

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, February 25, 2025
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to gm@kidwater.info prior to the meeting, any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:

<https://us02web.zoom.us/j/85061795151?pwd=QURaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. **CALL TO ORDER** – 3:00 P.M.
 - a. Declaration of a quorum
 - b. Review of agenda

2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)

3. **REVIEW OF MINUTES** – January 28, 2025, Regular Meeting
Recommended Action: Review and approve motion to file.

4. **REVIEW OF FINANCIAL REPORTS** – Calendar Year 2024
Recommended Action: Review and approve motion to file and engage Auditor for 2024 audit.

5. **REVIEW OF FINANCIAL REPORTS** – January 2025
Recommended Action: Review and approve motion to file.

6. **REVISED 2025 OPERATING BUDGET**
Recommended Action: Review and approve revised 2025 Operating Budget.

7. **EATON FIRE RESPONSE AND RECOVERY** –
Recommended Action: Discuss status of Eaton Fire Response and Recovery and direct General Manager to take certain actions to facilitate business continuity.

8. **HOLLY BOOSTER BYPASS / TRANSFER VALVE** – CIP Project 25002
Recommended Action: Approve General Manager to enter into cost sharing agreement with customer for execution of this project. Upon execution of the agreement and receipt of the customer deposit award contracts to the contractors and vendors to commence the work.

9. **INFORMATION ITEMS**
 - a. Water Loss Audit – January 2025*
 - b. Water Quality Testing and Reporting – January 2025*

- c. Pasadena Interconnection Agreement Status
- d. KEPOA Storage Bin Agreement
- e. Customer Outreach/Newsletter – March 2025
- f. 2024 Annual Report of Operations from General Manager (report at March meeting)

10. GENERAL MANAGERS REPORT – Information item presented by the General Manager.
General Manager to summarize the report and respond to questions.

11. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2025
Discussion of the District’s goals and objectives for calendar year 2025.

12. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e):
Title: General Manager

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

14. CALENDAR – Upcoming regular meetings: March 25, 2025; April 22, 2025; May 27, 2025

15. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District’s website <https://kinneloairrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 28, 2025, 3:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: (In-Person): Stephen Brown, William Opel, John Feliton, Timothy Eldridge

DIRECTORS ABSENT: Gordon Johnson (attended virtually as a member of the public)

STAFF PRESENT: (In-Person): Tom Majich, General Manager (GM)

PUBLIC PRESENT: Gordon Johnson, Mel Matthews

1. **CALL TO ORDER:**

Chairman Brown called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda. Director Brown asked the GM about the necessity of agenda item 7i. The GM noted that this item is duplicate of item 7g and can be removed from the agenda.

2. **PUBLIC COMMENT:** Gordon Johnson noted that he was attending the meeting as a member of the public and would not be voting on matters in his capacity as a Board Member. Mr. Mel Matthews was in attendance to speak on Agenda Item 7g.

3. **REVIEW OF MINUTES:**

Director Brown suggested additional language be added to Item 8. The suggested language was read aloud and given to the GM in writing. Director Eldridge motioned to approve the **December 17, 2024 Regular Meeting** Minutes for filing, subject to including the additional language and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton - 4 Aye / 0 Nay / 1 Absent-Johnson)

4. **REVIEW OF MINUTES:**

Director Opel motioned to approve the **January 11, 2025 Emergency Meeting** Minutes for filing with the noted revision and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Opel / Eldridge – 4 Aye / 0 Nay / 1 Absent-Johnson)

5. **REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the December 2024 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge / Opel – 4 Aye / 0 Nay / 1 Absent-Johnson)

6. EATON FIRE RESPONSE AND RECOVERY:

The General Manager provided an update on the Eaton Fire response activities to date. The GM intends to keep the conservation alert status at Yellow until all neighboring agencies are fully restored to utility power and have fully pressurized their systems. The GM will have the District website updated with information from LA County Public Health on recommendations for how to treat swimming pools post-fire.

7. INFORMATION ITEMS:

a. The General Manager reviewed the December 2024 water loss audit report.

b. The General Manager reviewed the December 2024 report on water quality testing and results.

c. The General Manager noted that all employees on a January 1st payment adjustment cycle received a 3.4% cost of living increase in proportion to the December 2024 Los Angeles Long Beach CPI for all urban consumers.

d. The GM noted that a reforecast 2025 budget will be presented at the February meeting to include revenue impacts from the Eaton Fire and recovery costs.

e. The General Manager noted that a revised Permit Amendment Application for Fluoride Treatment via Blending was submitted to the Division of Drinking Water (DDW) on 12/05/24 and DDW staff confirmed receipt. As the tunnel raw water transmission lines were damaged in the Eaton Fire and will likely not have flow restored for at least one year, this item will not be reported on until there is a status change.

f. The General Manager noted that the Ranch Top Interconnection with Pasadena Water and Power (PWP) is now in use with PWP utilizing water from KID's Vosburg Reservoir while they investigate the repair needs to their Don Benito Tanks damaged in the fire.

g. Mr. Melvin Matthews, Manager of the Kinneloa Estates Property Owner's Association (KEPOA), was in attendance and noted that the KEPOA Board would like to sell the storage container to KID and remove all its contents. The GM will work direction with Mr. Matthews to complete the sale of the container and delivery of such to KID.

h. The General Manager noted that the winter customer newsletter is delayed due to Eaton Fire response activities. will be issued in mid-January drawing attention to resources for customers to learn about the rate adjustment effective 1/1/25 and also note what investments will be made next year and in which location of the District activities are planned.

j. The General Manager is working on a 2024 Business Report and intends to publish that at the February Board Meeting.

8. GENERAL MANAGER'S REPORT:

The General Manager presented a verbal report on District activities for the preceding month.

9. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2025:

The Board reviewed the District's Goals and Objectives for 2024. Chairman Brown asked that all Directors review the 2024 document and be prepared at the February meeting to discuss and adopt District Goals and Objectives for Calendar Year 2025.

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e):

Chairman Brown concluded the closed session at 4:55 pm and reported that no action was taken.

11. DIRECTOR REPORTS AND/OR COMMENTS:

None.

12. CALENDAR: Upcoming regular meetings: February 25, 2025; March 25, 2025; April 22, 2025.

13. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:03 P.M.

Prepared and submitted by,

Tom Majich
General Manager

Kinneloa Irrigation District
Statement of Cash Flow
For the Twelve Months Ended December 31, 2024

DRAFT

	Year End
Cash Flows from Operating Activities	
Net Income	\$ 258,502.60
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>	
1100 Accts. Receivable-Water Sales	26,891.79
1101 Accts. Receiv.-Service Charges	(2,200.94)
1340 Accrued Water Sales	(90,355.73)
1350 Prepaid Insurance	9,038.30
1360 Prepaid Expenses	(21,855.09)
2000 Accounts Payable	(63,777.57)
2005 Umpqua Visa Payable	845.50
2272 Job Deposits	(21,384.00)
	(162,797.74)
Total Adjustments	(162,797.74)
Net Cash Provided by Operations	95,704.86

Cash Flows from Investing Activities

<i>Used for</i>	
1504 Water Mains/Valves	(32,329.39)
1505 Water Tunnels	(1,078.13)
1512 Water Meters	(33,265.93)
1513 Electrical System	(11,254.09)
1514 Computer/Office Equipment	(1,779.79)
1515 Vehicles/Portable Equipment	(35,954.91)
1516 Water Company Facilities	(35,968.91)
1522 Eucalyptus Booster Station	(22,277.64)
1527 SCADA Equipment	(3,628.84)
1530 Tools	(1,357.34)
	(178,894.97)
Net Cash Used in Investing	(178,894.97)

Cash Flows from Financing Activities

<i>Proceeds from</i>	
<i>Used for</i>	
2400 Installment Purchase Agreement	(160,246.66)
2801 PERS- Net Liability	(18,027.42)
	(178,274.08)
Net Cash Used in Financing	(178,274.08)
Net Increase (Decrease) in Cash	\$ (261,464.19)

Summary

Cash Balance at End of Period	\$ 1,297,005.40
Cash Balance at Beg. of Period	(1,558,029.92)
	(1,558,029.92)
Net Increase (Decrease) in Cash	\$ (261,024.52)

Kinneloa Irrigation District
Net Income Statement for Years Ending December 31, 2024 and December 31, 2023

DRAFT

	Year of 2024	Percentage	Year of 2023	Percentage
Revenues				
4000 Water Sales	\$ 1,982,120.64	95.19	\$ 1,506,865.26	85.39
4015 Wholesale Water Sales	0.00	0.00	187,081.40	10.60
4020 Service Charges	7,115.90	0.34	6,223.87	0.35
4035 Interest-Reserve Fund	43,331.56	2.08	50,176.39	2.84
4036 Unrealized Gain(Loss)-CalTRU	(3,205.96)	(0.15)	11,279.19	0.64
4050 Capacity Charge	0.00	0.00	3,000.00	0.17
4060 Grants/Disaster Assistance	35,215.00	1.69	0.00	0.00
4070 Misc. Income	17,623.78	0.85	0.00	0.00
	2,082,200.92	100.00	1,764,626.11	100.00

Expenses				
5000 Leased Water Rights	0.00	0.00	51,750.00	2.93
5005 Electricity	206,997.59	9.94	175,798.34	9.96
5010 Maintenance Supplies	26,664.44	1.28	32,404.95	1.84
5011 Material & Labor for Installs	0.00	0.00	32,650.00	1.85
5012 Safety Equipment	2,203.08	0.11	3,819.54	0.22
5015 Operations & Maintenance Labo	280,053.27	13.45	323,152.45	18.31
5016 Operations & Maintenance OT	21,902.23	1.05	39,078.09	2.21
5020 Standby Compensation	11,277.06	0.54	11,718.96	0.66
5022 Training/Certification	1,322.00	0.06	1,854.69	0.11
5025 Water Treatment/Analysis	11,873.84	0.57	25,951.56	1.47
5026 Water Treatment/Supplies	10,644.11	0.51	17,625.47	1.00
5030 Maintenance Contractors	125,306.36	6.02	136,277.20	7.72
5031 SCADA O&M	8,732.91	0.42	16,758.44	0.95
5033 Unplanned & Emergency Repair	74,304.82	3.57	0.00	0.00
5034 Equipment Maintenance	15,896.72	0.76	2,937.82	0.17
5035 Vehicle Maintenance	6,070.56	0.29	11,454.71	0.65
5036 Fuel - All Equipment	14,143.38	0.68	21,796.58	1.24
5045 Insurance-Workers Compensatio	17,311.96	0.83	19,253.96	1.09
5046 Insurance-Liability	37,916.93	1.82	28,712.02	1.63
5048 Insurance-Property	4,677.10	0.22	4,162.71	0.24
5049 Insurance-Medical	77,395.37	3.72	72,267.02	4.10
6000 Engineering Services	78,322.86	3.76	10,521.69	0.60
6005 Watermaster Services	16,984.44	0.82	15,770.54	0.89
6015 Administrative Salary	176,850.00	8.49	142,562.48	8.08
6016 Administrative Bonus	0.00	0.00	7,083.33	0.40
6017 Administrative Travel	421.39	0.02	1,116.06	0.06
6020 Board of Directors Comp.	11,550.00	0.55	6,150.00	0.35
6021 Administrative & Board Expens	0.00	0.00	227.85	0.01
6022 Board of Directors Election	33,935.20	1.63	0.00	0.00
6024 Customer/Public Information	9,796.13	0.47	14,102.53	0.80
6025 CalPERS - KID	50,757.76	2.44	49,248.90	2.79
6028 PERS - GASB 68	0.00	0.00	227,633.00	12.90
6030 Social Security - KID	41,599.35	2.00	43,067.00	2.44

Kinneloa Irrigation District
Net Income Statement for Years Ending December 31, 2024 and December 31, 2023

	Year of 2024	Percentage	Year of 2023	Percentage
6031 Medicare - KID	9,876.62	0.47	10,072.29	0.57
6032 State Employment Tax - KID	13,003.43	0.62	0.00	0.00
6035 Office/Computer Supplies	6,173.65	0.30	10,350.02	0.59
6036 Postage/Delivery	5,307.83	0.25	2,869.71	0.16
6040 Professional Dues	20,346.88	0.98	21,598.12	1.22
6045 Legal Services	4,865.00	0.23	8,256.24	0.47
6050 Phone/Internet/Wireless	7,842.14	0.38	3,179.46	0.18
6051 Mobile Communications	0.00	0.00	1,739.06	0.10
6052 Pagers	0.00	0.00	488.68	0.03
6053 Internet Service	0.00	0.00	1,369.76	0.08
6059 Computer/Software Maintenanc	8,608.92	0.41	21,334.53	1.21
6061 Office Equipment Maintenance	0.00	0.00	(369.87)	(0.02)
6065 Accounting Services	7,600.00	0.36	7,300.00	0.41
6070 Office & Accounting Labor	186,259.88	8.95	169,006.73	9.58
6071 Office & Accounting Bonus	199.36	0.01	0.00	0.00
6075 Professional Services	59,204.61	2.84	37,646.41	2.13
6076 Contract Services	28,015.00	1.35	21,371.84	1.21
6080 FMWD Administrative Fees	12,937.39	0.62	11,498.56	0.65
6081 Permits/Fees	13,912.72	0.67	12,988.93	0.74
6087 Bad Debt	0.00	0.00	692.87	0.04
6088 Interest Expense	39,955.30	1.92	43,602.04	2.47
6090 Customer Requested Expense	0.00	0.00	370.00	0.02
6120 Bank Service Charges	24,678.73	1.19	9,850.40	0.56
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Total Expenses	1,823,698.32	87.59	1,942,123.67	110.06
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Net Income	258,502.60	12.41	(177,497.56)	(10.06)

Other Expenditures

1504 Water Mains/Valves	32,329.39	1.55	0.00	0.00
1505 Water Tunnels	1,078.13	0.05	4,609.35	0.26
1511 Water Treatment Plant	0.00	0.00	31,207.91	1.77
1512 Water Meters	33,265.93	1.60	(18,913.42)	(1.07)
1513 Electrical System	11,254.09	0.54	16,970.00	0.96
1514 Computer/Office Equipment	1,779.79	0.09	9,389.89	0.53
1515 Vehicles/Portable Equipment	35,515.24	1.71	440.06	0.02
1516 Water Company Facilities	35,968.91	1.73	43,810.38	2.48
1522 Eucalyptus Booster Station	22,277.64	1.07	64,239.26	3.64
1527 SCADA Equipment	3,628.84	0.17	14,860.00	0.84
1530 Tools	1,357.34	0.07	1,082.41	0.06
2400 Installment Purchase Agreement	160,246.66	7.70	156,599.92	8.87
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Total Expenses	338,701.96		324,295.76	
Total Increase or (Drawdown)	\$ (80,199.36)		\$ (501,793.32)	

Kinneloa Irrigation District
Income Statement Compared with Budget for the One Month Ending January 31, 2025

DRAFT

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4001 Retail Water Sales DSC	55,220.97	62,650.75	(7,429.78)	55,220.97	62,650.75	(7,429.78)	751,809.00
4002 Retail Water Sales Consumpt.	119,577.00	120,750.00	(1,173.00)	119,577.00	120,750.00	(1,173.00)	1,725,000.00
4035 Interest on Cash	(393.42)	9,814.25	(10,207.67)	(393.42)	9,814.25	(10,207.67)	39,257.00
Total Revenues	174,404.55	193,215.00	(18,810.45)	174,404.55	193,215.00	(18,810.45)	2,516,066.00
Expenses							
5005 Electricity	3,335.78	14,696.15	(11,360.37)	3,335.78	14,696.15	(11,360.37)	209,945.00
5010 Maintenance Supplies	1,836.73	2,083.33	(246.60)	1,836.73	2,083.33	(246.60)	25,000.00
5012 Safety Equipment	1,247.65	250.00	997.65	1,247.65	250.00	997.65	3,000.00
5015 Operations & Maint. Labor	29,558.55	21,250.00	8,308.55	29,558.55	21,250.00	8,308.55	255,000.00
5016 Non-Emergency Operations OT	5,817.62	3,333.33	2,484.29	5,817.62	3,333.33	2,484.29	40,000.00
5020 Standby Compensation	540.00	912.50	(372.50)	540.00	912.50	(372.50)	10,950.00
5022 Training/Certification	0.00	250.00	(250.00)	0.00	250.00	(250.00)	3,000.00
5025 Water Treatment/Analysis	4,389.66	1,000.00	3,389.66	4,389.66	1,000.00	3,389.66	12,000.00
5026 Water Treatment/Supplies	156.58	833.33	(676.75)	156.58	833.33	(676.75)	10,000.00
5030 Maint. Contractors Scheduled	0.00	10,333.33	(10,333.33)	0.00	10,333.33	(10,333.33)	124,000.00
5031 SCADA System O&M	2,001.39	1,250.00	751.39	2,001.39	1,250.00	751.39	15,000.00
5034 Equipment Maintenance	5,137.46	1,250.00	3,887.46	5,137.46	1,250.00	3,887.46	15,000.00
5035 Vehicle Maintenance	280.74	500.00	(219.26)	280.74	500.00	(219.26)	6,000.00
5036 Fuel - All Equipment	1,505.60	1,666.67	(161.07)	1,505.60	1,666.67	(161.07)	20,000.00
5040 Equipment Rental	148.75	0.00	148.75	148.75	0.00	148.75	500.00
5045 Insurance-Workers Comp.	0.00	0.00	0.00	0.00	0.00	0.00	17,500.00
5046 Insurance-Liability	2,326.03	2,871.25	(545.22)	2,326.03	2,871.25	(545.22)	34,455.00
5048 Insurance-Property	398.28	416.25	(17.97)	398.28	416.25	(17.97)	4,995.00
5049 Insurance-Medical	7,969.11	5,958.33	2,010.78	7,969.11	5,958.33	2,010.78	71,500.00
6000 Engineering Services	4,345.00	3,750.00	595.00	4,345.00	3,750.00	595.00	45,000.00
6005 RBMB Watermaster Fees	1,520.33	1,583.33	(63.00)	1,520.33	1,583.33	(63.00)	19,000.00
6015 General Manager Compensation	15,236.00	15,884.33	(648.33)	15,236.00	15,884.33	(648.33)	190,612.00
6017 Administrative Travel	0.00	150.00	(150.00)	0.00	150.00	(150.00)	1,800.00
6020 Board of Directors Comp.	600.00	750.00	(150.00)	600.00	750.00	(150.00)	9,000.00
6021 Administrative/Board Expense	0.00	208.33	(208.33)	0.00	208.33	(208.33)	2,500.00
6024 Customer/Public Information	949.00	1,416.67	(467.67)	949.00	1,416.67	(467.67)	17,000.00
6025 CalPERS - KID	4,811.23	4,166.67	644.56	4,811.23	4,166.67	644.56	50,000.00
6030 Social Security - KID	4,007.77	3,333.33	674.44	4,007.77	3,333.33	674.44	40,000.00
6031 Medicare - KID	937.29	816.67	120.62	937.29	816.67	120.62	9,800.00
6035 Office/Computer Supplies	504.32	583.33	(79.01)	504.32	583.33	(79.01)	7,000.00
6036 Postage/Delivery	146.00	416.67	(270.67)	146.00	416.67	(270.67)	5,000.00
6040 Professional Dues	2,218.96	1,742.17	476.79	2,218.96	1,742.17	476.79	20,906.00
6045 Legal Services	0.00	500.00	(500.00)	0.00	500.00	(500.00)	6,000.00
6050 Phone/Internet/Wireless	679.30	708.33	(29.03)	679.30	708.33	(29.03)	8,500.00
6059 Computer/Software Maint.	382.33	879.17	(496.84)	382.33	879.17	(496.84)	10,550.00
6061 Office Equipment Maintenance	0.00	208.33	(208.33)	0.00	208.33	(208.33)	2,500.00
6065 Accounting Services	70.00	0.00	70.00	70.00	0.00	70.00	7,700.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the One Month Ending January 31, 2025

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6070 Office & Accounting Labor	13,651.16	16,250.00	(2,598.84)	13,651.16	16,250.00	(2,598.84)	195,000.00
6075 Professional Services	1,265.41	1,250.00	15.41	1,265.41	1,250.00	15.41	15,000.00
6076 Contract Services	2,100.00	3,688.33	(1,588.33)	2,100.00	3,688.33	(1,588.33)	44,260.00
6080 FMWD Administrative Fees	1,088.01	1,154.42	(66.41)	1,088.01	1,154.42	(66.41)	13,853.00
6081 Permits/Fees	558.45	1,250.00	(691.55)	558.45	1,250.00	(691.55)	15,000.00
6086 Taxes - Sales/Use	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6088 Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	33,448.60
6120 Bank Service Charges	1,830.70	1,500.00	330.70	1,830.70	1,500.00	330.70	18,000.00
Total Expenses	123,551.19	131,044.55	(7,493.36)	123,551.19	131,044.55	(7,493.36)	1,665,774.60
Net Income	50,853.36	62,170.45	(11,317.09)	50,853.36	62,170.45	(11,317.09)	850,291.40
Other Expenditures							
1505 Water Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
1513 Electrical/Electronic Equip.	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1514 Computer/Office Equip.	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
1515 Vehicles/Portable Equip.	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00
1516 Water Company Facilities	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1527 SCADA Components	12,311.00	10,000.00	2,311.00	12,311.00	10,000.00	2,311.00	10,000.00
1530 Tools	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	0.00	0.00	0.00	165,753.36
Total Other Expenditures	12,311.00	10,000.00	2,311.00	12,311.00	10,000.00	2,311.00	287,253.36
Total Increase or (Drawdown)	38,542.36	52,170.45	(13,628.09)	38,542.36	52,170.45	(13,628.09)	563,038.04

Kinneloa Irrigation District
Balance Sheet as of January 31, 2025

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ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$	252,677.09
1012	Reserve Fund-LAIF		1,022,809.88
1017	Petty Cash		500.00
1100	Accts. Receivable-Water Sales		64,674.84
1101	Accts. Receiv.-Service Charges		2,200.94
1190	Allowance for Bad Debts		(771.48)
1200	Inventory		20,000.00
1340	Accrued Water Sales		174,685.81
1350	Prepaid Insurance		20,599.83
1360	Prepaid Expenses		<u>37,683.43</u>
	Total Current Assets		1,595,060.34

Property and Equipment

		Total Property and Equipment	<u>5,238,553.25</u>
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Other Assets

1901	PERS-Deferred Outflows		197,834.00
	Total Assets		<u><u>\$ 7,031,447.59</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$	20,744.70
2005	Umpqua Visa Payable		6,359.62
2250	PERS Withholding-Employee		0.01
2272	Job Deposits		13,616.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		<u>12,075.40</u>
	Total Current Liabilities		53,050.75

Long-Term Liabilities

2400	Installment Purchase Agreement		988,132.07
2801	PERS- Net Liability		459,275.51
2901	PERS- Deferred Inflows		<u>42,327.00</u>
	Total Long-Term Liabilities		<u>1,489,734.58</u>

		Total Liabilities	1,542,785.33
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Capital

3040	Fund Balance		5,437,808.90
	Net Income		<u>50,853.36</u>
	Total Capital		<u>5,488,662.26</u>
	Total Liabilities & Capital		<u><u>\$ 7,031,447.59</u></u>

Kinneloa Irrigation District
Check/EFT Register
January 1, 2025 to January 31, 2025

DRAFT

Date	Check #	Payee	Amount	Description
01/06/25	11212*	Cricket Scada LLC	12,311.00	Deposit: Project 24119 K3-WW-PWP Blending
01/15/25	EFT6499	Bernadette C. Allen	757.57	payroll
01/15/25	EFT6500	Arthur M. Aragon	1,493.36	payroll
01/15/25	EFT6501	Ramon Jr. Ascencio	2,930.91	payroll
01/15/25	EFT6502	Christopher A. Burt	3,171.59	payroll
01/15/25	EFT6503	Felipe Gallegos	3,898.66	payroll
01/15/25	EFT6504	Thomas L. Majich	4,509.03	payroll
01/15/25	EFT6505	Jeffrey L. Peterson	2,336.39	payroll
01/15/25	EFT6506	Melanie E. Timoteo	1,590.52	payroll
01/15/25	EFT6507	Christopher A. Burt	300.00	payroll
01/15/25	EFT6508	Felipe Gallegos	50.00	payroll
01/15/25	EFT6509	Automatic Data Processing, Inc.	9,286.16	payroll taxes and withholdings
01/25/25	11213	ACWA-JPIA	4,829.03	workers' compensation 10/1/24-12/31/24
01/25/25	11214	ACWA-JPIA	8,731.19	KID & employee health benefits contributions
01/25/25	11215	BMC Landscape Management	2,100.00	landscape maintenance
01/25/25	11216	Building Solutions Group, Inc.	1,800.00	mechanical report for pump station vault
01/25/25	11217	Clinical Lab of San Bernardino	765.00	water analysis
01/25/25	11218	Clinical Lab of San Bernardino	560.00	water analysis
01/25/25	11219	Clinical Lab of San Bernardino	800.00	water analysis
01/25/25	11220	Underground Service Alert	15.55	Digalert
01/25/25	11221	Foothill Municipal Water District	1,088.01	administrative fee (O & M charge)
01/25/25	11222	Generator Services Co.	5,137.46	emergency callout - 1 site; 1/11, 1/12 and 1/13
01/25/25	11223	Geotab USA, Inc.	79.00	vehicle maintenance
01/25/25	11224	McMaster Carr	91.41	Flo-loc supplies, small tool
01/25/25	11225	National Construction Rentals	196.03	portable restroom
01/25/25	11226	OnSolve, LLC	700.00	One Call Now renewal - call credits
01/25/25	11227	Public Water Agencies Group	1,270.63	PWAG monthly and quarterly assessment
01/25/25	11228	Raymond Basin Management Board	1,872.17	Title 22 monitoring: lab fees, sampling/admin.
01/25/25	11229	J.A. Salazar Construction & Supply	10,454.71	Clarmeya Lane main leak repair
01/25/25	11230	Ultimate Cleaning Solutions, Inc.	90.00	janitorial service
01/25/25	11231	Gloria Tello	353.00	replacement for uncashed check #10857
01/31/25	EFT6510	Bernadette C. Allen	1,138.74	payroll
01/31/25	EFT6511	Arthur M. Aragon	1,416.84	payroll
01/31/25	EFT6512	Ramon Jr. Ascencio	3,232.70	payroll
01/31/25	EFT6513	Stephen Brown	138.53	payroll
01/31/25	EFT6514	Christopher A. Burt	3,171.58	payroll
01/31/25	EFT6515	Timothy J. Eldridge	138.53	payroll
01/31/25	EFT6516	John R. Feliton	138.53	payroll
01/31/25	EFT6517	Felipe Gallegos	3,033.40	payroll
01/31/25	EFT6518	Thomas L. Majich	4,509.04	payroll
01/31/25	EFT6519	Leo Majich	127.59	payroll
01/31/25	EFT6520	Arthur W. Opel	138.53	payroll
01/31/25	EFT6521	Jeffrey L. Peterson	2,634.79	payroll
01/31/25	EFT6522	Melanie E. Timoteo	2,008.99	payroll
01/31/25	EFT6523	Christopher A. Burt	300.00	payroll
01/31/25	EFT6524	Felipe Gallegos	50.00	payroll
01/31/25	EFT6525	Automatic Data Processing, Inc.	9,438.41	payroll taxes and withholdings
01/31/25	EFT6526	Assoc. of Calif. Water Agencies	10,900.00	2025 annual agency membership dues
01/31/25	EFT6527	Automatic Data Processing, Inc.	410.91	payroll and 2024 year end processing fees
01/31/25	EFT6528	Applied Technology Group, Inc.	120.00	PWAG radios

Kinneloa Irrigation District
Check/EFT Register
January 1, 2025 to January 31, 2025

Date	Check #	Payee	Amount	Description
01/31/25	EFT6529	Arco Business Solutions	652.97	vehicle fuel
01/31/25	EFT6530	AT&T Mobility	62.53	FirstNet wireless service
01/31/25	EFT6531	CA Public Employees Ret. Sys.	6,723.62	KID & employee retirement contributions
01/31/25	EFT6532	Nexbillpay	1,780.18	credit card processing fees
01/31/25	EFT6533	CA Public Employees Ret. Sys.	70.00	SSA 218 - Annual Fee
01/31/25	EFT6534	CalPERS 457 Plan	7,004.64	employee contributions
01/31/25	EFT6535	CalPERS 457 Plan	1,636.32	employee contributions
01/31/25	EFT6536	Nexbillpay	358.10	eCheck processing fees
01/31/25	EFT6537	Pasadena Municipal Services	1,934.56	electricity - Wilcox Well
01/31/25	EFT6538	Southern California Edison Co.	35,233.68	electricity - 13 sites Dec; K-3 Aug - Nov
01/31/25	EFT6539	Spectrum	203.96	internet & telephone services
01/31/25	EFT6540	Streamline	249.00	website service
01/31/25	EFT6541	Verizon Wireless	41.57	wireless service
01/31/25	EFT6542	Umpqua Bank	6,982.38	staff credit card purchases
Total			<u>189,549.00</u>	

*Voided checks 1/1/25 - 1/31/25:

10857V payment check not cleared within 6 months

11211V incorrect payee name

Kinneloa Irrigation District
 Umpqua Bank Visa - Cash Disbursements Journal
 For the Period from Jan. 1, 2025 to Jan. 31, 2025

DRAFT

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
1/1/25	20250101FG-1	Ganahl Lumber Company	shovel, nutdriver set, tie down straps	157.62	5010	Maintenance Supplies
1/1/25	20250101MA-1	Google LLC	Google Voice Standard - license usage	76.29	6050	Phone/Internet/Wireless
1/1/25	20250101MA-2	Google LLC	Google Workspace	144.00	6059	Computer/Software Maintenance
1/1/25	20250101RA-1	Ganahl Lumber Company	drill bits - Wilcox Res repair	74.88	5010	Maintenance Supplies
1/2/25	20250102TM-1	Power Generation Accessories LLC	actuator mounting gasket	25.48	5010	Maintenance Supplies
1/3/25	20250103RA-1	Ganahl Lumber Company	screws, washers, fasteners - Wilcox Res	31.83	5010	Maintenance Supplies
1/3/25	20250103TM-1	esri	ArcGIS annual subscription	700.00	6000	Engineering Services
1/3/25	20250103TM-2	Home Depot	coveralls, gloves, flashlight, tripod	137.42	5010	Maintenance Supplies
1/3/25	20250103TM-3	So. Cal. Water Utilities Assoc.	2025 annual membership	40.00	6040	Professional Dues
1/4/25	20250104FG-1	Amazon.com Inc	Klein tools replacement bits	10.89	5010	Maintenance Supplies
1/4/25	20250104JP-1	MK Battery	SP-35 battery	76.53	5010	Maintenance Supplies
1/5/25	20250105TM-1	Amazon.com Inc	USB wall charger	17.50	6035	Office/Computer Supplies
1/7/25	20250107FG-1	MK Battery	12 volt batteries (2)	686.85	5010	Maintenance Supplies
1/7/25	20250107MA-1	Amazon.com Inc	paper products	48.67	6035	Office/Computer Supplies
1/8/25	20250108CB-1	Pasadena 76	fuel - 2008 Tk #2	143.64	5036	Fuel - All Equipment
1/9/25	20250109FG-1	Ganahl Lumber Company	gloves, bolt cutter, flashlight, hard hat	308.64	5012	Safety Equipment
1/9/25	20250109FG-2	Home Depot	rubber runner, pliers	138.11	5010	Maintenance Supplies
1/9/25	20250109RA-1	Pasadena 76	fuel - Holly generators	49.55	5036	Fuel - All Equipment
1/9/25	20250109RA-2	Arco - Pasadena	fuel - office small generator	13.77	5036	Fuel - All Equipment
1/10/25	20250110MA-1	Staples, Inc.	Kleenex tissues	18.71	6035	Office/Computer Supplies
1/10/25	20250110MA-2	Autozone Auto Parts	air filters	179.52	5035	Vehicle Maintenance
1/10/25	20250110MA-3	Habit Burger & Grill	food for response team	80.86	6035	Office/Computer Supplies
1/10/25	20250110RA-1	Pasadena 76	fuel	226.50	5036	Fuel - All Equipment
1/11/25	20250111FG-1	Shell Oil	fuel	26.51	5036	Fuel - All Equipment
1/12/25	20250112JP-1	K Petrol	fuel - 5 cans	43.60	5036	Fuel - All Equipment
1/13/25	20250113FG-1	Home Depot	ear plugs, ear muff	48.23	5012	Safety Equipment
1/13/25	20250113MA-1	Amazon.com Inc	Ziploc bags, toner cartridges	255.88	6035	Office/Computer Supplies
1/13/25	20250113RA-1	Pasadena 76	fuel - Holly generator	34.49	5036	Fuel - All Equipment
1/14/25	20250114BA-1	Ware Disposal	trash pickup services	489.43	6075	Professional Services
1/14/25	20250114FG-1	Home Depot	Bernzomatic fuel, utility pouch	47.35	5010	Maintenance Supplies
1/14/25	20250114RA-1	Pasadena 76	fuel - Holly generators	31.89	5036	Fuel - All Equipment
1/16/25	20250116MA-1	Jersey Mike's Subs	food for response team	82.70	6035	Office/Computer Supplies
1/16/25	20250116MA-2	7 - Eleven	beverages for response team	14.45	5010	Maintenance Supplies

Kinneloa Irrigation District
 Umpqua Bank Visa - Cash Disbursements Journal
 For the Period from Jan. 1, 2025 to Jan. 31, 2025

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
1/17/25	20250117CB-1	Pasadena 76	fuel	150.62	5036	Fuel - All Equipment
1/17/25	20250117RA-1	Pasadena 76	fuel - Holly & West Tank generators	110.06	5036	Fuel - All Equipment
1/18/25	20250118TM-1	Lawn Mower Corner	misc. maintenance supplies	264.53	5010	Maintenance Supplies
1/19/25	20250119TM-1	SimpliSafe	core monitoring subscription	31.99	6075	Professional Services
1/21/25	20250121TM-1	Blue Cactus Printing	custom printed shirts	890.78	5012	Safety Equipment
1/23/25	20250123FG-1	Ganahl Lumber Company	marking paint	22.03	5010	Maintenance Supplies
1/23/25	20250123RA-1	Arco - Pasadena	fuel - West Tank generator	22.00	5036	Fuel - All Equipment
1/24/25	20250124MA-1	United States Postal Service	postage stamps	146.00	6036	Postage/Delivery
1/26/25	20250126TM-1	Amazon.com Inc	HEPA cabin air filter	22.22	5035	Vehicle Maintenance
1/27/25	20250127BA-1	Aatrix Software	1099-NEC electronic file, print, mail	31.50	6075	Professional Services
1/28/25	20250128TM-1cm	Power Generation Accessories LLC	refund for actuator mounting gasket	-25.48	5010	Maintenance Supplies
1/29/25	20250129JP-1	Discount Filters	shop vac filters	34.45	5010	Maintenance Supplies
1/29/25	20250129JP-2	Home Depot	12' box truck rental	150.00	5040	Equipment Rental
1/29/25	20250129TM-1	Power Generation Accessories LLC	actuator mounting gasket	48.38	5010	Maintenance Supplies
1/29/25	20250129JP-1cm	Home Depot	rental contract balance returned	-1.25	5040	Equipment Rental
Total				<u>6,359.62</u>		

Kinneloa Irrigation District 2025 Budget Worksheet

Account	Account Description	Rate Study Adopted 2025 Budget	2/25/25 Proposed 2025 Budget v1	Variance to 2025 Forecast	Notes
4001	Retail Water Sales - Daily Service Charge	751,809	751,809	0	assuming rate study inputs
4002	Retail Water Sales - Consumption	1,725,000	1,725,000	0	assuming rate study inputs
4001	Retail Water Sales - Daily Service Charge	0	-43,435	-43,435	loss from Eaton Fire burnout accounts
4002	Retail Water Sales - Consumption	0	-78,708	-78,708	loss from Eaton Fire burnout accounts
4015	Wholesale Water Sales	0	0	0	
4020	Service Charges	0	0	0	
4025	Asset Sale/Miscellaneous	0	0	0	
4035	Interest on Cash	39,257	45,000	5,743	
4070	Misc. Income	0	0	0	
	Total Income	2,516,066	2,399,666	-116,400	
5000	Leased Water Rights	0	0	0	
5005	Electricity	209,945	227,700	17,755	assume 10% increase from 2024 actual
5010	Maintenance Supplies	25,000	25,000	0	
5011	Material and Labor for Installations	0	0	0	
5012	Safety Equipment	3,000	3,000	0	
5015	Operations & Maintenance Labor	255,000	310,000	55,000	3.5 FTE's for the year
5016	Non-Emergency Operations OT	40,000	22,700	-17,300	Facilities Supervisor is now Exempt
5020	Stand-by Compensation	10,950	10,950	0	
5022	Training/Certification	3,000	3,000	0	
5025	Water Treatment/Analysis	12,000	15,000	3,000	
5026	Water Treatment/Materials	10,000	10,000	0	
5030	Maintenance Contractors - Scheduled	124,000	107,795	-16,205	ClVal+Tanks+GenPump+PumpCheck+(Reservoir-Dive/Clean)+DSElectric+(ASCO)
5031	SCADA System O&M	15,000	10,000	-5,000	
5033	Unscheduled/Emergency Repairs	0	0	0	EXCLUDED - PAID FROM EMERGENCY RESERVES
5034	Equipment Maintenance	15,000	20,000	5,000	Generators + Small Tools
5035	Vehicle Maintenance	6,000	6,000	0	
5036	Fuel - All Equipment	20,000	12,000	-8,000	
5040	Equipment Rental	500	500	0	
5045	Insurance-Workers Comp.	17,500	19,000	1,500	W/C rates are projected flat for the next 3 years,
5046	Insurance-Liability	34,455	45,500	11,045	JPIA projects 15-20% annual increases for next few years
5048	Insurance-Property	4,995	5,379	384	JPIA projects 15-20% annual increases for next few years
5049	Insurance-Medical	71,500	90,330	18,830	based on actual published 2025 rates and proposed staffing
6000	Engineering Services	45,000	45,000	0	Valve Exercise (\$10k) + GIS (\$10k) + Prelim Project Design (\$25k)
6005	Raymond Basin Watermaster Fees	19,000	19,000	0	
6015	General Manager Compensation	190,612	192,932	2,320	includes 2024 performance pay + auto/phone allowance
6017	Administrative Travel	1,800	3,120	1,320	
6020	BofD Compensation	9,000	10,500	1,500	assume 12 regular and 2 special
6021	Administrative & Board Expense	2,500	5,000	2,500	GM Conference/Training for 2025
6022	Board of Directors Election	0	0	0	next election is 2025 for D1&D3, expenses will be in 2027 budget
6024	Customer/Public Information	17,000	5,724	-11,276	CV Strategies (\$0) + Streamline + Two Special Mailings
6025	PERS - KID	50,000	55,500	5,500	
6030	Social Security - KID	40,000	42,500	2,500	
6031	Medicare - KID	9,800	10,200	400	
6032	State Unemployment Tax	0	0	0	
6035	Office/Computer Supplies	7,000	7,000	0	
6036	Postage/Delivery	5,000	4,000	-1,000	no mailing about rate hearing in 2025
6040	Professional Dues	20,906	20,986	80	ACWA(\$10,635)+CUEA(\$500)+AWWA(\$500)+CRWA(\$852)+PWAG(\$7,500)
6045	Legal Services	6,000	6,000	0	
6050	Telephone/Internet/Wireless	8,500	8,500	0	
6059	Computer/Software Maintenance	10,550	12,000	1,450	HighRoad IT support+Firewall subscription + Subeca + Ampstun
6061	Office Equipment Maintenance	2,500	2,500	0	
6065	Accounting Services	7,700	7,700	0	
6070	Office & Accounting Labor	195,000	172,500	-22,500	with pay adjustments+COLA + add'l P/T support due to FEMA Recovery
6075	Professional Services	15,000	15,000	0	Payroll Processing, DigAlert, ESRI, etc - NO RATE CONSULTANT IN 2025
6076	Contract Services	44,260	47,337	3,077	Trash+Janitorial+Landscape Maint+Vosburg Toilet+Annual Brushing/Trees
6080	FMWD Admin Fees	13,853	14,546	693	assume 5% increase from previous year actual
6081	Permits/Fees	15,000	15,000	0	DDW, AQMD, LAFCO
6086	Taxes - Sales/Use	500	0	-500	
6120	Bank Service Charges	18,000	30,000	12,000	rate increase means more fees subject to processing charges
	Subtotal Operating Expenses	1,632,326	1,696,399	64,073	
	NET OPERATING INCOME	883,740	703,267	-180,473	
1504	Water Mains/Valves	0	96,500	96,500	K3/WW/PWP ICX carried over from 2024
1505	Water Tunnels	10,000	10,000	0	misc protection costs to put tunnels in standby due to Eaton Fire Damage
1511	Water Treatment Plant	0	0	0	
1512	Water Meters	25,000	25,000	0	replace 50 meters in FY 2025
1513	Electrical/Electronic Equipment	10,000	10,000	0	misc repairs allowance
1514	Computer/Office Equipment	2,500	2,500	0	
1515	Vehicles/Portable Equipment	50,000	3,134	-46,866	Ford Maverick purchased in 2024, outfitted in 2025
1516	Water Company Facilities	10,000	10,000	0	Sage Site Work + East Tank Debris Wall
1516	Water Company Facilities EATON FIRE	0	10,000	10,000	Erosion Control Measures post Fire
1517	FEMA Reimbursed Project	0	0	0	
1522	Booster Station Upgrades	0	52,500	52,500	Complete Euc B1 from 2024 (defer Glen Booster)
1527	SCADA Components	10,000	10,000	0	allow for new transducers and other repairs
1530	Tools	4,000	4,000	0	Purchase power tools for self-perform capability
	Subtotal Repair & Maint. Expenses	121,500	233,634	112,134	
	NET WATER REVENUES	762,240	469,633	-292,607	Loan Documents Require at least \$250k Net Water Revenues
2400	Existing Loan	0	200,202	200,202	assume existing loan
2400	New Loan	381,392	0	-381,392	
	NET CASH FLOW FROM OPERATIONS	380,848	269,431	-111,417	
	Capital Improvement Plan Projects				
1516	K3 Well Vault HVAC Project	0	15,000	15,000	to protect vault from overheating and well motor/VFD failure
1504	Holly Transfer Valve Station	0	10,000	10,000	\$85k project total with \$75k paid by developer of 2 lots on Doyme Road
1504	Eucalyptus Bypass Valve Retrofit	0	15,000	15,000	to automate transfer of water from Holly/Sage to Eucalyptus Zone
1516	District Storage at Office Yard	0	8,000	8,000	purchase/outfit storage shed at District HQ
1511	Fluoride Blending Far Mesa & Delores	0	0	0	DEFERRED DUE TO FIRE DAMAGE AND NO DDW APPROVAL
1517	Office Roof+Solar and Interior Storage	0	0	0	DEFERRED DUE TO EATON FIRE FISCAL IMPACT
	Subtotal Capital Projects	0	48,000	48,000	
	NET CHANGE IN CASH POSITION	380,848	221,431	-159,417	



Memo

Date: February 25, 2025

To: Board of Directors

From: Tom Majich, General Manager

Subject: Holly Booster to Transfer Valve Retrofit

Recommended Action: Approve Executing Contracts with Customer and Vendors

The Water System Evaluation and Capital Improvement Plan adopted in 2024 includes project D-1 “Holly Booster Pump Removal/Install Transfer Valve for East Tank to Holly Tanks w/ new SCADA.” This project would remove the two (2) Holly Booster pumps that were made obsolete, and have been abandoned in place, since 2015 when the Vosburg Booster Station was constructed. These pumps historically pumped from the Holly Tanks into the East Tank. The proposed project would fully remove the booster pumps and install a hydraulic control valve that would be able to deliver water from the East-West Zone into the Holly-Sage Zone should pressure in the Holly-Sage Zone require it.

The Storage Analysis included in the Water System Evaluation (Table 5-2) indicates that the Holly-Sage Zone is currently in a storage deficit; however, the Vosburg zone has a surplus greater than the Holly-Sage deficit. If this project is complete, it would allow the water needed in the Holly-Sage Zone to be delivered via gravity from the East-West Zone and the excess water in the Vosburg Zone could be pumped into the East-West Zone.

In September 2024 the developer of two single family homes on Doyne Road requested that water service be provided to these new developments. These properties are in the Holly-Sage Zone which is already in a storage deficit as established by the Water System Evaluation. In order to proceed with supplying these two new homes the Holly Transfer Valve project must be completed so that Holly-Sage Zone storage is not further impaired. The developer made a \$5,000 engineering deposit to have the project designed. Following that the project was bid out to qualified contractors. Only one contractor responded. The total project cost of the Holly Booster Bypass/Transfer Valve Project is as follows:

\$24,290 Wester Waterworks - Materials Package

\$35,977 Brkic Construction - Installation

\$13,150 Cricket Consulting: SCADA Components and Integration

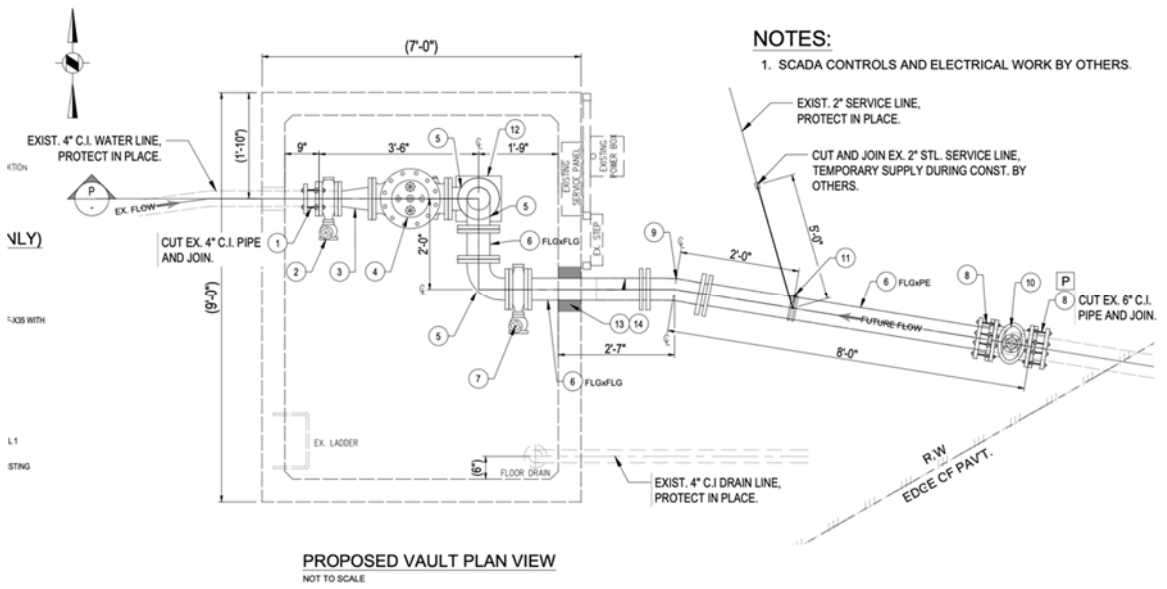
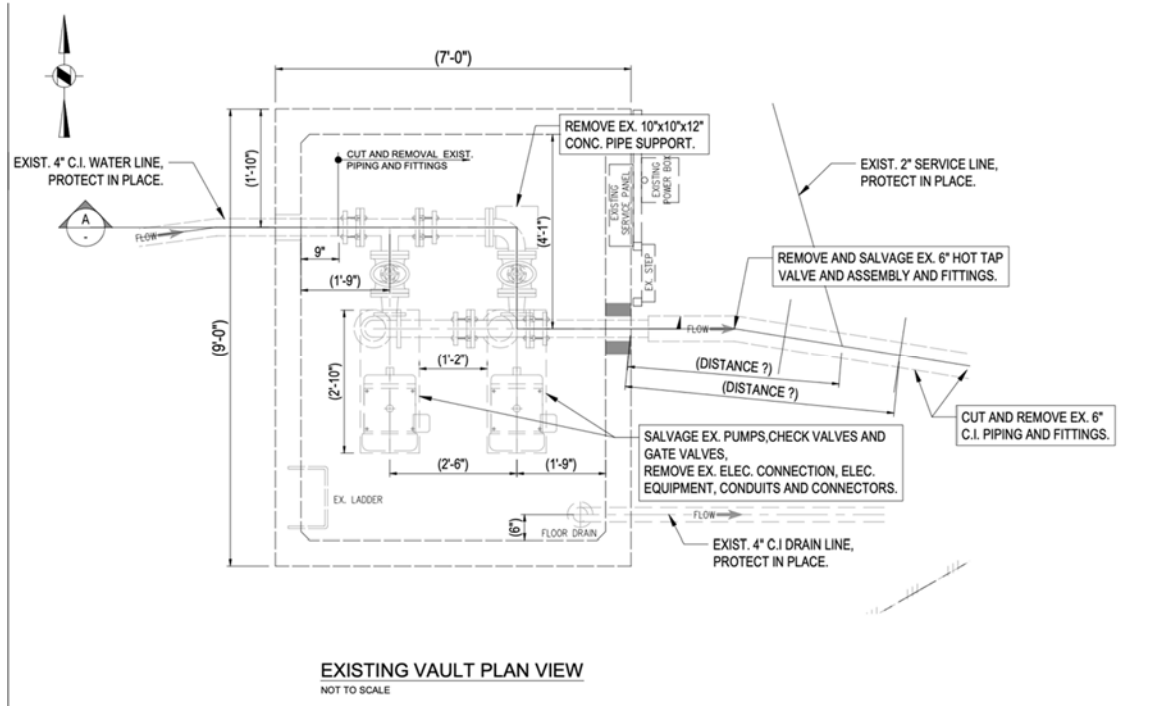
\$2,500 Electrical Safe-Off/Demo Allowance (KID to manage electrical contractor directly)

\$75,917 TOTAL PROJECT COST

The developer has agreed to contribute \$73,417 of the project cost with KID covering the cost for the electrical safe-off and removal of the existing pumps as well as any testing or inspection fees.

Summary and Conclusion

This project is an established priority in the Capital Improvement Plan. Moving forward at this time with the developer's contribution will allow this critical project to be completed immediately at a modest cost to the District. The General Manager requests the Board of Directors approval to execute an agreement with the developer and upon receipt of the deposit funds, execute any purchase orders and contracts for construction of the works with the listed vendors. The District costs are anticipated to be no more than \$10,000.



NOTES:
 1. SCADA CONTROLS AND ELECTRICAL WORK BY OTHERS.

System Water Loss Audit - January 2025

Subeca Read Date	12/31/24	1/29/25				
Subeca Read Time	8:12	1:09			Variance	
	Level	Level	Variance	Gal/Foot	Gallons	
Eucalyptus Reservoir	19.17	20.96	1.79	8,410.00	15,053.90	
Sage Tank	21.55	21.54	(0.01)	10,000.00	(100.00)	
West Tank	21.32	20.96	(0.36)	22,124.00	(7,964.64)	
Wilcox Reservoir	19.52	19.35	(0.17)	65,739.00	(11,175.63)	
Holly East	20.48	21.37	0.89	6,388.00	5,685.32	
Holly West	16.76	17.59	0.83	7,610.00	6,316.30	
Glen Reservoir	13.13	14.60	1.47	7,812.00	11,483.64	
Brown Reservoir	14.66	14.55	(0.11)	7,812.00	(859.32)	
Vosburg Reservoir	13.11	13.26	0.15	22,800.00	3,420.00	
East Tank	17.35	16.52	(0.83)	6,976.00	(5,790.08)	
				TANK VOLUME CHANGE	16,069	gallons
				TOTAL GROUNDWATER PRODUCED	16,013,932	gallons
				PWP IMPORT	1,850,552	gallons
				PWP EXPORT	(1,708,806)	gallons
				NET SYSTEM DEMAND	16,139,609	gallons
					21,577	CCF
				Metered Sales	17,334	CCF
				Loss	4,243	CCF
				Loss	3,173,777	gallons
				Loss %	19.7%	
					29,070	
				YTD Metered Sales	17,334	
				YTD Loss %	19.66%	

**WATER SAMPLE RESULTS SUMMARY
JANUARY 2025**

SAMPLE DATE	LAB	SOURCE OR DISTRIBUTION	TEST ANALYSIS	DESCRIPTION	# SAMPLES	# TESTS	RESULTS	COMMENTS
1/7/25	Clinical	Distribution	Bacteriological	Total Coliform, e.Coli	6	12	ND	Routine 1st week sample testing for bacteriological quality
1/7/25	Clinical	Distribution	General Physical	Color, Odor, Turbidity	6	18	< MCL	Color, odor, turbidity are regulated by a secondary standard to maintain aesthetic qualities such as taste, smell, & appearance.
1/7/25	Clinical	Distribution	Field	Chlorine Residual	6	6	1.27 - 1.74 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/7/25	Clinical	Distribution	Fluoride	Fluoride	6	6	0.82 - 1.3 mg/L	CA Fluoride MCL is 2.0 mg/L.
1/7/25	Clinical	Source*	Bacteriological	Total Coliform, E.coli	1	2	ND	1st week sources tested are groundwater wells - Wilcox Well
1/7/25	Clinical	Source*	Fluoride	Fluoride	1	1	1.9 mg/L	CA Fluoride MCL is 2.0 mg/L. Wilcox Well was analyzed for Fluoride.
1/16/25	Clinical	Eaton Fire - Distribution #1 (Routine)	Bacteriological	Total Coliform, E.coli	6	12	ND	1st round of 6 routine distribution sites sampled and analyzed for bacteriological quality
1/16/25	Clinical	Eaton Fire - Distribution #1 (Routine)	Bacteriological	HPC - Heterotrophic Plate Count**	6	6	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/16/25	Clinical	Eaton Fire - Distribution #1 (Routine)	Field	Chlorine Residual	6	6	0.72 - 1.34 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/16/25	Clinical	Eaton Fire - Source #2 (Routine)	Bacteriological	Total Coliform, E.coli	2	4	ND	1st round - Kinneloa #3 Well and Wilcox Well analyzed for bacteriological quality
1/16/25	Clinical	Eaton Fire - Source #2 (Routine)	Bacteriological	HPC - Heterotrophic Plate Count**	2	2	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).

**WATER SAMPLE RESULTS SUMMARY
JANUARY 2025**

1/16/25	Clinical	Eaton Fire - Distribution #3 (Burnouts)	Bacteriological	Total Coliform, E.coli	4	8	ND	1st round of 4 burnout sites were sampled and analyzed for bacteriological quality
1/16/25	Clinical	Eaton Fire - Distribution #3 (Burnouts)	Bacteriological	HPC - Heterotrophic Plate Count**	4	4	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/16/25	Clinical	Eaton Fire - Distribution #3 (Burnouts)	Field	Chlorine Residual	4	4	0.73 - 1.27 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/16/25	Clinical	Eaton Fire - Distribution #4 (Tanks & Reservoirs)	Bacteriological	Total Coliform, E.coli	8	16	ND	1st round of 8 tanks & reservoir sites were sampled and analyzed for bacteriological quality
1/16/25	Clinical	Eaton Fire - Distribution #4 (Tanks & Reservoirs)	Bacteriological	HPC - Heterotrophic Plate Count**	8	8	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/16/25	Clinical	Eaton Fire - Distribution #4 (Tanks & Reservoirs)	Field	Chlorine Residual	8	8	0.72 - 1.26 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/16/25	Stetson Weck	Eaton Fire - Distribution (VOC sites)	VOCs	VOC - Volatile Organic Compounds (Benzene)	15	975	ND	15 selected sites within distribution system were analyzed for VOCs, particularly Benzene. A total of 65 VOCs were analyzed per sample.
1/17/25	Clinical	Eaton Fire - Distribution #5 (Routine)	Bacteriological	Total Coliform, E.coli	6	12	ND	2nd round of 6 routine distribution sites sampled and analyzed for bacteriological quality
1/17/25	Clinical	Eaton Fire - Distribution #5 (Routine)	Bacteriological	HPC - Heterotrophic Plate Count**	6	6	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/17/25	Clinical	Eaton Fire - Distribution #5 (Routine)	Field	Chlorine Residual	6	6	0.53 - 1.16 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/17/25	Clinical	Eaton Fire - Source #6 (Routine)	Bacteriological	Total Coliform, E.coli	2	4	ND	2nd round - Kinneloa #3 Well and Wilcox Well sampled and analyzed for bacteriological quality
1/17/25	Clinical	Eaton Fire - Source #6 (Routine)	Bacteriological	HPC - Heterotrophic Plate Count**	2	2	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/17/25	Clinical	Eaton Fire - Distribution #7 (Burnouts)	Bacteriological	Total Coliform, E.coli	4	8	ND	2nd round of 4 burnout sites sampled and analyzed for bacteriological quality

**WATER SAMPLE RESULTS SUMMARY
JANUARY 2025**

1/17/25	Clinical	Eaton Fire - Distribution #7 (Burnouts)	Bacteriological	HPC - Heterotrophic Plate Count**	4	4	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/17/25	Clinical	Eaton Fire - Distribution #7 (Burnouts)	Field	Chlorine Residual	4	4	0.89 - 1.86 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/17/25	Clinical	Eaton Fire - Distribution #8 (Tanks & Reservoirs)	Bacteriological	Total Coliform, E.coli	8	16	ND	2nd round of 8 tanks & reservoir sites sampled and analyzed for bacteriological quality
1/17/25	Clinical	Eaton Fire - Distribution #8 (Tanks & Reservoirs)	Bacteriological	HPC - Heterotrophic Plate Count**	8	8	ND	MCL for HPC analysis is < 500 CFU/ml (colony-forming units per millilitre).
1/17/25	Clinical	Eaton Fire - Distribution #8 (Tanks & Reservoirs)	Field	Chlorine Residual	8	8	0.62 - 1.30 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/22/25	Clinical	Distribution	Bacteriological	Total Coliform, E.coli	6	12	ND	Routine 3rd week sample testing for bacteriological quality
1/22/25	Clinical	Distribution	Field	Chlorine Residual	6	6	1.31 - 1.83 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/22/25	Clinical	Source*	Bacteriological	Total Coliform, E.coli	1	2	ND	3rd week sources tested are groundwater wells - Kinneloa #3 Well
1/22/25	Clinical	Source*	Fluoride	Fluoride	1	1	0.83 mg/L	CA Fluoride MCL is 2.0 mg/L. Kinneloa #3 Well was analyzed for Fluoride
1/24/25	Weck	Eaton Fire - Distribution #1 (Dove Creek)	Bacteriological	Total Coliform, E.coli	2	4	ND	1st round of Dove Creek sampling for bacteriological quality
1/24/25	Weck	Eaton Fire - Distribution #1 (Dove Creek)	Field	Chlorine Residual	2	2	1.89 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/24/25	Weck	Eaton Fire - Source #2 (Dove Creek)	Bacteriological	Total Coliform, E.coli	2	4	ND	1st round of K3 Well sampling for bacteriological quality
1/24/25	Stetson Weck	Eaton Fire - Distribution (Dove Creek VOC sites)	VOCs	VOC - Volatile Organic Compounds (Benzene)	5	325	ND	4 selected sites plus 1 trip blank sample in Dove Creek service area were analyzed for VOCs, particularly Benzene. A total of 65 VOCs were analyzed per sample.

**WATER SAMPLE RESULTS SUMMARY
JANUARY 2025**

1/25//25	Weck	Eaton Fire - Distribution #3 (Dove Creek)	Bacteriological	Total Coliform, E.coli	2	4	ND	2nd round of Dove Creek sampling for bacteriological quality
1/25//25	Weck	Eaton Fire - Distribution #3 (Dove Creek)	Field	Chlorine Residual	2	2	1.57 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
1/25/25	Weck	Eaton Fire - Source #4 (Dove Creek)	Bacteriological	Total Coliform, E.coli	2	4	ND	2nd round of K3 Well sampling for bacteriological quality

Total Samples 188 1542

NOTES:

*All source groundwater tunnels were diverted to spreading on 12/01/2023. Delores Tunnel was turned into the system on 5/1/2024, but burned in Eaton Fire. Eaton Fire 1/7/25 - 1/8/25.

< MCL = less than Maximum Contaminant Level, ND = not detected, mg/L = milligrams per liter, ug/L = micrograms per liter, A = Absence

**HPC measures heterotrophic bacteria and presence indicates issues with quality of raw water or bacterial regrowth in the distribution system.

General Manager's Report for the Board of Directors Meeting on February 25, 2025

I. Customer Account Information

- A. Customer Accounts – as of 2/22/2025
 Active accounts: 552 (less 40 lost in Eaton Fire)
 Delinquent accounts receiving late charges: 8
 Accounts shut off for non-payment: 0

II. Customer Care Report

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
8	1	0	0	34	Main Break on Windover repaired 2/18/25

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

III. General Manager's Projects and Activities

- A. Meetings/Outreach/Key Contacts
1. FMWD Manager Meeting Semi-Weekly
 2. CalOES Drinking Water Working Group meeting weekly
 3. Presented at Supervisor Barger Altadena Community Meeting on 2/24/25
 4. Weekly FEMA Coordinator Meeting
 5. Weekly Watershed Response Meeting
 6. Ongoing Pasadena Glen Creek hazard mitigation
- B. Grant Funding Opportunities
1. Cal OES State and Local Cybersecurity Grant Program (SLCGP) – proposals due 9/27/24. Up to \$250k per agency. Proposal Submitted, pending response. **Received notice December 24, 2024 that we were not selected for this grant.**
 2. Bureau of Reclamation WaterSMART – Small-Scale Water Efficiency Projects Grants for Fiscal Year 2025 – applications due 1/14/2025; up to \$100k matching. **KID did not submit due to level of effort required.**
 3. Hazard Mitigation Grants: KID staff are monitoring EPA BRIC (Building Resilient Infrastructure and Communities) grant opportunities to apply once the PWAG Multi-Agency Hazard Mitigation Plan is complete and approved.
- C. Office Staff Updates
1. **Converted phone system to Google Voice using auto attendant and voicemail to email service.**
 2. **Working with Subeca to refine alert notifications for increased staff productivity.**
 3. **Setup CalPERS 457b plan with initial contributions made in November.**
 4. **Both Administrative Coordinator and System Coordinator have been moved to 32 hour per week full time schedules beginning 1/1/2025. Regular work week is Monday through Thursday.**

D. System Project Updates

- 1. Continuing meter maintenance/replacement.**
- 2. Holly Transfer Valve project expected to commence and complete in March 2025**
- 3. New York Drive Interconnection Project expected to commence in March 2025 and be completed in April 2025.**
- 4. Brown-Glen Pipeline Project intended to start in 2025, plans and permits being reviewed.**
- 5. K3 Well Pump Rehab Project intended to start December 2025, in planning stages now.**
- 6. Eucalyptus Booster 1 Overhaul scheduled for March/April 2025.**

E. Regulatory Compliance and Reporting

1. CLEAN FLEETS REPORT DUE APRIL 1, 2024, submitted.
2. Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23. Revised permit application and blending plan submitted to DDW on 12/5/24.
3. Monthly Water Quality Reporting – Monthly reporting due by the 10th of each month.
4. Water Quality Emergency Notification Plan – annual requirement, filed timely in March 2024
5. Electronic Annual Report for 2023 (eAR) – submitted.
6. Drought and Conservation Report – required per Order No. DDW_HQ_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly. 2024Q4 report was filed timely.
7. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
8. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
9. SB 1020 – Clean Energy, Jobs, and Affordability Act of 2022 – requires 100% of all state agency electricity consumption to be from renewable and carbon neutral sources by 2035.

* Acronyms:

ACWA – Association of California Water Agencies
ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
CSDA – California Special Districts Association
CUEA – California Utilities Emergency Association
DDW – Dept. of Drinking Water
DWR – Dept. of Water Resources
FMWD – Foothill Municipal Water District
KID – Kinneloa Irrigation District
LAFCO – Local Agency Formation Commission of Los Angeles County
PWAG – Public Water Agencies Group
RBMB – Raymond Basin Management Board
SWRCB – State Water Resources Control Board
LCRR – Lead and Copper Rule Revisions

IV. Water Supply Summary as of 1/31/25 for the Watermaster Year 2024-2025

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
1955 Decreed Rights	516	Holly High-Low	0.0
Less Pasadena Subarea 30% Reduction in Water Rights	-154.8	Eucalyptus	0.0
Net Effective Decreed Rights	361.2		
Prior Year Carryover	51.6	Far Mesa	0.0
Leases/Exchanges	0	House	0.0
Prior Year Spreading	372.2	Delores	78.2
Short Term Storage	248.4		
Total Allowable Extractions	1,033.4		
Less Water Extracted YTD This Watermaster Year	-370.8	Year to Date Tunnel Production	78.2
Remaining Allowable Groundwater Extractions through June 2024	662.6	Remaining Estimated Tunnel Production through June 2025	0.0
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)		662.6 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2025		-200.0 Acre Feet	
Estimated Surplus Water through June 2025**		462.6 Acre Feet	

YTD Water Production (KID+PWP) for Current Water Year = 458.3Acre Feet

YTD Water Deliveries (KID+PWP) for Current Water Year = 406.8 Acre Feet (11.2% loss)

Total Retail Water Sales for Watermaster Year 2023-2024 = 474.8 Acre-Feet

Total Retail Water Sales for Watermaster Year 2022-2023 = 493.2 Acre-Feet

** This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. *Current Agreement with City of Pasadena for sale of excess groundwater expires June 30, 2025.*