

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – MAY 17, 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 FOOTHILL MUNICIPAL WATER DISTRICT ADMINISTRATION FEE**
- 4. REVIEW VENDOR PROPOSALS**
  - A. K-3 Well – Upgrade to Variable Frequency Drive
  - B. Villa Heights Rd. – Install 6” Inter-connect
  - C. East-West Connector Main – Design Proposal
- 5. REVIEW GENERAL MANAGER’S REPORT**
- 6. REVIEW MINUTES** – April 19, 2011
- 7. REVIEW FINANCIAL REPORTS** – April 30, 2011
- 8. ITEMS FOR NEXT AGENDA**
- 9. CALENDAR** – June 21, 2011  
July 19, 2011  
August 16, 2011
- 10. 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>.

**BUDGET VS. ACTUAL**

	<b>Adopted 2010-2011 Budget</b>	<b>Preliminary 2011-2012 Budget</b>	<b>KID Admin Charge 580 meters 24997 Total meters</b>
	(based on 10,000 AF of sales)	(based on 10,000 AF of sales)	2.32%
Acre Feet Sold		10,000	
<b><u>REVENUES</u></b>			
<b>1. Operating Revenues</b>			
Sales for Resale	\$ 11,033,293	\$ 2,097,307	
Capital & Rehab Charge - CVWD	\$ 353,901		
Capital & Rehab Charge - KID	\$ 3,065		
Capital & Rehab Charge - LCID	\$ 319,540		
Capital & Rehab Charge - LFWC	\$ 26,727		
Capital & Rehab Charge - LAWC	\$ 50,396		
Capital & Rehab Charge - MCWC	\$ 53,706		
Capital & Rehab Charge - RCLWA	\$ 50,956		
Capital & Rehab Charge - VWC	\$ 264,419		
Admin & O & M Charges - CVWD	\$ 370,965	\$ 384,990	
Admin & O & M Charges - KID	\$ -	\$ -	
Admin & O & M Charges - LCID	\$ 452,654	\$ 469,683	
Admin & O & M Charges - LFWC	\$ 113,004	\$ 116,095	
Admin & O & M Charges - LAWC	\$ 238,839	\$ 262,601	
Admin & O & M Charges - MCWC	\$ 113,864	\$ 120,058	
Admin & O & M Charges - RCLWA	\$ 200,132	\$ 197,692	
Admin & O & M Charges - VWC	\$ 539,388	\$ 546,187	
<b>2. Non-Operating Revenues</b>			
Interest earnings	\$ 20,000	\$ 20,000	
Taxes	\$ 75,000	\$ 75,000	
Insurance Refunds	\$ -	\$ -	
FHCUP Reimbursement (Put Power)	\$ -	\$ -	
FHCUP Admin Reimbursement	\$ 12,600	\$ 12,600	
Energy Charge Reimbursement	\$ 758,636	\$ -	
Other	\$ -	\$ -	
Recycled Water Study Grant	\$ -	\$ -	
Boardroom Revenue	\$ -	\$ -	
Unrealized Gains (Losses) Securities	\$ -	\$ -	
Misc. Refunds & Reimbursements	\$ -	\$ -	
Miscellaneous (Late Fees, etc.)	\$ -	\$ -	
Conservation - Rebate \$ added	\$ -	\$ -	
MWD Allocated Conservation \$\$\$	\$ -	\$ -	
Work for Others (Administration)	\$ -	\$ -	
Work for Others (Operations)	\$ -	\$ -	
Work for Others (Benefits)	\$ -	\$ -	
Work for Others (Supplies)	\$ -	\$ -	
Work for Others (7%)	\$ -	\$ -	
Work for Others (Director O/H)	\$ -	\$ -	
Bid Documents (all bid docs)	\$ -	\$ -	
	\$ 866,236	\$ 107,600	
<b>TOTAL REVENUE</b>	<b>\$ 11,899,529</b>	<b>\$ 2,204,907</b>	

**EXPENSES**

**1. Commodity Costs**



# Memo

Date: May 17, 2011  
To: Board of Directors  
From: Mel Matthews  
Subject: 2011 Projects

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The attached updated project list includes three recommended projects for discussion and approval:

- A. **Preliminary Design Report for the East-West Tank Connector Water Main:** The attached proposal from SA Associates for \$13,000 is within the budgeted amount of \$15,000. This report when completed will provide us the necessary information and a preliminary cost opinion in order to decide if the project is physically and financially feasible for the District to pursue. As I previously have told you, this project is extremely valuable to the District for operational efficiencies and emergency preparedness. It would make the large storage capacity of the West Tank available to the East Tank pressure zone which now has inadequate storage capacity
- B. **K-3 Well Pump Motor Variable Frequency Drive:** The attached proposal from A&B Electric adds a variable frequency drive (VFD) motor starter to the pump motor at a cost of \$33,600. A VFD allows for a slow startup of the pump to reduce the water hammer shock that is now occurring when the column of water reaches the surface where it encounters a valve to the system that is initially closed and only opens after air is released and full system pressure is achieved. Without a VFD, the useful life of the pump will be reduced and there is a greater likelihood of a catastrophic failure. Since the K-3 is our primary production source, this project can be viewed as “insurance” from a premature failure. Although this project was not specifically budgeted for 2011, the revenues from our wholesale water sales to the City of Pasadena which were also not budgeted will easily cover this investment to increase the useful life of this well pump.
- C. **East Tank Pressure Zone Valve Replacement and Upgrade:** We have been notified by Director Griffith that the North Kinneloa Ranch Property Owners Association will be doing major reconstruction of the roads in the association. In order to avoid the community relations problem of digging up a brand new street for this planned future project, the staff recommends accepting the fixed lump sum proposal from Perry Thomas in the amount of \$17,098.00 to replace the current valve at Kinneloa Ranch Road and Villa Heights and install two new valve at this location to provide operational flexibility. The project would be considered a part of the existing maintenance contractors’ budget.

I recommend approval of these three projects as part of the 2011 Capital Improvement and Maintenance program.

## Kinneloa Irrigation District Project List

Project Number	Project Name	Project Description	Est. Cost	Estimated Completion	Actual Completion	Actual Cost
52	Reservoir Inspection	Video inspection of concrete reservoirs (every 5 years)	10,000	Next inspections are in 2012		
51	Tank Maintenance	Steel Tank Maintenance (Annually per Agreement)	42,000	Current annual cost		
50	Doyne/Wilcox Project	Pipeline and facility improvements (paid by developer)	by bid		postponed	
49	Wilcox Improvements	Site improvements, booster and electrical work (developer)	by bid		postponed	
48	Wilcox Improvements	Site improvements, booster and electrical work (KID share)	40,000		postponed	
47	West-East Pipeline	Preliminary engineering and feasibility study/easements	15,000	12/31/2011		
46	East Tank Main Valves	Install new valves at Villa Heights and Kinneloa Ranch Road	17,098	6/30/2011		
45	K-3 Well VFD	Install variable frequency drive on pump motor	33,600	6/30/2011		
<b>Previous Projects ↓</b>		<b>Future Projects ↑</b>				
44	Windover/SMV Pipeline	Pipeline construction	544,300	6/30/2011	in progress	
43	Facility Electrical	On-going electrical work and upgrades at facilities	15,000	12/31/2011	in progress	
42	SCADA Upgrades	On-going projects	15,000	12/31/2011	in progress	
41	Pump & Motor Maint.	Pasadena Glen 25 hp	15,000	6/30/2011	2/15/2011	24,191
40	Pump & Motor Maint.	Eucalyptus P-2 booster	30,000	3/31/2011	postponed	
39	K-3 Well	Lower pump and install flex motor coupling	15,000	3/31/2011	3/1/2011	12,615
38	Pump & Motor Maint.	Wilcox Reservoir 75 hp	15,000	6/30/2010	3/31/2010	15,974
37	Pump & Motor Maint.	Eucalyptus P-1 booster	22,500	12/31/2010	7/14/2010	28,471
36	Cl2 Analyzer Upgrade	Add pH measurement at K-3, Hi/Lo Pressure Tunnel	5,400	12/31/2010	in progress	
35	Wilcox Tree & Brush	Trim trees and clear brush for fire safety	7,500	6/30/2010	2/3/2010	2,186
34	Windover/SMV Pipeline	Plans and Specifications for replacement pipeline	25,000	12/31/2010	2/14/2011	30,000
33	Water Meters w/trans.	120 meter registers and transponders	21,000	12/31/2010	12/31/2010	39,039
32	SCADA Upgrades	SCADA upgrades at Wilcox, Eucalyptus, Sage and Glen	15,000	12/31/2010	12/31/2010	14,167
31	Wilcox Res. Trans Switch	Install generator transfer switch at Wilcox Reservoir	8,575	6/30/2010	postponed	
30	Generator #3	250 KW portable generator for Wilcox Reservoir	45,000	6/30/2010	6/20/2010	40,964
29	Brown Flo-Loc	Install Flo-Loc at Brown Reservoir	15,000	6/30/2010	7/19/2010	14,818
28	Facility SCADA	Install intrusion alarms at additional facilities	10,000	12/31/2009	12/31/2009	10,931
27	Facility Electrical	Electrical work and upgrades at facilities	22,125	12/31/2009	12/31/2009	6,424
26	Water Meters w/trans.	Water meter replacement	20,000	12/31/2009	7/31/2009	20,148
25	Generator #2	50 KW portable generator for Office	20,000	3/31/2009	2/5/2009	19,594
24	Office Trans. Switch	Install generator transfer switch at Office	5,824	3/31/2009	4/21/2009	5,420
23	Facilities	Protective sealer for reservoir roofs/Facility maintenance	30,000	9/30/2009	8/31/2009	29,055

## Kinneloa Irrigation District Project List

22	Mesa Pipeline Const.	Install replacement mains per Master Plan	568,500	6/30/2009	7/31/2009	401,538
21	Ranch Top Interconnect	Joint emergency interconnect project with Pasadena	10,000	7/31/2008	7/31/2008	0
20	Fairpoint Interconnect	Joint emergency interconnect project with Pasadena	50,000	6/30/2008	6/9/2008	50,367
19	Generator #1	50 KW portable generator for Glen Reservoir	20,000	8/31/2008	6/9/2008	19,257
18	Truck Replacement	Replace '89 truck with 1 ton with service body and liftgate	50,000	8/31/2008	9/16/2008	46,362
17	Brown SCADA	Install SCADA at Brown Reservoir	12,000	6/30/2008	6/9/2008	12,434
16	SCADA Software	Upgrade SCADA software to current version	15,000	6/30/2008	6/9/2008	14,753
15	Glen Transfer Switch	Install generator transfer switch at Glen Reservoir	8,065	3/31/2008	6/24/2008	10,665
14	Brown SCADA	Add solar power and SCADA to Brown Reservoir	12,000	6/30/2008	6/9/2008	12,434
13	Remote Meter Read	Purchase 60 transponders & registers	12,000	3/31/2008	2/18/2008	12,027
12	Fairpoint Interconnect	Joint emergency interconnect project with City of Pasadena	50,000	6/30/2008	6/9/2008	50,367
11	Villa Knolls Pipeline	Replace PVC main and 5 service connections	20,000	11/30/2008	11/17/2008	20,708
10	Truck Replacement	Replace '92 truck with 1 ton with service body	43,000	12/31/2008	12/16/2008	44,948
9	Holly Clortec	Replace Uniclор with Chlortec and add SCADA alarms	13,000	3/31/2008	3/5/2008	13,845
8	Mesa Pipeline Eng.	Engineer replacement pipeline for Kinneloa Mesa	30,000	3/31/2008	11/18/2008	20,000
7	New York Main	K-3 to Wilcox Reservoir pipeline	178,570	12/31/2007	1/25/2008	142,399
6	Office Maintenance	Replace office roof	20,000	6/30/2007	5/8/2007	6,480
5	House Tunnel	Repair tunnel line	61,505	6/30/2007	3/31/2007	842
4	Hi/Low Pressure Tunnel	Repair tunnel line and tunnel entrance	220,491	6/30/2007	9/1/2007	911
3	Flo-Loc	Valve and electrical installation- Holly, East Eucalyptus, Vosburg	118,000	12/31/2007	7/27/2007	137,801
2	Facility Electrical	East tank utility power project	20,000	6/30/2007	6/15/2007	18,188
1	Chlorine Analyzers	K-3, Wilcox and Eucalyptus installations	15,000	6/30/2007	6/21/2007	23,998
<b>TOTAL Estimated Cost and Actual Cost - Previous Projects and Projects in Progress</b>			<b>1,835,055</b>			<b>1,337,515</b>



April 26,2011

Melvin L. Matthews  
General Manager  
Kinneloa Irrigation District  
1999 Kinclair Drive  
Pasadena, CA 91107

Subject: Proposal for Preliminary Design Report for East -West Tank Connector Water Main

Dear Mr. Matthews:

In accordance with your request, we are pleased to submit our proposal to provide professional engineering services to prepare a design analysis for the proposed East-West Tank Connector Water Main. In order to improve the District's water system reliability and service, the District needs to provide a connection pipe between the two reservoirs mentioned.

At the present time, there is an existing 12-inch main from the West Tank in Crystal Lane that terminates in the Cul-de-Sac, approximately 400 feet south of Kinclair Drive. The 12-inch pipe is stubbed to the east in to a private road that connects Crystal Lane with North Brambling Lane. The purpose of the project is to prepare a preliminary design to extend the existing 12-inch pipe within the Private Road to North Brambling Lane and then continue along North Brambling Lane to North Kinneloa Canyon Road. From North Brambling Lane, the proposed route will proceed northerly in North Kinneloa Canyon Road to a Private Road located approximately 550 feet north of North Brambling Lane. The new pipe would then follow the Private Road to Villa Heights Road and connect to an existing 8-inch main at Villa Heights Road.

Due to the narrow streets and private roads along the proposed pipeline locations, it will be important to properly evaluate the construction costs for the project. In addition, there is a location where an existing 4-inch pipeline is located within easements on private property that the District wants to abandon.

The proposed route will also cross the flood control channel from the Kinneloa Debris Basin and will involve permits from the Los Angeles County Flood Control District. We will evaluate and determine the pipeline crossing details required for the Flood Control Channel and begin permit process with Los Angeles County Flood Control District.

A brief evaluation of alternative pipeline routes will be made to determine if other routes are feasible. We will prepare alignment drawings using aerial photos for the base map and will incorporate existing underground and overhead utilities. Existing easement locations where known will be shown.

### **Scope of Work**

For this Preliminary Design Study, SA Associates proposes to perform the following tasks:

1. Attend kick-off meeting with the District to review the project scope of work, project parameters, and project schedule.
2. Obtain record drawings of existing water improvements and development plans as available .
3. Visit the project site to review existing features, constraints, easement locations and proposed alignments.



Kinneloa Irrigation District  
Proposal for Preliminary Design Report  
for East-West Tank Connector Water Main  
April 26, 2011  
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4. We will research locations of existing underground and overhead utilities that will impact the pipeline alignment.
5. Evaluate alignments for the pipe and prepare alignment drawings for proposed alignment.
6. Prepare Draft Preliminary Design Report and prepare Preliminary Construction Cost Opinion for the proposed pipeline route.
7. Submit Draft PDR to the District for review and comments.
8. Finalize Preliminary Design Report to incorporate any comments from the District and submit final report to the District.

#### **District Furnished Services**

The District will provide the following information and services:

1. Available street plans, substructure plans, easement records and as-built drawings.
2. Payment of fees for any permits required.

#### **Project Team**

Our Project Team is as follows:

Principal in Charge	Shahnawaz Ahmad, P.E.
Project Manager	Pete Heye, P.E.
Engineer	Phillip West, P.E.
Quality Assurance/Quality Control	Chuck Sihler

#### **Schedule**

Submit Draft Preliminary Design Report	45 calendar days after receipt of Notice to Proceed
Submit Final Preliminary Design Report	30 calendar days after receipt of District's review comments on the Draft Report submittal

#### **Fee**

1. We estimate the fee to complete the items identified in the Scope of Work will be \$13,000. See the attached Fee Schedule for a complete breakdown of tasks and task hours by discipline.
2. Our Hourly Charge Rate and Expense Reimbursement Schedule is enclosed.
3. The work will be conducted in accordance with our Standard Conditions of Service, a copy of which is attached.



Kinneloa Irrigation District  
Proposal for Preliminary Design Report  
for East-West Tank Connector Water Main  
April 26, 2011  
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Thank you for the opportunity to submit our proposal. Please call me if you have any questions.

Very truly yours,

A handwritten signature in black ink that reads 'Shahnawaz Ahmad'. The signature is written in a cursive style.

Shahnawaz Ahmad, P.E.  
Principal

enclosures



**EAST-WEST TANK CONNECTION**

**PRELIMINARY DESIGN REPORT**

**FEE ESTIMATE**

Task	PIC (170)	PM (130)	Engr. (98)	Des. (92)	QA/QC (130)	Sec. (70)	Total	
							Hours	\$
<u>Preliminary Design:</u>								
1. Kick-Off Meeting	2	4	2			2	10	1,196
2. Data Collection			4				4	392
3. Site Visits & Field Review		4	4				8	912
4. Utilities Investigation			4				4	392
6 Evaluate Pipeline Route	2	8	16	4		4	34	3,596
8 Prepare Draft Preliminary Design Report	2	4	8	20	2	2	38	3,884
9 Submit Draft PDR		2	2					456
10 Finalize PDR	2	4	4	2	2			1,696
14 Direct Costs								476
<b>Total for Preliminary Design Phase</b>	<b>8</b>	<b>26</b>	<b>44</b>	<b>26</b>	<b>4</b>	<b>8</b>	<b>98</b>	<b>13,000</b>

**HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE**

Principal-in-Charge.....	\$170.00
Project Manager .....	\$130.00
Engineer .....	\$ 98.00
Designer.....	\$ 92.00
Quality Assurance/Quality Control .....	\$130.00
Administrative.....	\$ 70.00

Reproduction, special photograph, printing, and any other services performed by subcontractor will be billed at cost + 15%.

**Reimbursable In-House Costs:**

Photo Copies .....	\$ 0.15/each
Blueprints .....	\$ 0.50/S.F.
Delivery Service, Express Mail .....	At Cost + 15%

Vehicle mileage, between engineer's office and project site and/or client offices, will be billed at \$0.58 per mile.

NOTE: All rates are effective to December 31, 2011

## APPLICABILITY

In the absence of any formal agreement between client and SA Associates, the following standard conditions shall govern the professional services provided by SA Associates. The standard conditions shall apply to all letter proposal agreements and any contract incorporating same.

## STANDARD OF CARE

Professional services performed by SA Associates under this agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

## INSURANCE

SA Associates represents that it has coverage under public liability and property damage insurance policies with an aggregate limit of \$1,000,000 per occurrence. Costs of special insurance required by the client including, but not limited to, an increase in policy limits and naming additional insured parties on policies of SA Associates will be charged at cost plus 15 percent. Certificates of insurance for all such policies of insurance will be provided to client upon written request.

Within the limits and conditions of such insurance, SA Associates agrees to indemnify and save client harmless from and against any loss, damage, or liability arising from any negligent acts of SA Associates, its agents, and staff. SA Associates shall not be responsible for any loss, damage, or liability arising from any acts by client, its agents, staff, and other consultants employed by it.

## INVOICES

SA Associates will submit invoices to client as stated in the proposal or periodically and a final invoice upon completion of the services. Payment is due upon presentation of the invoice. Client agrees to pay a finance charge of one and one-half percent (1½%) per month, or the maximum rate, allowed by law, on past due accounts.

In the event that a dispute should arise relating to the collection of fees, and should these actions result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense or enforcement of the claim including staff time, court costs, attorneys' fees, and other claim-related expenses.

## LIMITATION OF LIABILITY

The client agrees to limit SA Associates' liability to the client, owner, and all construction contractors and subcontractors on the project arising from SA Associates' negligent professional acts, errors, or omissions, such that the total aggregate liability of SA Associates to all those named shall not exceed \$50,000 or SA Associates' total fee for the services rendered on this project, whichever is less. The client further agrees to require the contractor and his subcontractors to execute an identical limitation of SA Associates' liability for damages suffered by the negligent professional acts.

## OWNERSHIP OF WORK PRODUCT

All reports, design, drawings, field data and notes, laboratory test data, calculations, estimates, and other documents prepared by SA Associates, as instruments of service, shall remain the property of SA Associates. Upon request in writing, SA Associates will provide reproducible drawings for client use on the designated project.

Client agrees that all reports and other work furnished to the client or its agents, which are not paid for, will be returned upon demand and will not be used by the client for any purpose whatsoever.



Engineering Contractor  
Underground Utilities  
Lic. #672532

5-3-2011

**COPY**

240 W. Duarte Road  
Monrovia, CA 91016

626-303-4483  
626-303-0126  
Fax 626-303-7959

Kinnaloe Irrigation District  
1999 Kinclair Drive  
Pasadena Ca. 91107

Attention: Chris Burt

RE: Installation of new 6-inch inter-connect in Villa Heights Road

In accordance with the above referenced project we propose to furnish labor, material and equipment for the following:

**Furnish and install 6-inch inter-connect. Includes removal of existing water line piping, placement of two new 8-inch valves, one 8-inch Tee, one 6-inch valve, connect to existing 8 & 6-inch A.C. water lines, connect existing 2-inch water service to new 6-inch P.V.C. water line. Placement of 30 linear feet of 6-inch Class 150 P.V.C. water line, trenching, c.m.b. backfill, haul away of debris, temporary patch asphalt street.**

**LUMP SUM \$ 17,098.00**

**Excludes: permits**

Rock that cannot be excavated with a John Deere 510B backhoe or equal will be removed at an extra charge, on an hourly time and equipment basis. Drilling and / or blasting if required will be done by others and paid separately by Customer. Retrenching and / or jackhammer work after rock removal, drilling and / or blasting will be at an extra charge billed on an hourly time and equipment basis.

Engineering, grading and setting of grade stakes and Customer, if required, shall do lot line markers. Customer is to have grade to within plus of minus three (3) inches on our right of way. Permits and inspection fees are to be secured, and paid for, by Customer.

The above work will be completed in a workman like manner according to the standard specification of: JOB WORK / PLAN. Alterations or deviations, if any, from the above specifications, or any delays of postponements of the work by the Customer or his agents which

05/04/2011 12:54 PERRY C THOMAS CONSTRUCTION

(FAX)6263037959

P.002/002



result in additional material of labor costs, will become an extra charge which will be billed as an addition to this proposal amount. Any extra move on or off the job site, due to circumstances beyond our control, will be billed as an extra in the amount of \$ 0 per move.

Progress billing, commensurate with the work complete, will be made monthly until ninety percent (90%) of the work is billed. Upon completion of all work, the remaining ten-percent (10%) retention will be billed. Extra charges will either be added to this proposal amount, or billed as above, or billed separately after the completion of work. Terms for the payment of all invoices are net thirty (30) days with a one and one-half (1 1/2%) monthly interest charge on all past due accounts.

In the event legal action is instituted to endorse any of the terms or conditions of this proposal, the prevailing party shall be entitled to recover reasonable attorney's fees and collection costs.

We are prepared to start work within ~ working days after receipt of your acceptance of this proposal and estimate that will be completed within ~ working days.

This proposal is good for 20 days from 5-31, 2011.

Sincerely,

PERRY C. THOMAS CONSTRUCTION INC.

  
CHRIS MIKITY, Estimator

\*\*\*\* ACCEPTANCE\*\*\*\*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# A & B ELECTRIC

248 N. LORANNE AVENUE, POMONA, CALIFORNIA 91767-5789  
909-865-5886 FAX 909-865-7929  
LICENSE NO. 591800

## BID PROPOSAL

Date: May 4, 2011

To: Chris Burt

Company: Kinneloa Irrigation District

From: Coleen Condon

Project: K-3 Well

Replace existing part winding starter fro 125 HP well with Square D ATV61 VFD with remote key pad on door, input line reactor, H.O.A. selector switch, speed pot, reset button, push-to test pilot lights, control, alarm relays, timers & elapse time meter.

Total Price \$ 25,500.00

Remove existing starter. Install new VFD, connect power and control wires, start-up and test.

Total labor price 7,750.00

Option: Phase failure undervoltage relay installed in panel.

Total price 350.00

Price includes O & M Manuals, with start up assistance & training.

1 – 2 weeks for submittals.

3 – 4 weeks after approved drawing to build.

**BUDGET VS. ACTUAL**

	<b>Adopted 2010-2011 Budget</b>	<b>Preliminary 2011-2012 Budget</b>	<b>KID Admin Charge 580 meters 24997 Total meters</b>
	(based on 10,000 AF of sales)	(based on 10,000 AF of sales)	2.32%
<b>2. Wages &amp; Employee Benefits</b>			
Administration	\$ 208,194	\$ 207,410	\$ 4,812
O&M	\$ 480,862	\$ 430,229	
Operations Labor	\$ 426,359	\$ 375,961	
Certification Testing Award	\$ 4,000	\$ 3,000	
Water Quality Labor	\$ 50,503	\$ 51,267	
<b>Benefits</b>	<b>\$ 450,548</b>	<b>\$ 515,363</b>	<b>\$ 2,989</b>
Workers' Compensation Insurance	\$ 18,500	\$ 22,500	\$ 131
Health Insurance	\$ 143,641	\$ 154,180	\$ 894
OPEB Trust Expense	\$ -	\$ 30,000	\$ 174
Life Insurance	\$ 1,338	\$ 1,338	\$ 8
Long Term Disability Insurance	\$ 2,291	\$ 2,291	\$ 13
Dental Insurance	\$ 9,326	\$ 9,000	\$ 52
Vision Insurance	\$ 2,827	\$ 2,827	\$ 16
CalPERS Retirement	\$ 233,647	\$ 250,000	\$ 1,450
CalPERS 457 ER Match	\$ 18,992	\$ 19,067	\$ 111
Payroll Tax	\$ 15,700	\$ 16,500	\$ 96
Longevity Pay	\$ 1,530	\$ 1,490	\$ 9
Unused Sick/Vacation	\$ 2,755	\$ 6,169	\$ 36
	<b>\$ 1,139,604</b>	<b>\$ 1,153,002</b>	<b>\$ 7,801</b>
<b>3. Repairs &amp; Maintenance</b>			
Maintenance + Service	\$ 148,000	\$ 139,000	\$ 696
Repair & Maintenance/OPS Office	\$ 10,000	\$ 10,000	
Repair & Maintenance/Distribution	\$ 44,000	\$ 50,000	
Shop/Office Supplies	\$ 4,000	\$ 4,000	
Auto and Truck	\$ 14,000	\$ 14,000	
Circulation Pumps	\$ 6,000	\$ 6,000	
Surveillance	\$ 30,000	\$ 15,000	\$ 348
Security/Safety Improvements (Trans & Dist)	\$ 15,000	\$ 15,000	\$ 348
Surge Arrestors P-2	\$ 25,000	\$ 25,000	
<b>Materials</b>	<b>\$ 35,000</b>	<b>\$ 26,500</b>	<b>\$ -</b>
Materials/Distribution System	\$ 30,000	\$ 24,000	
Equipment and Tools	\$ 5,000	\$ 2,500	
<b>Telemetry &amp; Communications</b>	<b>\$ 22,500</b>	<b>\$ 50,000</b>	<b>\$ -</b>
Radio & Alarm Communications	\$ 7,500	\$ 35,000	
Telemetry System	\$ 15,000	\$ 15,000	
<b>Utilities</b>	<b>\$ 25,000</b>	<b>\$ 16,000</b>	
Water Quality Monitoring	\$ 30,000	\$ 20,000	
Miscellaneous	\$ 6,000	\$ 13,000	\$ 46
Security/Safety Monitoring	\$ 2,000	\$ 2,000	\$ 46
Regulatory Compliance/Permits	\$ 2,500	\$ 3,500	
EE Education/Workshops/Conferences-OPS	\$ -	\$ 5,000	
Shop Miscellaneous	\$ 1,500	\$ 2,500	
	<b>\$ 266,500</b>	<b>\$ 264,500</b>	<b>\$ 742</b>
<b>4. Administration and General</b>			
Office expense/Insurances	\$ 161,390	\$ 159,840	\$ 3,708
Investment Expense	\$ -	\$ -	
Lease Expense/Copier	\$ 4,800	\$ 4,200	
Lease Expense/Postage Machine	\$ 840	\$ 840	
Automobile Reimbursement	\$ 9,600	\$ 9,600	
Expense Reimbursement	\$ 150	\$ -	
Office Supplies	\$ 12,000	\$ 10,000	
Postage	\$ 1,800	\$ 2,000	
Computer Equipment/Software & Related Exp	\$ 25,000	\$ 27,000	
Office Equipment Service	\$ 2,000	\$ 2,000	
Security/Safety Monitoring (Admin)	\$ 1,000	\$ 1,000	
Website Expense	\$ 5,000	\$ 5,000	
Utility Expenses	\$ 16,500	\$ 18,500	
Repair & Maintenance Admin.	\$ 35,000	\$ 35,000	
Payroll Services	\$ 8,000	\$ 5,000	
Misc. Bank Charges/Fees	\$ 4,200	\$ 4,200	
Property Insurance	\$ 5,500	\$ 5,500	
Auto & General Liability Insurance	\$ 30,000	\$ 30,000	
Pasa. license agrmt	\$ 4,000	\$ 4,000	
Miscellaneous	\$ 26,500	\$ 28,250	\$ 655
LAFCO Fees	\$ 2,500	\$ 2,500	
EE Education/Workshops/Conferences-Admin	\$ 3,500	\$ 5,500	
General Manager Expense	\$ 1,500	\$ 1,750	
Memberships/Dues/Licenses	\$ 12,500	\$ 14,500	
Subscriptions	\$ 500	\$ 500	
Employee Education-See 56845 above	\$ 2,500	\$ -	
Public Information/Advertising	\$ 2,500	\$ 2,500	
Miscellaneous	\$ 1,000	\$ 1,000	
<b>Water Conservation</b>	<b>\$ 50,000</b>	<b>\$ 17,500</b>	<b>\$ 406</b>
Water Conservation - Other	\$ 18,950	\$ 15,000	
Turf Removal Rebates	\$ 17,500	\$ -	
Rainbarrel Rebates	\$ 5,000	\$ -	

**BUDGET VS. ACTUAL**

	<b>Adopted 2010-2011 Budget</b>	<b>Preliminary 2011-2012 Budget</b>	<b>KID Admin Charge 580 meters 24997 Total meters</b>
	(based on 10,000 AF of sales)	(based on 10,000 AF of sales)	2.32%
Conservation Contest	\$ 2,550	\$ 2,500	
Agricultural Audit	\$ 6,000	\$ -	
Director fee/expense	\$ 51,383	\$ 48,709	\$ 1,130
Board of Directors' Expense	\$ 10,350	\$ -	
Directors' Fees	\$ 18,543	\$ 20,120	
MWD Representative Fees	\$ 8,368	\$ 8,589	
Directors' Expense	\$ 14,122	\$ 20,000	
Director Election Costs	\$ 65,000	\$ -	
	\$ 358,273	\$ 258,299	\$ 5,900
<b>5. Professional Services</b>			
Legal, Audit & Professional Svcs.	\$ 89,000	\$ 124,000	\$ 2,877
Legal Service	\$ 56,000	\$ 56,000	
Accounting	\$ 20,000	\$ 20,000	
Audit Service	\$ 13,000	\$ 13,000	
Population/Redistricting Study	\$ -	\$ 35,000	
IT Services	\$ 25,000	\$ 32,000	\$ 742
Consulting Services	\$ 70,000	\$ 40,000	\$ 928
Miscellaneous Professional Services	\$ 32,500	\$ 40,000	
Rate & Charges Study/Reiter/Rauch/Parcel Ch	\$ 10,000	\$ -	
Urban Water Mgmt. Plan/Consulting	\$ 20,000	\$ -	
Inventory Module Set-up	\$ 7,500	\$ -	
	\$ 184,000	\$ 196,000	\$ 4,547
<b>6. Capital Improvements &amp; Rehab</b>			
	\$ 1,253,820	\$ -	
SCADA Replacement	\$ 145,000		
La Canada East Reservoir Rehab/Recoating	\$ 350,000		
Rehab 3 West	\$ -		
Water Resources Plan/Stetson/Morris	\$ 290,000		
Recycled Water Study Grant Expense	\$ (125,000)		
70E Compliance (ArcFlash) (P-1)	\$ 20,000		
70E Compliance (ArcFlash) (P-2)	\$ 15,000		
High Voltage Maintenance (P-1)	\$ 35,000		
Electrical Maintenance (P-2)	\$ 25,000		
Earthquake Valve/Altadena	\$ -		
Earthquake Valve/La Canada	\$ 25,000		
Earthquake Valve/La Crescenta	\$ 25,000		
Repainting Main Station	\$ 50,000		
Rehab 4 B	\$ 50,000		
Rehab 1 West (Motor/Pump)	\$ 65,000		
Windsor Reservoir Zone Interconnection	\$ 53,820		
Gen Set & UPS Ops & Admin	\$ 20,000		
Gen Set Design & Replacement P-2	\$ 50,000		
Gen Set Design & Replacement P-1	\$ 50,000		
Review/Rehab P-1 Main Station Pump Control	\$ 30,000		
Rehab 3 East (Pump & Motor)	\$ -		
Rehab 4 West (Pump & Motor)	\$ 80,000		
P-1 Dam Failure Analysis/Protection	\$ -		
Glendale Interconnection	\$ -		
La Canada West Design/Construction	\$ -		
Video Cam/Repair Arroyo Windsor Bridge	\$ -		
Pipeline Inspection/Rehab Program	\$ -		
Solar Power	\$ -		
<b>7. Equipment Replacement</b>			
	\$ 12,000	\$ 142,000	
Meter Replacement Program	\$ 12,000	\$ 12,000	
Vehicle Replacement	\$ -	\$ 130,000	
<b>TOTAL EXPENSE</b>	<b>\$ 11,854,568</b>	<b>\$ 2,013,801</b>	<b>\$ 18,990</b>
INCOME/(LOSS)	\$ 44,960	\$ 191,106	
<i>DEPRECIATION EXPENSE</i>	\$ 226,069	\$ 206,606	
Total Expenses	\$ 12,080,637	\$ 2,220,407	
Income/(Loss)	\$ (181,109)	\$ (15,500)	
Use of Water Resource Fund	\$ 50,000	\$ 17,500	
Use of Previously Collected CIP Charge	\$ 131,109	\$ -	
Net Income/(Loss)	\$ 0	\$ 2,000	



## BUDGET VS. ACTUAL

<b>Adopted 2010-2011 Budget</b>	<b>Preliminary 2011-2012 Budget</b>	<b>KID Admin Charge 580 meters 24997 Total meters</b>
(based on 10,000 AF of sales)	(based on 10,000 AF of sales)	2.32%
	KID RTS	\$ 7,125
	KID Prop Tax	\$ 712
	<b>Net Charge</b>	<b>\$ 11,154</b>

# General Manager's Report

## May 17, 2011

### I. Capital Improvement, Preventative Maintenance and Repair Projects

- A. SMV/Windover Pipeline Project – The project was started on April 11 and is progressing well with all major pipeline construction completed as of this report. The tie-ins and new service connections are currently being done and project completion is expected prior to the projected June 30, 2011 date. We are waiting for the engineers report on the recommended re-paving method for Windover Road which might be different than that contained in our specifications due to the greater degree of damage caused by our construction.
- B. East Tank to West Tank Pipeline – The proposal for the preliminary design phase has been received and is on the agenda for this meeting. The objective is to have enough information to be able to estimate the construction cost and the feasibility of alternate alignments and any required easements. This project has been identified as a high-priority project by previous engineering studies to improve operational flexibility and emergency preparedness as well as to avoid the expense of upgrading or replacing the East Tank.

### II. Customer Service and Office Operations

#### A. Delinquent Accounts –

- 17 accounts received termination letter
- 2 accounts received door hanger shut off notice
- 0 accounts were shut off for non-payment
- 2 account remains off for non-payment

### III. General Manager's Highlights

- A. Audit – The final audit report will be distributed at this board meeting.
- B. ACWA – I am writing this report while at the ACWA Spring Conference and will present the highlights next month.
- C. SMV/Windover Pipeline Project – I have devoted the majority of my attention and time to this project and this explains the brevity of this report. However all other tasks of significant importance were also completed.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
APRIL 19, 2011**

**MEMBERS PRESENT:** Directors Barkhurst, Eldridge, Griffith, and Kilburn  
Director Sorell was absent due to a prior commitment.

**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 Secretary, Director Griffith, at 1938 hours. He noted that there was a quorum present. The Agenda was unanimously approved as presented.

**PUBLIC COMMENT:** No members of the public were present.

**REVIEW DRAFT AUDIT OF YEAR 2010**

Gail Egan, Auditor, reviewed the Draft Audit for the year 2010 that had been provided to the Board prior to the meeting. Following the detailed review the audit was unanimously accepted by the Board for filing with the correction as to the current officers of the Board.

**REVIEW OF GENERAL MANAGER'S REPORT:**

**K-3 WELL:**

The failure of the K-3 control valve was discussed and there was a question as to why this failure was not caught by the SCADA system. The **Facilities Supervisor** explained that the system was not programmed to do that but that he is in the process of correcting that within the program. He noted that he cannot remember the last time that this type of failure occurred but that the valve has been in place a long time. He explained that when failures do occur and have happened more than once then it is fixed. The **General Manager** stated that every year an evaluation is made regarding improvements to SCADA but that the reality is that alarms cannot be put on every single component of the system.

**FOOTHILL MUNICIPAL WATER DISTRICT (FMWD) ADMINISTRATIVE FEE:**

**Director Barkhurst** explained that the General Manager from FMWD had made a formal presentation to Mr. Matthews indicating that because the District is a member of FMWD and because FMWD has administrative expenses connected with being ready to serve the District that the District should pay a fair and equitable portion which would be \$20,000/year.

**Director Barkhurst** stated that the first issue the Board needs to decide is whether the District should pay any charge and the second issue would be to decide what would be a fair and equitable charge.

**Director Griffith** questioned whether the District was hooked up to FMWD and the **General Manager** stated that is not the issue because we can get water through cooperation with other water agencies.

**Director Griffith** questioned as to how much this fee would cost the Kinneloa customers and the **General Manager** replied that it would be about \$3.00 per month per customer.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
APRIL 19, 2011**

**Page 2**

**FOOTHILL MUNICIPAL WATER DISTRICT ASSESSMENT FEE (con):**

**Director Barkhurst** stated that he understood that it would be very difficult to leave FMWD as it would require a vote of the people. He also noted that the issue is further complicated by the fact that FMWD is proposing what appears to be a very good plan to capture recycled water of which the District rate payers could be a recipient.

**Director Griffith** questioned whether legal counsel should be contacted to see if this is an approved assessment and that he would like to see the figures determining this amount.

**Director Barkhurst** stated that this an extremely preliminary step but the **General Manager** stated that actually it is moving very quickly and there will be a budget workshop very soon and this new revenue is part of that budget.

**Director Barkhurst** replied that the District does not have the answer as to whether FMWD has the legal right to invoice the District for \$20,000 or the answer as to whether the District has the option to refuse to pay.

**Director Eldridge** questioned as to what the time frame is for the budget meetings and the General Manager replied that the Managers are meeting on April 21 and the Finance Committee is meeting on April 22.

**Director Kilburn** questioned as to whether the District had not covered the fees for the recycling when the District paid their share of those costs and the **General Manager** replied that those charges only covered the costs for the consultants' charges, not administrative charges.

**Director Kilburn** noted that the issue is complicated but she sees it as an opportunity for FMWD to put a little more money in their pot.

**Director Barkhurst** and the **General Manager** both explained that this does not add more money to the pot but that the pot is just being divided among all eight agencies where in the past only the other seven agencies had been paying.

**Director Eldridge** questioned as to when the final decision needs to be made and the **General Manager** replied that the proposed budget will come to the FMWD Board in June for approval. He further explained that when the budget comes up for a vote in June he is not Kinneoloa at that time as he is voting as a FMWD Board Member.

**Director Kilburn** stated that she thought this was a very short notice and did not give the opportunity to have enough time to truly think the matter through and look at all of the nuances. The **General Manager** stated that he would convey that concern to the General Manager of FMWD but that this is about the fifth time this has been presented to him and all previous times the amount was totally outrageous-around \$200,000.

**Director Griffith** questioned if the General Manager had been objecting to the amount that was outrageous but not the policy and the General Manager replied that the amount and methodology needed to be fair and equitable before he, as General Manager, could feel comfortable with the amount.

**Director Kilburn** questioned the General Manager as to when the FMWD General Manager had first brought this matter to his attention and he replied that it was approximately three years ago and that he had delayed it because the proposals were outrageous.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
APRIL 19, 2011**

**Page 3**

**FOOTHILL MUNICIPAL WATER DISTRICT ASSESSMENT FEE (con):**

**Director Barkhurst** questioned as to how much the Board was willing to spend on legal counsel noting that this could run up a \$20,000 bill.

**Director Eldridge** questioned whether this was the correct thing to do since the District is a member of that Board and **Director Barkhurst** replied that the District is not a member of the Board just of the organization.

The **General Manager** stated he thought it would be short sighted for the District to basically cut ties with FMWD with the current uncertainty of water supply.

**Director Barkhurst** suggested that the General Manager contact Mr. Kruse, Esq. in the morning and request a meeting with him and several members of the Board, preferably at the Kinneloa Office, at his earliest convenience because there are some significant time constraints.

**Director Kilburn** stated that there was another issue regarding membership in FMWD and that if the District withdraws from FMWD where does that leave the District since water was taken only once in the past fifty years and maybe will only be taken once in the next fifty years.

**Director Barkhurst** replied that there is high probability that in the next two to three years the rate payers will be users of the recycled water coming out of the project.

**Director Griffith** questioned as to what the cost of water would be if it had to be purchased from some other source, and the **General Manager** replied that currently the only other source of water is leased water rights which may not be available in the future and that if we had to purchase water from the City of Pasadena the District would pay the retail rate.

**COMPUTER ACCESS AND BUSINESS CONTINUITY PLANNING:**

**Director Barkhurst** explained that he had met with the General Manager and received instruction about computer access to the financial records and that in a dire emergency with the help of the Administrative Assistant he thought he could hold things together in an acceptable manner to meet our own standards and that of an outside CPA but that by no means could he consider himself knowledgeable about the accounting system.

**Director Griffith** stated that his understanding was that this information was going to be available to all the Board Members and the **General Manager** replied that information to get into the computer system is available.

**Director Griffith** questioned whether the passwords are available to all of the Board Members and the General Manager stated they were and he just needs to know who wants to have the key.

**PROPERTY INSURANCE:**

The current insurance documents were reviewed and the **General Manager** explained that he tries to keep a high deductible so that the premiums are lower. He stated that he meets with the representative of ACWA/JPIA annually to review the documents to be sure that all changes in equipment, etc. are included and that he has some flexibility as to what to cover.

**Director Griffith** questioned how many building were covered under the \$232,000 and the General Manager replied just the office building.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
APRIL 19, 2011**

**Page 4**

**REVIEW OF MINUTES:**

The minutes of March 15, 2011 were unanimously approved with several spelling and grammatical corrections.

**REVIEW OF FINANCIAL REPORTS:**

**Director Barkhurst** reviewed the Financial Reports and noted that-

- water sales were higher than budgeted
- maintenance supplies expenses were high and hopefully will even out over the year
- maintenance contractor expenses are significantly over budget for the year to date
- capital expenditures are still running behind budget

The Financial Reports were unanimously approved for filing.

**ITEMS FOR NEXT AGENDA:**

FMWD ADMINISTRATIVE FEE

**ADJOURNMENT:**

The meeting was adjourned at 20:50 hours. The next meeting will be on May 17, 2011. Director Griffith stated he will be away on vacation.

Respectfully submitted,

Shirley Burt  
Secretary to the Board

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Four Months Ending April 30, 2011**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
4000 Water Sales	\$ 77,249.10	\$ 83,250.00	\$ 280,704.81	\$ 270,450.00
4015 Wholesale Water Sales	40,401.00	0.00	84,658.77	0.00
4020 Service Charges	341.45	833.33	2,443.66	3,333.32
4035 Interest-Reserve Fund	395.08	600.00	1,771.87	2,400.00
4050 Capacity Charge	0.00	0.00	0.00	3,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenues</b>	<b>118,386.63</b>	<b>84,683.33</b>	<b>369,579.11</b>	<b>279,183.32</b>
<b>Expenses</b>				
5005 Electricity	7,392.52	7,700.00	25,956.34	24,200.00
5010 Maintenance Supplies	3,044.60	2,333.33	19,519.36	9,333.32
5012 Safety Equipment	0.00	200.00	1,098.90	800.00
5015 Operations & Maintenance Labor	14,963.65	13,500.00	56,994.10	52,500.00
5020 Stand-by Compensation	630.00	625.00	2,490.00	2,500.00
5022 Training/Certification	0.00	200.00	132.18	800.00
5025 Water Treatment/Analysis	1,173.44	1,833.33	6,387.98	7,333.32
5030 Maintenance Contractors	5,255.30	9,750.00	46,064.58	39,000.00
5034 Equipment Maintenance	1,996.00	500.00	3,734.28	2,000.00
5035 Vehicle Maintenance	602.47	300.00	4,187.04	1,200.00
5036 Fuel - All Equipment	1,096.98	1,000.00	3,650.24	4,000.00
5045 Insurance-Workers Compensation	0.00	0.00	(4,938.00)	3,000.00
5046 Insurance-Liability	1,831.08	1,833.33	10,035.32	7,333.32
5048 Insurance-Property	178.50	208.33	367.50	833.32
5049 Insurance-Medical	3,509.90	3,166.67	14,039.60	12,666.68
6000 Engineering Services	0.00	2,000.00	2,054.00	8,000.00
6005 Watermaster Services	882.25	1,000.00	3,529.00	4,000.00
6015 Administrative Salary	10,004.40	10,609.64	40,017.60	40,622.84
6016 Administrative Bonus	0.00	0.00	3,000.00	0.00
6017 Administrative Travel	70.70	416.67	1,146.82	1,666.68
6020 BofD Compensation	300.00	500.00	1,500.00	2,300.00
6021 Administrative & Board Expense	985.00	208.33	730.00	833.32
6024 Customer/Public Info. Prog.	0.00	333.33	447.60	1,333.32
6025 PERS - KID	906.60	1,100.00	3,647.14	4,100.00
6030 Social Security - KID	2,259.55	2,300.00	9,082.87	8,900.00
6035 Office Supplies	221.46	750.00	1,722.85	3,000.00
6036 Postage/Delivery	320.93	500.00	1,731.91	2,000.00
6040 Professional Dues	1,039.08	583.33	2,751.32	2,333.32
6045 Legal Services	375.00	1,250.00	999.58	5,000.00
6050 Telephone	499.69	333.33	1,749.19	1,333.32
6051 Mobile Telephone	180.10	150.00	582.26	600.00
6052 Pagers	18.93	20.00	75.72	80.00
6053 Internet Service	64.94	83.33	259.76	333.32
6059 Computer/Software Maintenance	0.00	833.33	500.15	3,333.32
6061 Office Equipment Maintenance	400.00	83.33	400.00	333.32
6065 Accounting Services	2,200.00	0.00	6,200.00	6,000.00
6070 Office Labor	3,638.88	4,000.00	14,728.80	16,000.00
6075 Outside Services	2,158.09	1,666.67	4,340.41	6,666.68
6080 Capital Improvement Fees	(51.40)	0.00	(154.20)	0.00
6081 Permits/Fees	0.00	208.33	0.00	833.32
6120 Bank Service Charges	181.14	250.00	633.63	1,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenses</b>	<b>68,329.78</b>	<b>72,329.61</b>	<b>291,395.83</b>	<b>288,102.72</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Income</b>	<b>50,056.85</b>	<b>12,353.72</b>	<b>78,183.28</b>	<b>(8,919.40)</b>

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Four Months Ending April 30, 2011**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Other Expenditures</b>				
1504 Water Mains	0.00	21,250.00	0.00	85,000.00
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	0.00	5,400.00
1512 Trans. & Dist. Plant Meters	(63.12)	1,666.67	1,976.88	6,666.68
1513 Electrical/Electronic Equip.	5,740.94	2,083.33	5,740.94	8,333.32
1514 Computer/Office Equipment	0.00	416.67	1,911.11	1,666.68
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	10,000.00
1523 Construction in Progress	0.00	0.00	16,323.98	0.00
1527 SCADA Equipment	0.00	1,000.00	5,338.59	4,000.00
1530 Tools	0.00	200.00	1,980.57	800.00
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Other Expenditures</b>	<b>5,677.82</b>	<b>29,116.67</b>	<b>70,077.44</b>	<b>167,866.68</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Increase or (Drawdown)</b>	<b>\$ 44,379.03</b>	<b>\$ (16,762.95)</b>	<b>\$ 8,105.84</b>	<b>\$ (176,786.08)</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



**Kinneloa Irrigation District**  
**Balance Sheet**  
**April 30, 2011**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 289,948.10
1012	Reserve Fund-LAIF	237,089.43
1014	Reserve Fund-CalTRUST	256,153.14
1015	Accr. Int./Price Adj.-CalTRUST	39.24
1016	Accrued Interest-LAIF	110.52
1100	Accts. Receivable-Water Sales	74,519.68
1190	Allowance for Bad Debts	855.13
1200	Inventory	20,000.00
1340	Accrued Water Sales	121,877.53
1350	Prepaid Insurance	10,679.19
1360	Prepaid Expenses	16,624.32
		<hr/>
	Total Current Assets	1,027,896.28

**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	172,044.97
1512	Trans. & Dist. Plant Meters	62,647.35
1513	Electrical/Electronic Equip.	208,315.91
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	33,398.39
1526	Vosburg Booster	12,590.00
1527	SCADA Equipment	193,907.21
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	4,430.15
1600	Accum. Depreciation	(2,693,534.12)
		<hr/>
	Total Property and Equipment	3,925,397.66
		<hr/>
	Total Assets	\$ 4,953,293.94
		<hr/> <hr/>

**Kinneloa Irrigation District**  
**Balance Sheet**  
**April 30, 2011**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 28,244.14	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	3,150.00	
2290	Accrued Vacation	10,817.70	
	Total Current Liabilities		43,061.84

**Long-Term Liabilities**

2400	Truck Loan Payable	54,395.11	
	Total Long-Term Liabilities		54,395.11
	Total Liabilities		97,456.95

**Capital**

3040	Fund Balance	4,777,653.71	
	Net Income	78,183.28	
	Total Capital		4,855,836.99
	Total Liabilities & Capital		\$ 4,953,293.94

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the four Months Ended April 30, 2011**

	Current Month	Year to Date
<b>Cash Flows from operating activities</b>		
Net Income	\$ 50,056.85	\$ 78,183.28
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(43,427.94)	(36,498.74)
1101 Accts. Receiv.-Service Charges	650.00	28,872.01
1190 Allowance for Bad Debts	0.00	(8,983.45)
1350 Prepaid Insurance	2,009.58	6,289.02
1360 Prepaid Expenses	(9,125.67)	(4,861.68)
2000 Accounts Payable	14,358.98	5,353.03
2272 Job Deposits	0.00	650.00
2273 Job Deposits-Doyme Rd.	0.00	(20,000.00)
	(35,535.05)	(29,179.81)
<b>Total Adjustments</b>	<b>(35,535.05)</b>	<b>(29,179.81)</b>
<b>Net Cash provided by Operations</b>	<b>14,521.80</b>	<b>49,003.47</b>
 <b>Cash Flows from investing activities</b>		
<i>Used For</i>		
1506 K-3 Well	0.00	(12,614.51)
1512 Trans. & Dist. Plant Meters	0.00	(2,040.00)
1513 Electrical/Electronic Equip.	(5,740.94)	(5,740.94)
1514 Computer/Office Equipment	0.00	(1,911.11)
1520 Glen Reservoir/Booster	0.00	(24,190.86)
1523 Construction in Progress	0.00	(16,323.98)
1527 SCADA Equipment	0.00	(5,338.59)
1530 Tools	0.00	(1,980.57)
	(5,740.94)	(70,140.56)
<b>Net cash used in investing</b>	<b>(5,740.94)</b>	<b>(70,140.56)</b>
 <b>Cash Flows from financing activities</b>		
<i>Proceeds From</i>		
<i>Used For</i>		
	0.00	0.00
<b>Net cash used in financing</b>	<b>0.00</b>	<b>0.00</b>
<b>Net increase (decrease) in cash</b>	<b>\$ 8,780.86</b>	<b>\$ (21,137.09)</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 905,217.96	\$ 905,217.96
Cash Balance at Beg. of Period	(896,373.98)	(926,291.93)
	(896,373.98)	(926,291.93)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 8,843.98</b>	<b>\$ (21,073.97)</b>

## Aged Receivables Report -- Previous 12 Months

ACCOUNTING PERIOD	CURRENT PERIOD	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL BALANCE	LATE PAYMENT CHARGES
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	\$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.

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

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
4/22/11	EFT1075	Arco Gaspro Plus	1,096.98	truck gas
4/22/11	EFT1076	AT&T	63.81	telephone
4/22/11	EFT1077	Bank of America Business	2,978.97	see attached schedule
4/22/11	EFT1078	Charter Communications	59.99	Internet service
4/22/11	EFT1079	Pasadena Municipal Servic	1,162.17	electricity
4/22/11	EFT1080	Calif. Public Employees Re	2,328.77	CalPERS-KID portion and employee portion
4/22/11	EFT1081	Southern California Edison	4,488.93	electricity
4/22/11	EFT1082	Verizon Wireless	129.83	mobile phones
4/22/11	EFT1083	AT&T	279.88	telephone
4/22/11	6585	ACWA/JPIA	2,830.00	workers comp for 1st quarter
4/22/11	6586	ACWA Health Benefits Au	4,043.72	medical/dental-KID and employee
4/22/11	6587	Alert Communications, Inc	156.00	answering service (2 months)
4/22/11	6588	Athens Services	129.38	trash pickup
4/22/11	6589	Byrd Industrial Electronics	2,852.20	upgrade SCADA pack controller
4/22/11	6590	Consolidated Electrical Dis	117.85	electrical supplies
4/22/11	6591	CLA-VAL	1,778.09	valve maintenance
4/22/11	6592	Clinical Laboratory, San B	24.00	water tests
4/22/11	6593	Cook Paging, Inc.	18.93	pager service
4/22/11	6594	Calif. Utility Emergency A	500.00	annual dues
4/22/11	6595	Lagerlof,Senecal,Bradley,C	375.00	review pipeline contracts and performance bonds
4/22/11	6596	McMaster Carr	753.93	maintenance supplies
4/22/11	6597	Monrovia Mailing Compan	366.92	billing statements and postage
4/22/11	6598	MWH Laboratories	282.00	water tests
4/22/11	6599	Pump Man	1,996.00	repair PACO portable pump at Sage Tank
4/22/11	6600	Pump Check	980.00	pump efficiency tests
4/22/11	6601	Raymond Basin Managem	748.64	watermaster services for 2011-2012
4/22/11	6602	Shirley Burt	103.44	mileage reimbursement
4/22/11	6603	Specialty Services	275.00	janitorial service
4/22/11	6604	Underground Service Alert	7.50	dig alerts
4/22/11	6605	Utility Service Co., Inc.	3,477.21	tank maintenance
4/22/11	6606	Aramark Uniform Services	179.45	shop rag service (2 months)
4/22/11	6607	Western Water Works	1,968.69	maintenance supplies
4/23/11	EFT1083a	Christopher A. Burt	2,742.56	salary
4/23/11	EFT1083b	Shirley L. Burt	1,428.02	salary
4/23/11	EFT1083c	Melvin L. Matthews	3,315.69	salary
4/23/11	EFT1083d	ADP	64.68	payroll processing
4/23/11	64794804	Brian L. Fry	1,732.42	salary
4/23/11	64794805	Felix Galindo	414.57	salary
4/23/11	64794806	Chris J. Mellinger	429.14	salary
4/23/11	EFT1083e	Christopher A. Burt	150.00	salary

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

4/23/11	EFT1083f	ADP	4,601.90	payroll taxes and withholding
4/30/11	EFT1084	Richard L. Barkhurst	94.35	salary
4/30/11	EFT1085	Christopher A. Burt	3,055.14	salary
4/30/11	EFT1086	Shirley L. Burt	1,323.10	salary
4/30/11	EFT1087	Francis J. Griffith	94.35	salary
4/30/11	EFT1088	Gerrie G. Kilburn	94.35	salary
4/30/11	EFT1089	Melvin L. Matthews	3,315.67	salary
4/30/11	64808994	Brian L. Fry	1,565.15	salary
4/30/11	64808995	Felix Galindo	357.17	salary
4/30/11	64808996	Chris J. Mellinger	435.27	salary
4/30/11	EFT1090	ADP	68.51	payroll processing
4/30/11	EFT1091	Christopher A. Burt	150.00	salary
4/30/11	EFT1092	ADP	4,644.70	payroll taxes and withholding
4/30/11	EFT1093	Earthlink Network	4.95	Internet service
			<u>          </u>	
	<b>Total</b>		<b><u><u>66,634.97</u></u></b>	

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**CREDIT CARD CHARGES  
MARCH 2011**

Category	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
Maintenance Supplies			\$134.43	\$142.98		\$277.41
Maintenance Tools				\$199.61		\$199.61
Maint. Exp.				\$105.99		\$105.99
Postage/Delivery	\$99.03					\$99.03
Computer Supplies						\$0.00
Computer Software		\$488.00				\$488.00
Computer Maintenance						
Scada						\$0.00
Windover Rd. Project						\$0.00
Emp. Cert.						\$0.00
Truck Exp.				\$602.47		\$602.47
Truck Fuel						\$0.00
Generator/Pump Fuel						\$0.00
Office Supplies	\$221.46					\$221.46
Safety						\$0.00
Water Quality						\$0.00
Adm. Exp.		\$985.00				\$985.00
Doyne Road Project						\$0.00
Telephone						\$0.00
Office equip.						\$0.00
Finance Chg.						\$0.00
Finance Credit						\$0.00
<b>TOTAL</b>	\$320.49	\$1,473.00	\$134.43	\$1,051.05	\$0.00	<b>\$2,978.97</b>