

KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS
1999 KINCLAIR DRIVE, PASADENA, CA 91107
TUESDAY – DECEMBER 18, 2012
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** — November 20, 2012

- 5. REVIEW FINANCIAL REPORTS** — November 30, 2012

- 6. ITEMS FOR NEXT AGENDA**

- 7. CALENDAR** – January 15, 2013
February 19, 2013
March 19, 2013

- 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 for the Board of Directors Meeting on December 18, 2012

I. Capital Improvement, Preventative Maintenance and Repair Projects

- A. **Tanks/Reservoirs** – Replaced Vosburg Booster due to poor condition upon inspection and replaced discharge hose due to leak.
- B. **Water Treatment** – Replaced Sage chlorinator circulation pump.
- C. **Eucalyptus Booster** – Removed booster #2 for rebuilding per scheduled maintenance plan.
- D. **Leak Repair** – Repaired service connection leak on Old Grove Road.

II. Customer Account Status

A. Delinquent accounts –

35 accounts received late charges in the total amount of \$585.02
 36 accounts received past-due notice
 5 accounts received door hanger shut off notice
 0 accounts were shut off for non-payment

B. Aged Receivables as of November 30, 2012 –

Current	30 days	60 days	90 days or greater	Total
\$27,316.77	\$4,847.39	\$582.23	\$260.88	\$33,007.27

III. General Manager's Projects and Activities

- A. **2013 Budget and Proposed Rate Adjustment** – Approved at the November 20, 2012 meeting.
- B. **ACWA/JPIA** – I attended the fall conference. Attended JPIA town hall and board meetings, ACWA Finance Committee meeting and sessions on project financing and the pros and cons of multi-year rate increases.
- C. **RBMB** – Participated in the Pumping and Storage Committee meeting.
- D. **FMWD** – Attended the monthly General Managers' meeting and the Board meeting.
- E. **Continuing Education** – All-day class at Inland Empire Utilities Agency on *Understanding and Addressing Well Performance Issues*.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
NOVEMBER 20, 2012**

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

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 President, Gerrie Kilburn, at 1935 hours. She noted that there was a quorum present. The Agenda was amended and unanimously approved as follows-

- 1) The first item of business will be the General Manager's Report.
- 2) The letter from Mr. Lonergan will be included with the discussion of the year 2013 budget.

PUBLIC COMMENT: No members of the public wished to speak.

REVIEW OF GENERAL MANAGER'S REPORT:

The Report, which included the Production and Sales Report for the 2011-2012 year, was reviewed by the Board and accepted as presented.

DISCUSSION AND APPROVAL OF 2013 BUDGET:

The proposed Budget was reviewed along with the letter from Mr. Lonergan, and the General Manager stated that no other communication had been received since the Public Hearing regarding the Proposed Budget. Following extensive discussion **Director Barkhurst** recommended that the Board adopt the budget as presented.

It was M/S/C-(Barkhurst/Sorell-5/0)-

“That the Board approves the rate of \$3.35 per unit of commodity and \$1.68 per day for the service charge which is \$51.10 for the average month for the 2013 fiscal year.”

It was M/S/C-(Barkhurst/Sorell-5/0)

“That the Board approves the proposed 2013 Budget as presented with the rates as approved in the previous motion.”

APPROVAL OF CAPITAL PROJECTS:

The **General Manager** reviewed the following proposed capital projects for the year 2013-

1-Remove and Overhaul the Eucalyptus Booster #2, approximate cost \$30,205

2-Upgrade PCIC SCADA to radio based telemetry, approximate cost \$13,000

3-Installation of approximately 90 meter registers, approximate cost \$32,000

It was M/S/C-(Barkhurst/Eldridge-5/0)-

“That the three proposed capital projects be approved as submitted”

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
NOVEMBER 20, 2012**

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REVIEW OF MINUTES:

The minutes of October 16, 2012 were reviewed and approved as presented.

REVIEW OF FINANCIAL REPORTS:

The Financial Reports for October 31, 2012 were reviewed and approved for filing.

ITEMS FOR NEXT AGENDA:

ADJOURNMENT:

The meeting was adjourned at 2040 hours.

Respectfully submitted,

Shirley Burt
Secretary to the Board

Kinneloa Irrigation District
Income Statement for the Eleven Months Ending November 30, 2012

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
4000 Water Sales	106,007.84	92,000.00	1,139,632.83	1,049,000.00
4015 Wholesale Water Sales	0.00	0.00	161,187.57	0.00
4020 Service/Installation Charges	1,406.04	833.33	29,167.48	9,166.63
4035 Interest-Reserve Fund	369.58	333.33	3,334.89	3,666.63
4060 Disaster Assistance	0.00	0.00	2,016.80	0.00
Total Revenues	107,783.46	93,166.66	1,335,339.57	1,061,833.26
Expenses				
5005 Electricity	8,479.55	7,700.00	97,347.16	93,500.00
5010 Maintenance Supplies	1,778.89	2,500.00	27,436.38	27,500.00
5011 Material and Labor for Install	0.00	0.00	12,465.12	0.00
5012 Safety Equipment	0.00	133.33	0.00	1,466.63
5015 Operations & Maintenance Labor	12,172.38	13,500.00	129,158.19	147,000.00
5016 Operations & Maintenance OT	1,145.49	0.00	11,109.05	0.00
5020 Stand-by Compensation	720.00	625.00	6,630.00	6,875.00
5022 Training/Certification	99.00	133.33	99.00	1,466.63
5025 Water Treatment/Analysis	1,407.14	1,833.33	20,851.74	20,166.63
5030 Maintenance Contractors	17,286.71	9,750.00	118,275.87	107,250.00
5034 Equipment Maintenance	0.00	500.00	4,199.31	5,500.00
5035 Vehicle Maintenance	0.00	500.00	4,903.08	5,500.00
5036 Fuel - All Equipment	1,204.09	1,250.00	9,732.49	13,750.00
5045 Insurance-Workers Compensation	0.00	0.00	1,472.00	9,000.00
5046 Insurance-Liability	1,249.00	1,833.33	12,641.50	20,166.63
5048 Insurance-Property	184.00	208.33	1,612.81	2,291.63
5049 Insurance-Medical	3,779.41	3,666.67	41,573.51	40,333.37
6000 Engineering Services	0.00	3,750.00	9,115.90	41,250.00
6005 Watermaster Services	878.42	1,000.00	9,665.62	11,000.00
6015 Administrative Salary	10,214.50	10,609.66	111,716.00	114,890.34
6016 Administrative Bonus	0.00	0.00	3,000.00	0.00
6017 Administrative Travel	65.18	416.67	3,218.40	4,583.37
6020 BofD Compensation	400.00	400.00	4,800.00	5,200.00
6021 Administrative & Board Expense	0.00	208.33	551.62	2,291.63
6022 BofD-Election	0.00	0.00	292.60	0.00
6024 Customer/Public Info. Prog.	0.00	333.33	295.30	3,666.63
6025 PERS - KID	1,186.09	1,166.67	12,816.34	12,833.37
6030 Social Security - KID	1,793.78	2,416.67	24,039.09	26,583.37
6035 Office/Computer Supplies	246.21	750.00	6,190.83	8,250.00
6036 Postage/Delivery	325.26	500.00	3,636.02	5,500.00
6040 Professional Dues	552.99	625.00	7,318.89	6,875.00
6045 Legal Services	548.00	1,250.00	3,644.89	13,750.00
6050 Telephone	321.14	458.33	4,698.86	5,041.63
6051 Mobile Telephone	(88.11)	208.33	1,671.72	2,291.63
6052 Pagers	19.00	20.00	209.00	220.00
6053 Internet Service	84.94	125.00	970.24	1,375.00
6059 Computer/Software Maintenance	519.95	833.33	18,726.74	26,166.63
6061 Office Equipment Maintenance	0.00	83.33	580.50	916.63
6065 Accounting Services	0.00	0.00	6,200.00	7,000.00
6070 Office & Accounting Labor	6,590.84	4,000.00	55,618.45	44,000.00
6075 Outside Services	702.50	1,666.67	8,743.50	18,333.37
6080 Administrative Fees	277.58	614.08	2,724.40	6,754.88
6081 Permits/Fees	4,879.00	208.33	13,984.65	2,291.63
6120 Bank Service Charges	449.33	250.00	3,278.34	2,750.00
Total Expenses	79,472.26	76,027.05	817,215.11	875,581.63
Net Income	28,311.20	17,139.61	518,124.46	186,251.63

Kinneloa Irrigation District
Income Statement for the Eleven Months Ending November 30, 2012

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Other Expenditures				
1509 Wilcox Well/Wilcox Booster	0.00	0.00	0.00	7,500.00
1511 WaterTreatment Plant	0.00	0.00	5,243.90	5,400.00
1512 Water Meters	0.00	1,666.67	24,145.91	18,333.37
1513 Electrical/Electronic Equip.	0.00	2,083.33	1,164.28	22,916.63
1514 Computer/Office Equipment	0.00	416.67	0.00	4,583.37
1516 Water Company Facilities	1,211.11	1,666.67	1,211.11	18,333.37
1527 SCADA Equipment	486.65	1,000.00	10,745.23	11,000.00
1530 Tools	552.08	200.00	1,513.55	2,200.00
2400 Truck Loan Payable	0.00	0.00	19,880.82	19,881.00
Total Other Expenditures	2,249.84	7,033.34	63,904.80	110,147.74
Total Increase or (Drawdown)	26,061.36	10,106.27	454,219.66	76,103.89

Kinneloa Irrigation District
Balance Sheet
November 30, 2012

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 273,920.71
1012	Reserve Fund-LAIF	117,931.39
1014	Reserve Fund-CalTRUST	461,051.17
1015	Accr. Int./Price Adj.-CalTRUST	23.19
1016	Accrued Interest-LAIF	89.91
1100	Accts. Receivable-Water Sales	33,007.27
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	100,004.83
1350	Prepaid Insurance	12,592.57
1360	Prepaid Expenses	12,162.65

Total Current Assets

1,030,012.21

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,402,367.42
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	179,161.22
1512	Water Meters	84,815.91
1513	Electrical/Electronic Equip.	249,752.83
1514	Computer/Office Equipment	44,172.53
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	61,290.31
1517	KID Office	54,202.92
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
1526	Vosburg Booster	12,590.00
1527	SCADA Equipment	206,917.28
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	3,962.08
1600	Accum. Depreciation	(2,955,642.12)

Total Property and Equipment

4,472,561.50

Total Assets

\$ 5,502,573.71

Kinneloa Irrigation District
Balance Sheet
November 30, 2012

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 27,915.26	
2272	Job Deposits	346.13	
2290	Accrued Vacation	13,894.70	
	Total Current Liabilities		42,156.09

Long-Term Liabilities

2400	Truck Loan Payable	17,217.47	
	Total Long-Term Liabilities		17,217.47
	Total Liabilities		59,373.56

Capital

3040	Fund Balance	4,925,075.69	
	Net Income	518,124.46	
	Total Capital		5,443,200.15
	Total Liabilities & Capital		\$ 5,502,573.71

Kinneloa Irrigation District
Statement of Cash Flow
For the eleven Months Ended November 30, 2012

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 28,311.20	\$ 518,124.46
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	5,312.75	13,217.23
1101 Accts. Receiv.-Service Charges	0.00	13,084.46
1190 Allowance for Bad Debts	0.00	87.69
1350 Prepaid Insurance	1,433.00	(2,070.28)
1360 Prepaid Expenses	(1,588.59)	(252.99)
2000 Accounts Payable	3,110.11	10,251.16
2272 Job Deposits	346.13	(2,153.87)
	8,613.40	32,163.40
Net Cash provided by Operations	36,924.60	550,287.86
 Cash Flows from investing activities		
<i>Used For</i>		
1511 WaterTreatment Plant	0.00	(5,243.90)
1512 Water Meters	0.00	(24,145.91)
1513 Electrical/Electronic Equip.	0.00	(1,164.28)
1516 Water Company Facilities	(1,211.11)	(1,211.11)
1527 SCADA Equipment	(486.65)	(10,745.23)
1530 Tools	(552.08)	(1,513.55)
	(2,249.84)	(44,023.98)
Net cash used in investing	(2,249.84)	(44,023.98)
 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	\$ 34,674.76	\$ 486,383.06
 Summary		
Cash Balance at End of Period	\$ 953,021.20	\$ 953,021.20
Cash Balance at Beg. of Period	(918,346.44)	(466,638.14)
	\$ 34,674.76	\$ 486,383.06
Net Increase (Decrease) in Cash	\$ 34,674.76	\$ 486,383.06

Kinneloa Irrigation District
Check Register
For the Period from November 1, 2012 to November 30, 2012

Date	Check #	Payee	Amount	Description
11/13/12	7142	A&B Electric	458.81	replaced exhaust fan motor in cl2 bldg
11/13/12	7143	Athens Services	149.30	trash pick up
11/13/12	7144	Byrd Industrial Electronics	4,356.92	K-3 cl2 analyzer; Brown, Holly, K-3 analyzer
11/13/12	7145	Clinical Laboratory, SB	319.00	water sample analysis
11/13/12	7146	Cook Paging, Inc.	19.00	paggers
11/13/12	7147	Denram Products	203.91	#10 regular envelopes
11/13/12	7148	Eurofins Eaton Analytical, Inc.	13.20	water sample analysis
11/13/12	7149	Foothill Mun. Water District	277.58	administrative fee
11/13/12	7150	Melvin L. Matthews	82.34	mileage and internet access fee reimbursement
11/13/12	7151	McMaster Carr	380.24	cl2, mtnc supplies, tools, warehouse storage
11/13/12	7152	Specialty Services	275.00	janitorial service
11/13/12	7153	Useware, Inc.	3,050.00	Able Software supp./maint/hosting 11/12-10/13
11/13/12	7154	Western Fence Company	575.00	Glen Reservoir gate & post repair
11/13/12	EFT1585	Arco Gaspro Plus	1,204.09	truck gas
11/13/12	EFT1586	AT&T	64.06	SCADA data line
11/13/12	EFT1587	Bank of America Business Card	2,422.91	see attached schedule - September 2012
11/13/12	EFT1588	Calif. Public Emp. Ret. Sys.	2,623.07	CalPers - Oct KID and employee
11/13/12	EFT1589	Southern California Edison Co.	7,559.42	electricity
11/13/12	EFT1590	Verizon Wireless	158.52	mobile phone
11/15/12	EFT1591	Bernadette C. Allen	1,193.61	salary
11/15/12	EFT1592	Christopher A. Burt	2,452.59	salary
11/15/12	EFT1593	Shirley L. Burt	1,458.93	salary
11/15/12	EFT1594	Melvin L. Matthews	3,540.31	salary
11/15/12	65335153	Brian L. Fry	1,653.15	salary
11/15/12	65335154	Felix Galindo	325.51	salary
11/15/12	65335155	Chris J. Mellinger	450.64	salary
11/15/12	EFT1595	Christopher A. Burt	150.00	salary
11/15/12	EFT1596	ADP	61.14	payroll processing
11/15/12	EFT1597	ADP	4,222.94	withholding and taxes
11/20/12	7155	ACWA/JPIA	4,402.05	health insurance - KID/employee
11/20/12	7156	ACWA/JPIA	30.00	Human Resources Group Fall Workshop
11/20/12	7157	California Dept. Public Health	3,444.00	small water system annual fees 7/1/12-6/30/13
11/20/12	7158	CLA-VAL	1,211.11	annual cla-val maint Vosburg & Glen Res
11/20/12	7159	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis
11/20/12	7160	Lagerlof, Senecal, Gosney & Kruse	548.00	public water agencies group 1/14th share
11/20/12	7161	McMaster Carr	15.82	cl2 maintenance
11/20/12	7162	Monrovia Mailing Company	374.32	statement mail handling and postage
11/20/12	7163	Perry Thomas Construction Co.	2,506.50	High Pressure Tunnel line cleaning
11/20/12	7164	Shirley Burt	65.18	October mileage reimbursement
11/20/12	7165	Utility Service Co., Inc.	3,763.82	tank maintenance agreement
11/20/12	EFT1598	Bank of America Business Card	2,382.12	see attached schedule - October 2012
11/20/12	EFT1599	Century Business Solutions	173.63	monthly fee and banking service fee

Kinneloa Irrigation District
Check Register
For the Period from November 1, 2012 to November 30, 2012

Date	Check #	Payee	Amount	Description
11/20/12	EFT1600	Charter Communications	337.07	internet and telephone service
11/20/12	EFT1601	Pasadena Municipal Services	3,903.55	electricity
11/30/12	7166	Babylon Pools	346.13	net refund on fire flow deposit
11/30/12	7167	JWDA-MS Architects	303.87	cost share net refund on fire flow deposit
11/30/12	EFT1590V	Verizon Wireless	-158.52	Verizon adj. created credit balance, EFT cancl'd
11/30/12	EFT1602	Bernadette C. Allen	1,200.75	salary
11/30/12	EFT1603	Richard L. Barkhurst	94.35	salary
11/30/12	EFT1604	Christopher A. Burt	2,770.39	salary
11/30/12	EFT1605	Shirley L. Burt	1,458.93	salary
11/30/12	EFT1606	Melvin L. Matthews	3,565.36	salary
11/30/12	EFT1607	Steven G. Sorell	59.35	salary
11/30/12	EFT1608	Francis J. Griffith	94.35	salary
11/30/12	EFT1609	Gerrie G. Kilburn	94.35	salary
11/30/12	65346653	Brian L. Fry	1,410.12	salary
11/30/12	65346654	Felix Galindo	208.32	salary
11/30/12	65346655	Chris J. Mellinger	319.21	salary
11/30/12	EFT1610	Christopher A. Burt	150.00	salary
11/30/12	EFT1611	ADP	67.20	payroll processing
11/30/12	EFT1612	ADP	4,162.41	withholding and taxes
11/30/12	EFT1613	Earthlink Network	4.95	internet service
11/30/12	7166V	Babylon Pools	-346.13	2nd fire flow required, cost share disqualified
11/30/12	7167V	JWDA-MS Architects	-303.87	2nd fire flow required, cost share disqualified
	Total		<u>78,491.88</u>	

Credit Card Detail
September
2012

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
1530	Maintenance Tools							\$0.00
5010	Maintenance Supplies	rebar; mtnc. supplies, tools, strg boxes, cl2			\$65.12	\$614.54		\$679.66
5012	Safety Equipment							\$0.00
5022	Training/Certification							\$0.00
5025	Water Treatment/Analysis	40 lb. solar salt/delivery			733.98			\$733.98
5035	Vehicle Maintenance	2008 truck alternator, 2008 truck mtnc.				\$562.86		\$562.86
5036	Fuel							\$0.00
6017	Adm. Travel							\$0.00
6021	Adm. & Bd. Exp							\$0.00
6035	Office/Computer Supplies	paper; keys; vacuum filter/wand, camera acc's	\$103.71	\$25.00		\$127.70		\$256.41
6036	Postage/Delivery	postage	\$90.00					\$90.00
6040	Professional Dues							\$0.00
6051	Mobile Phone							\$0.00
6053	Internet Service							\$0.00
6059	Computer/Software Maintenance	LogMeIn Pro yearly subscriptions (4)		\$100.00				\$100.00
6061	Office Equipment Maintenance							\$0.00
6075	Outside Services							\$0.00
6081	Permits/Fees							\$0.00
								\$0.00
TOTAL			\$193.71	\$125.00	\$799.10	\$1,305.10	\$0.00	\$2,422.91

Credit Card Detail
October
2012

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
1527	SCADA Equipment	Power Supply				\$486.65		\$486.65
1530	Maintenance Tools	metric tools, maintenance tools				\$552.08		\$552.08
5010	Maintenance Supplies	bolts; brass shut off, hose; batteries		\$3.39	\$18.47	\$488.94		\$510.80
5012	Safety Equipment							\$0.00
5022	Training/Certification	CSDA pension reform webinar		\$69.00				\$69.00
5025	Water Treatment/Analysis	chlorine			35.88			\$35.88
5035	Vehicle Maintenance							\$0.00
5036	Fuel							\$0.00
6017	Adm. Travel							\$0.00
6021	Adm. & Bd. Exp							\$0.00
6035	Office/Computer Supplies	cassette voice recorder; cell ph battery/charge	\$33.18			\$78.28		\$111.46
6036	Postage/Delivery	postage	\$96.30					\$96.30
6040	Professional Dues							\$0.00
6051	Mobile Phone							\$0.00
6053	Internet Service							\$0.00
6059	Computer/Software Maintenance	SkyDrive +100; LogMeIn sub & lic; Windows 8		\$519.95				\$519.95
6061	Office Equipment Maintenance							\$0.00
6075	Outside Services							\$0.00
6081	Permits/Fees							\$0.00
								\$0.00
TOTAL			\$129.48	\$592.34	\$54.35	\$1,605.95	\$0.00	\$2,382.12