
9/30/11	EFT1220	ADP	<u>4,290.91</u>	payroll taxes and withholding
Total			<u><u>102,256.12</u></u>	

**Credit Card Charges
August 2011**

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
5010	Maintenance Supplies	shirts, irrigation timer/hoses			\$72.64	\$563.34		\$635.98
5025	Water Treatment/Analysis	salt			\$733.88			\$733.88
6035	Computer/Office Supplies		\$48.91	\$59.95				\$108.86
6036	Postage/Delivery		\$45.08	\$3.73				\$48.81
TOTAL			\$93.99	\$63.68	\$806.52	\$563.34	\$0.00	\$1,527.53