

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – NOVEMBER 15, 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. SELECTION OF AUDITOR**
- 4. REVIEW GENERAL MANAGER’S REPORT**
- 5. REVIEW MINUTES** – October 18, 2011
- 6. REVIEW FINANCIAL REPORTS** – October 31, 2011
- 7. ITEMS FOR NEXT AGENDA**
- 8. CALENDAR** – December 20, 2011  
January 17, 2012  
February 21, 2012
- 9. 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 November 15, 2011

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

- A. SMV/Windover Pipeline Project – The project has been completed. We are waiting for as-built drawings and other documentation before payment of retention amount.

## II. Customer Service and Office Operations

- A. Delinquent Accounts –

- 18 accounts received termination letter
- 13 accounts received door hanger shut off notice
- 0 accounts were shut off for non-payment
- 1 account remains off for non-payment

- B. Information Technology – As mentioned orally at the last meeting, Server 02 shut down on October 17<sup>th</sup> due to a catastrophic failure which was subsequently diagnosed to most likely be a failed motherboard. This computer has been the primary database and document storage computer for nearly seven years and was scheduled to be replaced in the first quarter of 2012 with Server 03. The new computer was purchased to facilitate the installation and implementation of the new billing software as well as the recognition that Dell only provides complete technical support and parts for five years. Thereafter parts and service are only available from third party vendors. Due to its age and a repair cost estimated to be \$700 to \$1,000, it is not economically feasible to repair it.

Because of our redundant backup process, no data was lost. However it took an extreme effort to get the old billing system fully operational on the new Server 03 to facilitate business as usual. Some procedures needed to be changed since the outdated legacy programs used on Server02 in conjunction with the billing system could not be installed on Server 03.

## III. General Manager's Highlights

- A. Billing System – The process for replacing the billing system software has begun as shown on the attached implementation schedule. Completed tasks are shown in strike-through type.
- B. Leased Water Rights – The City of Alhambra has approved the lease of 93 acre feet at a cost of \$300 per acre foot for a total cost of \$27,900.00. This expense is in the 2011 budget.

## IV. System Operations

- A. K-3 Well – Chris is working on the chlorine generator to determine why the concentration of the solution is lower than normal. The generating cell might need to be replaced. In the meantime there is no serious operation problem other than it takes injection of more solution into the well discharge to provide the desired chlorine residual.

## Kinneloa Irrigation District (KID)

### Able Software (Utility Star Basic) Project Implementation Plan

Blue highlighted text indicates project tasks requiring KID personnel involvement

ID	Project Task	Duration	Start	Finish	Responsibility	Comments
0	<b>Utility Star Implementation Plan</b>	<b>80 days</b>	<b>Mon 10/17/11</b>	<b>Fri 2/10/12</b>		
1	<b>Project Analysis Sprint</b>	<b>5 days</b>	<b>Mon 10/17/11</b>	<b>Fri 10/21/11</b>		
2	Functional Review	1 day	Mon 10/17/11	Mon 10/17/11	ASI/KID	Identify legacy billing system functionality and workflow processing for incorporation into Utility Star Platinum
3	Interface Review	1 day	Tue 10/18/11	Tue 10/18/11	ASI/KID	
4	Processes Review	1 day	Wed 10/19/11	Wed 10/19/11	ASI/KID	Analyze and discuss how to best implement the new system and incorporate desired functionalities
5	Review Scope and Schedule	2 days	Thu 10/20/11	Fri 10/21/11	ASI/KID	Requires customer user information to update and complete final project plan
6	<b>Software Modifications Sprint</b>	<b>15 days</b>	<b>Mon 10/24/11</b>	<b>Fri 11/11/11</b>		
7	Modification Design for functional gaps	3 days	Mon 10/24/11	Wed 10/26/11	ASI/KID	Discussion of legacy system functionality
8	Modification Development	6 days	Thu 10/27/11	Thu 11/3/11	ASI	
9	Modification Internal Testing	6 days	Fri 11/4/11	Fri 11/11/11	ASI	
10	<b>Interface Development Sprint</b>	<b>15 days</b>	<b>Mon 11/14/11</b>	<b>Tue 12/6/11</b>		
11	Interface design for functional gaps	3 days	Mon 11/14/11	Wed 11/16/11	ASI/KID	Discussion of interface design and functionality
12	Interface Development	6 days	Thu 11/17/11	Mon 11/28/11	ASI	
13	Interface Internal Testing	6 days	Tue 11/29/11	Tue 12/6/11	ASI	
14	<b>Initial Database Conversion Sprint</b>	<b>5 days</b>	<b>Wed 12/7/11</b>	<b>Tue 12/13/11</b>		
15	Data Conversion	4 days	Wed 12/7/11	Mon 12/12/11	ASI	Conversion of legacy billing data to Utility Star Platinum format
16	Converted Database Submission	1 day	Tue 12/13/11	Tue 12/13/11	ASI	
17	<b>Product Installation and Configuration Sprint</b>	<b>2 days</b>	<b>Wed 12/14/11</b>	<b>Thu 12/15/11</b>		
18	Delivery of Product CD	0.25 days	Wed 12/14/11	Wed 12/14/11	ASI	Deployment of Utility Star Platinum to the server and client workstations
19	Product Installation	1 day	Wed 12/14/11	Wed 12/14/11	ASI	
20	Product Configuration	1 day	Thu 12/15/11	Thu 12/15/11	ASI	
21	Training	3 days	Fri 12/16/11	Tue 12/20/11	ASI/KID	User training with Able Software personnel
22	<b>2nd Database Conversion Sprint</b>	<b>4 days</b>	<b>Wed 12/21/11</b>	<b>Wed 12/28/11</b>		
23	Data Conversion	3 days	Wed 12/21/11	Tue 12/27/11	ASI	Conversion of legacy billing data to Utility Star Platinum format
24	Converted Database Submission	1 day	Wed 12/28/11	Wed 12/28/11	ASI	
25	<b>Report Customization Sprint</b>	<b>9 days</b>	<b>Thu 12/29/11</b>	<b>Wed 1/11/12</b>		
26	Report Customization Design	3 days	Thu 12/29/11	Tue 1/3/12	ASI/KID	Discussion of report design and requirements
27	Delivery of Report Customization design specification	1 day	Wed 1/4/12	Wed 1/4/12	ASI	
28	Report Customization	5 days	Thu 1/5/12	Wed 1/11/12	ASI	Bill formats, user-defined reports, custom reports required by client
29	<b>System Testing Sprint</b>	<b>8 days</b>	<b>Thu 1/12/12</b>	<b>Mon 1/23/12</b>		
30	Unit Tests	2 days	Thu 1/12/12	Fri 1/13/12	ASI	Routine system tests to ensure software integrity
31	System Tests	2 days	Mon 1/16/12	Tue 1/17/12	ASI	
32	User Acceptance Test Design	1 day	Wed 1/18/12	Wed 1/18/12	ASI/KID	Propose testing methodology to users
33	Delivery of User Acceptance Test Plan	1 day	Thu 1/19/12	Thu 1/19/12	ASI	
34	User Acceptance Test	2 days	Fri 1/20/12	Mon 1/23/12	ASI/KID	Test a small subset of data to ensure accuracy of billing process
35	<b>Final Database Conversion Sprint</b>	<b>4 days</b>	<b>Tue 1/24/12</b>	<b>Fri 1/27/12</b>		
36	Data Conversion	3 days	Tue 1/24/12	Thu 1/26/12	ASI	
37	Converted Database Submission	1 day	Fri 1/27/12	Fri 1/27/12	ASI	Final conversion requires users to keep track of data changes within this period
38	<b>Parallel Testing</b>	<b>9 days</b>	<b>Mon 1/30/12</b>	<b>Thu 2/9/12</b>		
39	<b>Week 1 Parallel Test</b>	<b>4 days</b>	<b>Mon 1/30/12</b>	<b>Thu 2/2/12</b>		
40	Parallel Testing	4 days	Mon 1/30/12	Thu 2/2/12	ASI/KID	
41	<b>Week 2 Parallel Test</b>	<b>5 days</b>	<b>Fri 2/3/12</b>	<b>Thu 2/9/12</b>		
42	Parallel Testing	5 days	Fri 2/3/12	Thu 2/9/12	ASI/KID	
43	Go-Live	1 day	Fri 2/10/12	Fri 2/10/12	ASI/KID	System testing completed. Utility Star Platinum begins running in "Live Production Mode"

**Total Project Duration**

**80 days**

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
OCTOBER 18, 2011**

**MEMBERS PRESENT:** Directors Barkhurst, 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, Steven Sorell at 1935 hours. He noted that there was a quorum present. The Agenda was unanimously approved as presented.

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

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

The **General Manager** reported that in addition to the written report-

--He had conducted a 5 hour tour of all the facilities with the Sanitary Engineer from the California Department of Public Health and a written report will be sent to the District

--The Air Conditioner had failed last week and the unit was replaced at the cost of approximately \$2800.

-- Computer Server 2 failed on Monday and he is in the process of transferring data from the backups to Server 3.

**Director Sorell** questioned as to what backup system exists and the **General Manager** replied that the first level of backup is an external drive that continuously backs up all new and changed files using Memeo backup software. Secondly, the billing system database was being backed up to the new Server 3 daily at 2:00 A.M. in anticipation of the eventual retirement of Server 2. Thirdly, selected critical database and document files are backed up continuously to the Internet-based Carbonite backup service.

**Director Kilburn** reported that the property on Doyne Road is in Escrow and the General Manager was directed to submit an invoice to the Escrow Agency for the Engineering Services that have not been paid.

**REVIEW OF MINUTES:**

The minutes of October 20, 2011 were unanimously approved as submitted.

**REVIEW OF FINANCIAL REPORTS:**

**Director Barkhurst** reviewed the Financial Reports noting that the income was higher than budget for the month of September. The Financial Reports were unanimously approved as presented.

**ITEMS FOR NEXT AGENDA:**

Progress Reports on New Billing System.

**ADJOURNMENT:**

The meeting was adjourned at 2000 hours. The next meeting will be on November 15, 2011.

Respectfully submitted,

Shirley Burt  
Secretary to the Board

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Ten Months Ending October 31, 2011**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
4000 Water Sales	\$ 106,598.28	\$ 105,000.00	\$ 997,138.18	\$ 996,250.00
4015 Wholesale Water Sales	0.00	0.00	135,246.41	0.00
4020 Service Charges	8,678.25	833.33	16,080.78	8,333.30
4035 Interest-Reserve Fund	118.03	600.00	3,792.60	6,000.00
4050 Capacity Charge	0.00	0.00	0.00	9,000.00
<b>Total Revenues</b>	<b>115,394.56</b>	<b>106,433.33</b>	<b>1,152,257.97</b>	<b>1,019,583.30</b>
<b>Expenses</b>				
5005 Electricity	7,592.96	8,800.00	76,999.46	85,800.00
5010 Maintenance Supplies	917.82	2,333.33	29,317.37	23,333.30
5012 Safety Equipment	0.00	200.00	1,170.81	2,000.00
5015 Operations & Maintenance Labor	12,749.13	13,500.00	144,468.34	133,500.00
5020 Stand-by Compensation	720.00	625.00	6,150.00	6,250.00
5022 Training/Certification	0.00	200.00	493.28	2,000.00
5025 Water Treatment/Analysis	2,690.20	1,833.33	18,002.14	18,333.30
5030 Maintenance Contractors	6,296.89	9,750.00	103,557.42	97,500.00
5034 Equipment Maintenance	0.00	500.00	3,734.28	5,000.00
5035 Vehicle Maintenance	21.70	300.00	3,696.60	3,000.00
5036 Fuel - All Equipment	874.36	1,000.00	12,395.43	10,000.00
5045 Insurance-Workers Compensation	0.00	0.00	681.00	9,000.00
5046 Insurance-Liability	1,158.50	1,833.33	20,349.22	18,333.30
5048 Insurance-Property	178.50	208.33	1,438.50	2,083.30
5049 Insurance-Medical	3,711.62	3,166.67	35,905.88	31,666.70
6000 Engineering Services	500.00	2,000.00	13,953.10	20,000.00
6005 Watermaster Services	878.92	1,000.00	8,809.18	10,000.00
6015 Administrative Salary	10,004.40	10,609.64	100,044.00	104,280.68
6016 Administrative Bonus	0.00	0.00	3,000.00	0.00
6017 Administrative Travel	801.62	416.67	4,099.82	4,166.70
6020 BofD Compensation	400.00	500.00	4,000.00	5,600.00
6021 Administrative & Board Expense	0.00	208.33	2,338.54	2,083.30
6024 Customer/Public Info. Prog.	0.00	333.33	1,647.37	3,333.30
6025 PERS - KID	1,118.68	1,100.00	10,787.14	10,700.00
6030 Social Security - KID	2,027.42	2,300.00	22,497.18	22,700.00
6035 Office/Computer Supplies	206.65	750.00	4,462.45	7,500.00
6036 Postage/Delivery	272.35	500.00	3,907.45	5,000.00
6040 Professional Dues	539.08	583.33	5,985.80	5,833.30
6045 Legal Services	93.75	1,250.00	3,030.56	12,500.00
6050 Telephone	430.76	333.33	4,322.80	3,333.30
6051 Mobile Telephone	179.28	150.00	1,961.02	1,500.00
6052 Pagers	18.92	20.00	190.00	200.00
6053 Internet Service	189.89	83.33	882.15	833.30
6059 Computer/Software Maintenance	6,416.95	833.33	7,626.94	8,333.30
6061 Office Equipment Maintenance	0.00	83.33	400.00	833.30
6065 Accounting Services	0.00	0.00	6,200.00	7,000.00
6070 Office Labor	3,638.88	4,000.00	37,428.48	40,000.00
6075 Outside Services	1,151.41	1,666.67	11,475.86	16,666.70
6080 Capital Improvement Fees	(51.40)	0.00	(462.60)	0.00
6081 Permits/Fees	0.00	208.33	2,623.56	2,083.30
6120 Bank Service Charges	191.67	250.00	1,921.84	2,500.00
<b>Total Expenses</b>	<b>65,920.91</b>	<b>73,429.61</b>	<b>721,492.37</b>	<b>744,780.38</b>
<b>Net Income</b>	<b>49,473.65</b>	<b>33,003.72</b>	<b>430,765.60</b>	<b>274,802.92</b>

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Ten Months Ending October 31, 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	212,500.00
1506 K-3 Well	0.00	0.00	12,614.51	15,000.00
1509 Wilcox Well/Wilcox Booster	0.00	0.00	0.00	15,000.00
1511 WaterTreatment Plant	0.00	0.00	1,872.35	5,400.00
1512 Trans. & Dist. Plant Meters	0.00	1,666.67	3,103.53	16,666.70
1513 Electrical/Electronic Equip.	0.00	2,083.33	8,518.37	20,833.30
1514 Computer/Office Equipment	0.00	416.67	1,911.11	4,166.70
1516 Water Company Facilities	0.00	2,500.00	0.00	10,000.00
1517 KID Office	2,840.00	0.00	2,840.00	0.00
1520 Glen Reservoir/Booster	0.00	0.00	24,190.86	16,000.00
1522 Eucalyptus Booster Station	0.00	2,500.00	0.00	25,000.00
1523 Construction in Progress	64,012.75	0.00	552,478.68	0.00
1527 SCADA Equipment	0.00	1,000.00	7,603.43	10,000.00
1530 Tools	0.00	200.00	2,281.20	2,000.00
2400 Truck Loan Payable	0.00	0.00	19,880.82	19,881.00
<b>Total Other Expenditures</b>	<b>66,852.75</b>	<b>31,616.67</b>	<b>637,294.86</b>	<b>372,447.70</b>
<b>Total Increase or (Drawdown)</b>	<b>\$ (17,379.10)</b>	<b>\$ 1,387.05</b>	<b>\$ (206,529.26)</b>	<b>\$ (97,644.78)</b>

**Kinneloa Irrigation District**  
**Balance Sheet**  
**October 31, 2011**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 206,622.78
1012	Reserve Fund-LAIF	117,498.33
1014	Reserve Fund-CalTRUST	258,116.12
1015	Accr. Int./Price Adj.-CalTRUST	(243.89)
1016	Accrued Interest-LAIF	42.50
1100	Accts. Receivable-Water Sales	67,373.37
1101	Accts. Receiv.-Service Charges	8,678.25
1190	Allowance for Bad Debts	855.13
1200	Inventory	20,000.00
1340	Accrued Water Sales	97,316.41
1350	Prepaid Insurance	13,196.29
1360	Prepaid Expenses	10,375.66
		799,830.95
	Total Current Assets	799,830.95

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	1,647,012.03
1505	Water Tunnels	705,985.75
1506	K-3 Well	82,848.37
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	83,486.82
1510	Interconnections	14,203.27
1511	Water Treatment Plant	173,917.32
1512	Trans. & Dist. Plant Meters	63,774.00
1513	Electrical/Electronic Equip.	211,093.34
1514	Computer/Office Equipment	44,172.53
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	60,079.20
1517	KID Office	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
1523	Construction in Progress	569,553.09
1526	Vosburg Booster	12,590.00
1527	SCADA Equipment	196,172.05
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	4,730.78
1600	Accum. Depreciation	(2,693,534.12)
		4,472,734.26
	Total Property and Equipment	4,472,734.26
	Total Assets	\$ 5,272,565.21

**Kinneloa Irrigation District**  
**Balance Sheet**  
**October 31, 2011**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 15,663.91	
2272	Job Deposits	3,150.00	
2290	Accrued Vacation	10,817.70	
	Total Current Liabilities		29,631.61

**Long-Term Liabilities**

2400	Truck Loan Payable	34,514.29	
	Total Long-Term Liabilities		34,514.29
	Total Liabilities		64,145.90

**Capital**

3040	Fund Balance	4,777,653.71	
	Net Income	430,765.60	
	Total Capital		5,208,419.31
	Total Liabilities & Capital		\$ 5,272,565.21



**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the ten Months Ended October 31, 2011**

	Current Month	Year to Date
<b>Cash Flows from operating activities</b>		
Net Income	\$ 49,473.65	\$ 430,765.60
<b>Adjustments to reconcile net income to net cash provided by operating activities</b>		
1100 Accts. Receivable-Water Sales	(22,251.25)	(29,352.43)
1101 Accts. Receiv.-Service Charges	(8,678.25)	20,193.76
1190 Allowance for Bad Debts	0.00	(8,983.45)
1350 Prepaid Insurance	1,337.00	3,771.92
1360 Prepaid Expenses	(848.00)	1,386.98
2000 Accounts Payable	(1,737.91)	(7,227.20)
2271 Deposits-Construction Meters	(850.00)	(850.00)
2272 Job Deposits	0.00	650.00
2273 Job Deposits-Doyne Rd.	0.00	(20,000.00)
	<hr/>	<hr/>
Total Adjustments	(33,028.41)	(40,410.42)
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<b>Net Cash provided by Operations</b>	<b>16,445.24</b>	<b>390,355.18</b>
	<hr/>	<hr/>
<b>Cash Flows from investing activities</b>		
<b>Used For</b>		
1506 K-3 Well	0.00	(12,614.51)
1511 WaterTreatment Plant	0.00	(1,872.35)
1512 Trans. & Dist. Plant Meters	0.00	(3,166.65)
1513 Electrical/Electronic Equip.	0.00	(8,518.37)
1514 Computer/Office Equipment	0.00	(1,911.11)
1517 KID Office	(2,840.00)	(2,840.00)
1520 Glen Reservoir/Booster	0.00	(24,190.86)
1523 Construction in Progress	(64,012.75)	(552,483.09)
1527 SCADA Equipment	0.00	(7,603.43)
1530 Tools	0.00	(2,281.20)
	<hr/>	<hr/>
Net cash used in investing	(66,852.75)	(617,481.57)
	<hr/>	<hr/>
<b>Cash Flows from financing activities</b>		
<b>Proceeds From</b>		
<b>Used For</b>		
2400 Truck Loan Payable	0.00	(19,880.82)
	<hr/>	<hr/>
Net cash used in financing	0.00	(19,880.82)
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<b>Net increase (decrease) in cash</b>	<b>\$ (50,407.51)</b>	<b>\$ (247,007.21)</b>
	<hr/>	<hr/>
<b>Summary</b>		
Cash Balance at End of Period	\$ 679,352.25	\$ 679,352.25
Cash Balance at Beg. of Period	(729,759.76)	(926,291.93)
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<b>Net Increase (Decrease) in Cash</b>	<b>\$ (50,407.51)</b>	<b>\$ (246,939.68)</b>
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## Aged Receivables Report -- Previous 12 Months

ACCOUNTING PERIOD	CURRENT PERIOD	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL BALANCE	LATE PAYMENT CHARGES
NOVEMBER 2010	\$27,813 251	\$3,922 60	\$2,993 22	\$3,486 12	\$38,213	\$659.51 38 Accts
DECEMBER 2010	\$31,464 276	\$3,003 61	\$66 23	\$3,488 13	\$38,021	\$372.05 22 Accts
JANUARY 2011	\$28,163 281	\$2,537 63	\$754 22	\$838 16	\$32,293	\$480.29 29 Accts.
FEBRUARY 2011	\$38,168 323	\$3,153 77	\$557 19	\$1,218 13	\$43,096	\$536.18 33 Accts.
MARCH 2011	\$26,868 247	\$2,601 61	-\$709 22	\$2,331 11	\$31,092	\$345.74 21 Accts.
APRIL 2011	\$71,105 312	\$851 61	\$1,592 18	\$972 13	\$74,520	\$341.45 21 Accts.
MAY 2011	\$72,917 289	\$38,282 47	\$135 15	\$2,497 12	\$113,831	\$385.86 24 Accts.
JUNE 2011	\$81,228 320	\$5,233 76	\$1,058 27	\$2,717 11	\$90,236	\$738.13 45 Accts.
JULY 2011	\$64,746 327	\$36,816 67	\$568 19	\$1,903 11	\$104,033	\$566.89 35 Accts
AUGUST 2011	\$47,152 252	\$2,461 73	\$901 15	\$2,216 12	\$52,731	\$493.34 30 Accts
SEPTEMBER 2011	\$37,028 228	\$4,821 59	\$237 19	\$2,127 11	\$44,213	\$512.55 30 Accts
OCTOBER 2011	\$48,106 212	\$13,256 72	\$4,342 20	\$1,670 5	\$67,373	\$383.27

**Kinneloa Irrigation District**  
**Check Register**  
For the Period From October 1, 2011 to October 31, 2011

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
10/4/11	6755	A&B Electric	2,777.43	reconnect Vosburg Flo-Loc and K-3 VFD
10/4/11	6756	ACWA/JPIA	2,771.00	worker's compensation for 3rd quarter
10/4/11	6757	Ameripride Uniform Servic	77.70	rag service
10/4/11	6758	Cook Paging, Inc.	18.92	paggers
10/4/11	6759	Red Supply	22.29	maintenance supplies
10/4/11	6760	Specialty Services	275.00	janitorial service
10/4/11	6761	Underground Service Alert	7.50	dig alerts
10/4/11	6762	Utility Service Co., Inc.	3,651.97	tank maintenance
10/4/11	EFT1221	AT&T	63.72	telephone
10/4/11	EFT1222	Calif. Public Employees Re	2,494.16	CalPERS
10/4/11	EFT1223	Pasadena Municipal Servic	1,376.22	electricity
10/4/11	EFT1224	Southern California Edison	7,876.52	electricity
10/4/11	EFT1225	Verizon Wireless	185.48	mobile phones
10/4/11	6763	AAA Backflow Device Tes	477.21	backflow repair
10/17/11	6764	Able Software, Inc.	6,267.00	1/3 of billing software upgrade
10/17/11	6765	ACWA Health Benefits Au	4,245.44	health insurance
10/17/11	6766	Alert Communications, Inc	78.00	answering service
10/17/11	6767	Athens Services	129.38	trash pickup
10/17/11	6768	Civiltec Engineering, Inc.	500.00	fire flow test
10/17/11	6769	Clinical Laboratory, San B	1,004.00	water analysis
10/17/11	6770	Stephen Doreck Equipment	60,909.75	Windover/SMV project progress payment
10/17/11	6771	Lagerlof,Senecal,Bradley,C	93.75	review resolution
10/17/11	6772	McMaster Carr	51.00	maintenance supplies
10/17/11	6773	Monrovia Mailing Compan	367.44	billing statements and postage
10/17/11	6774	Western Water Works	438.70	maintenance supplies
10/17/11	EFT1226	Arco Gaspro Plus	874.36	truck gas
10/17/11	EFT1227	Charter Communications	79.99	Internet
10/18/11	EFT1245	Christopher A. Burt	2,351.77	salary
10/18/11	EFT1246	Shirley L. Burt	1,323.10	salary
10/18/11	EFT1247	Melvin L. Matthews	3,315.68	salary
10/18/11	64982764	Brian L. Fry	1,544.76	salary
10/18/11	64982765	Felix Galindo	395.44	salary
10/18/11	64982766	Chris J. Mellinger	294.27	salary
10/18/11	EFT1248	Christopher A. Burt	150.00	salary
10/18/11	EFT1249	ADP	55.48	payroll processing
10/18/11	EFT1250	ADP	4,056.33	payroll taxes and withholding
10/20/11	EFT1228	AT&T	289.04	telephone
10/20/11	EFT1229	Bank of America Business	1,539.58	credit card
10/20/11	6775	Air Max Heating & Air Co	2,840.00	replace office HVAC
10/20/11	6776	Air-Tro, Inc.	98.00	troubleshoot office HVAC

**Kinneloa Irrigation District**  
**Check Register**  
For the Period From October 1, 2011 to October 31, 2011

10/20/11	6777	Byrd Industrial Electronics	690.36	K-3 SCADA for VFD & repair of chlorine level circ
10/20/11	6778	McMaster Carr	117.34	maintenance supplies
10/20/11	6779	MWH Laboratories	282.00	water analysis
10/20/11	6780	SA Associates	3,103.00	Windover/SMV project support
10/31/11	EFT1234	Earthlink Network	4.95	e-mail
10/31/11	EFT1235	Richard L. Barkhurst	94.35	salary
10/31/11	EFT1236	Christopher A. Burt	2,434.02	salary
10/31/11	EFT1237	Shirley L. Burt	1,428.03	salary
10/31/11	EFT1238	Francis J. Griffith	94.35	salary
10/31/11	EFT1239	Gerrie G. Kilburn	94.35	salary
10/31/11	EFT1240	Melvin L. Matthews	3,368.02	salary
10/31/11	EFT1241	Steven G. Sorell	59.35	salary
10/31/11	64998301	Brian L. Fry	1,536.44	salary
10/31/11	64998302	Felix Galindo	363.55	salary
10/31/11	64998303	Chris J. Mellinger	416.87	salary
10/31/11	EFT1242	Christopher A. Burt	150.00	salary
10/31/11	EFT1243	ADP	61.72	payroll processing
10/31/11	EFT1244	ADP	4,216.22	payroll taxes and withholding

<b>Total</b>		<b><u><u>133,882.30</u></u></b>
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**Credit Card Charges  
September 2011**

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
5010	Maintenance Supplies	soaker hose, batteries, sand bags			\$226.84	\$19.55		\$246.39
1530	Maintenance Tools							\$0.00
5012	Safety Equipment							\$0.00
5022	Training/Certification							\$0.00
5025	Water Treatment/Analysis	salt			\$764.86			\$764.86
5035	Vehicle Maintenance	bulbs and paper towels				\$21.70		\$21.70
5036	Fuel							\$0.00
6017	Adm. Travel							\$0.00
6021	Adm. & Bd. Exp							\$0.00
6035	Office/Computer Supplies	binders	\$206.65					\$206.65
6036	Postage/Delivery	postage	\$45.28	\$4.75				\$50.03
6040	Professional Dues							\$0.00
6051	Mobile Phone							\$0.00
6053	Internet Service	LogMeIn remote desktop service		\$100.00				\$100.00
6059	Computer/ Software Maintenance	Microsoft Access 2010 program		\$149.95				\$149.95
6061	Office Equipment							\$0.00
								\$0.00
								\$0.00
<b>TOTAL</b>			\$251.93	\$254.70	\$991.70	\$41.25	\$0.00	<b>\$1,539.58</b>