

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 19, 2019
3:00 P.M.

AGENDA

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** – February 19, 2019 and March 5, 2019
Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS** – February 28, 2018
Recommended Action: Review and approve motion to file

5. **PROPOSED DOYNE ROAD HOME CONSTRUCTION** – Letter of non-interference regarding easements on parcel map to be recorded with the County of Los Angeles
Recommended Action: Review final draft of letter and authorize General Manager to sign and transmit the document

6. **PROPOSAL TO LOCATE EMERGENCY SUPPLY STORAGE UNIT ON DISTRICT PROPERTY** – General Manager to present draft License Agreement for Board review in response to proposal from the Kinneloa Canyon Association
Recommended Action: Review document and authorize General Manager to send document with any revisions to the Kinneloa Canyon Association for review and upon mutual approval prepare the document for signature and filing with the County of Los Angeles.

7. **GENERAL MANAGER’S REPORT** – Information item presented by General Manager
Recommended Action: General Manager to summarize the report and respond to questions

8. **CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS** – Presentation by General Manager of the proposed pipeline projects for 2019-2020
Recommended Action: Approve commencement of work on the plans and specifications for these projects

9. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1):** Title: General Manager

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 19, 2019
3:00 P.M.

AGENDA

10. OPEN SESSION – REPORT ON CLOSED SESSION

11. 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.

12. CALENDAR – April 16, 2019

May 21, 2019

June 18, 2019

13. 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, February 19, 2019
3:00 p.m.
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Gerrie Kilburn, Bill Opel and Tim Eldridge

DIRECTORS ABSENT: None

STAFF PRESENT: Melvin Matthews, General Manager/Acting Board Secretary; Chris Burt, Sr. Facilities Operator; Joel Bundy, Administrative Assistant

1. CALL TO ORDER: Chair Gordon Johnson called the meeting to order at 3:01 p.m. A quorum of Board Members was present. The Agenda was reviewed, and the Chair requested that item 6 be moved up to after review of the minutes, item 3. No other changes were requested.

2. PUBLIC COMMENT: Present were Linda Szerdahelyi-resident and Don Murphy-resident. No one requested to speak at this time.

3. REVIEW OF MINUTES: The minutes of January 15, 2019 were reviewed. Motioned/seconded/carried-(Kilburn/Griffith) and approved by a vote of 5/0 Ayes-Griffith, Johnson, Kilburn, Opel, Eldridge/Noes-0

6. PROPOSAL TO LOCATE EMERGENCY SUPPLY STORAGE UNIT ON DISTRICT PROPERTY: The proposal presented by the Kinneloa Canyon Association was reviewed. The president of association, Don Murphy answered questions from the directors concerning landscaping, security and the stocking of items and whether the project had been presented to the association's residents. Mr. Murphy agreed will send out a letter to the association's members. Motioned/seconded/carried-(Griffith/Kilburn) and approved by a vote of 5/0 "to direct the General Manager to prepare an agreement and provide a draft to the Kinneloa Canyon Association Board of Directors and the KID attorney for review and then bring the agreement back to the Board for final review and approval." Ayes-Griffith, Johnson, Kilburn, Opel, Eldridge/Noes-0

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Opel reviewed the financial reports for January 31, 2019, highlighting that the District had slightly lower water sales as compared to the budget, that operations and maintenance expenses were very close to the budget this month and that the net income was higher than the budgeted amount. Motioned/seconded/carried-(Griffith/Opel) and approved by a vote of 5/0 to receive and file the financial report.

7. GENERAL MANAGER'S REPORT: The General Manager and Board reviewed the report and highlighted answered questions from the Directors regarding his activities and projects. Motioned/seconded/carried by a vote of 5/0 to receive and file the financial report.

8. INFORMATION ITEMS: The General Manager presented the three information items on the agenda and answered questions from the Directors. No action was required or taken.

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, February 19, 2019
3:00 p.m.
Minutes

9. CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS: The General Manager reviewed the 14 pipeline projects identified in the *Water Master Plan* and described the projects by referring to the system map projected on the screen and indicated the purpose and benefits of each project. He answered Directors' questions regarding each project and indicated that the priority order has been updated for completed projects but was originally established by the consulting engineer. He indicated that a more streamlined process for development of plans might be possible for smaller projects and repair projects, but the priority order of major projects could change depending on the available funds, the availability of our design engineers and our ability to manage the projects. The General Manager recommended starting the design of one major pipeline project and two additional smaller projects to replace pipelines with repeated leak or maintenance problems. He indicated that the current reserve fund available for projects is about \$700,000.

Motioned/seconded/carried by a vote of 5/0 "to direct the General Manager to bring back to the Board information on his recommended pipeline projects for 2019 and 2020."

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1): Title: General Manager. At 5:30 p.m., the Board adjourned to closed session for the General Manager's performance evaluation.

11. OPEN SESSION – REPORT ON CLOSED SESSION: The Board reconvened to open session at 6:15 p.m. The Chair stated that no decisions and no actions were taken.

12. DIRECTOR REPORTS AND/OR COMMENTS: Director Kilburn will be absent at the March 19, 2019 meeting. Chairman Johnson requested the scheduling of a special meeting to continue the General Manager's performance evaluation. There were no other reports and no comments.

13. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, March 19, 2019.

14. ADJOURNMENT: The meeting was adjourned at 6:20 p.m.

Prepared by:

Melvin L. Matthews

Melvin L Matthews
Acting Secretary to the Board

KINNELOA IRRIGATION DISTRICT
Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 5, 2019
3:00 p.m.
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Gerrie Kilburn, Bill Opel and Tim Eldridge

DIRECTORS ABSENT: None

STAFF PRESENT: Melvin Matthews, General Manager/Acting Board Secretary

1. CALL TO ORDER: Chair Gordon Johnson called the meeting to order at 3:08 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

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

3. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1): Title: General Manager. At 3:10 p.m., the Board adjourned to closed session for the General Manager’s performance evaluation.

4. OPEN SESSION – REPORT ON CLOSED SESSION: The Board reconvened to open session at 4:53 p.m. The Chair stated that no decisions and no actions were taken.

5. DIRECTOR REPORTS AND/OR COMMENTS: There were no reports and no comments.

6. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, March 19, 2019.

14. ADJOURNMENT: The meeting was adjourned at 4:57 p.m.

Prepared by:

Melvin L. Matthews

Melvin L Matthews
Acting Secretary to the Board

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 28, 2019

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	71,788.87	112,000.00	(40,211.13)	182,004.82	224,000.00	(41,995.18)
4015 Wholesale Water Sales	4,066.58	0.00	4,066.58	8,312.50	0.00	8,312.50
4020 Service/Installation Charges	1,505.32	833.33	671.99	2,776.17	1,666.66	1,109.51
4035 Interest-Reserve Fund	3,226.64	1,250.00	1,976.64	6,263.25	2,500.00	3,763.25
Total Revenues	80,587.41	114,083.33	(33,495.92)	199,356.74	228,166.66	(28,809.92)
Expenses						
5005 Electricity	7,625.51	9,000.00	(1,374.49)	19,125.43	18,000.00	1,125.43
5010 Maintenance/Repair Supplies	2,256.56	2,083.33	173.23	7,469.24	4,166.66	3,302.58
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	1,666.66	(1,666.66)
5012 Safety Equipment	797.41	133.33	664.08	797.41	266.66	530.75
5015 Operations Labor	14,453.31	16,533.33	(2,080.02)	31,430.91	33,066.66	(1,635.75)
5016 Operations OT	2,576.09	750.00	1,826.09	3,246.40	1,500.00	1,746.40
5020 Stand-by Compensation	690.00	912.50	(222.50)	1,320.00	1,825.00	(505.00)
5022 Training/Certification	0.00	133.33	(133.33)	0.00	266.66	(266.66)
5025 Water Treatment/Analysis	1,350.86	1,833.33	(482.47)	3,707.29	3,666.66	40.63
5030 Maintenance/Repair Contractors	13,075.53	10,416.67	2,658.86	25,210.74	20,833.34	4,377.40
5034 Equipment Maintenance	0.00	1,041.67	(1,041.67)	0.00	2,083.34	(2,083.34)
5035 Vehicle Maintenance	1,236.92	833.33	403.59	1,465.31	1,666.66	(201.35)
5036 Fuel	730.93	1,250.00	(519.07)	3,631.29	2,500.00	1,131.29
5045 Insurance-Workers Compensatio	0.00	0.00	0.00	4,755.40	0.00	4,755.40
5046 Insurance-Liability	1,211.17	1,333.33	(122.16)	2,422.34	2,666.66	(244.32)
5048 Insurance-Property	144.50	208.33	(63.83)	289.00	416.66	(127.66)
5049 Insurance-Medical	6,764.16	6,375.00	389.16	13,528.32	12,750.00	778.32
6000 Engineering Services	0.00	3,958.33	(3,958.33)	0.00	7,916.66	(7,916.66)
6005 Watermaster Services	880.83	1,000.00	(119.17)	1,761.66	2,000.00	(238.34)
6015 Administrative Salary	11,489.02	12,333.33	(844.31)	22,978.04	24,666.66	(1,688.62)
6017 Administrative Travel	49.42	250.00	(200.58)	73.32	500.00	(426.68)
6020 Board Compensation	400.00	466.67	(66.67)	700.00	933.34	(233.34)
6021 Administrative & Board Expens	0.00	83.33	(83.33)	0.00	166.66	(166.66)
6024 Customer/Public Info. Prog.	0.00	166.67	(166.67)	0.00	333.34	(333.34)
6025 PERS - KID	0.00	3,000.00	(3,000.00)	2,617.97	6,000.00	(3,382.03)
6030 Social Security - KID	2,046.91	2,416.67	(369.76)	4,351.23	4,833.34	(482.11)
6031 Medicare - KID	478.71	516.67	(37.96)	1,017.64	1,033.34	(15.70)
6035 Office/Computer Supplies	585.85	583.33	2.52	702.68	1,166.66	(463.98)
6036 Postage/Delivery	0.00	416.67	(416.67)	613.84	833.34	(219.50)
6040 Professional Dues	41.66	1,000.00	(958.34)	83.32	2,000.00	(1,916.68)
6045 Legal Services	1,581.46	1,250.00	331.46	1,581.46	2,500.00	(918.54)
6050 Telephone	362.28	375.00	(12.72)	724.56	750.00	(25.44)
6051 Mobile Telephone	54.69	125.00	(70.31)	127.96	250.00	(122.04)
6052 Pagers	27.79	41.67	(13.88)	121.28	83.34	37.94
6053 Internet Service	59.99	83.33	(23.34)	143.86	166.66	(22.80)
6059 Computer Software Maintenance	0.00	1,000.00	(1,000.00)	99.99	2,000.00	(1,900.01)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	166.66	(166.66)

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 28, 2019

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6070 Office & Accounting Labor	4,086.00	8,045.83	(3,959.83)	11,865.25	16,091.66	(4,226.41)
6075 Professional/Contract Services	3,721.79	2,333.33	1,388.46	5,831.29	4,666.66	1,164.63
6080 Administrative Fees	795.83	750.00	45.83	1,504.55	1,500.00	4.55
6081 Permits/Fees	309.81	1,250.00	(940.19)	602.81	2,500.00	(1,897.19)
6120 Bank Service Charges	480.76	541.67	(60.91)	1,036.34	1,083.34	(47.00)
Total Expenses	80,365.75	95,741.64	(15,375.89)	176,938.13	191,483.28	(14,545.15)
Net Income	221.66	18,341.69	(18,120.03)	22,418.61	36,683.38	(14,264.77)
Other Expenditures						
1527 SCADA Equipment	42,125.38	51,000.00	(8,874.62)	42,125.38	51,000.00	(8,874.62)
Total Other Expenditures	42,125.38	51,000.00	(8,874.62)	42,125.38	51,000.00	(8,874.62)
Total Increase or (Drawdown)	(41,903.72)	(32,658.31)	(9,245.41)	(19,706.77)	(14,316.62)	(5,390.15)

Kinneloa Irrigation District
Balance Sheet as of February 28, 2019

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 350,114.07
1012	Reserve Fund-LAIF	123,288.20
1014	Reserve Fund-CalTRUST	1,672,140.27
1015	Unrealized Gain(Loss)-CalTRUST	10,113.88
1016	Accrued Interest-LAIF	794.43
1100	Accts. Receivable-Water Sales	37,473.08
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	92,308.53
1350	Prepaid Insurance	7,009.14
1360	Prepaid Expenses	19,013.84

Total Current Assets

2,331,483.96

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,584,517.77
1505	Water Tunnels	729,074.60
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	187,388.28
1512	Water Meters	104,486.33
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,205.63
1515	Vehicles & Portable Equipment	242,548.91
1516	Water Company Facilities	70,422.20
1517	KID Office	54,741.36
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	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	350,023.30
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	8,295.55
1600	Accum. Depreciation	(4,587,390.02)

Total Property and Equipment

5,995,189.53

Other Assets

1901	PERS-Deferred Outflows	21,181.00
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Total Assets

\$ 8,347,854.49

Kinneloa Irrigation District
Balance Sheet as of February 28, 2019

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 52,001.00	
2250	PERS Withholding-Employee	1,981.98	
2272	Job Deposits	1,800.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	14,380.60	
	Total Current Liabilities		70,418.60

Long-Term Liabilities

2400	Installment Purchase Agreement	1,868,477.35	
2801	PERS- Net Liability	318,235.98	
2901	PERS- Deferred Inflows	83,822.00	
	Total Long-Term Liabilities		<u>2,270,535.33</u>
	Total Liabilities		2,340,953.93

Capital

3040	Fund Balance	5,984,481.95	
	Net Income	22,418.61	
	Total Capital		<u>6,006,900.56</u>
	Total Liabilities & Capital		<u>\$ 8,347,854.49</u>

Kinneloa Irrigation District
Statement of Cash Flow
For the Two Months Ended February 28, 2019

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 221.66	\$ 22,418.61
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(14,405.00)	12,568.09
1101 Accts. Receiv.-Service Charges	231.30	263.84
1340 Accrued Water Sales	39,138.27	59,059.75
1350 Prepaid Insurance	1,355.67	2,711.34
1360 Prepaid Expenses	1,215.49	2,430.98
2000 Accounts Payable	22,904.96	21,512.10
2250 PERS Withholding-Employee	1,981.98	1,981.98
2272 Job Deposits	0.00	900.00
	52,422.67	101,428.08
Total Adjustments	52,422.67	101,428.08
Net Cash Provided by Operations	52,644.33	123,846.69
 Cash Flows from Investing Activities		
<i>Used for</i>		
1527 SCADA Equipment	(42,125.38)	(42,125.38)
	(42,125.38)	(42,125.38)
Net Cash Used in Investing	(42,125.38)	(42,125.38)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2801 PERS- Net Liability	(1,132.38)	(2,264.76)
	(1,132.38)	(2,264.76)
Net Cash Used in Financing	(1,132.38)	(2,264.76)
Net Increase (Decrease) in Cash	\$ 9,386.57	\$ 79,456.55
 Summary		
Cash Balance at End of Period	\$ 2,156,450.85	\$ 2,156,450.85
Cash Balance at Beg. of Period	(2,147,064.28)	(2,076,994.30)
	(2,147,064.28)	(2,076,994.30)
Net Increase (Decrease) in Cash	\$ 9,386.57	\$ 79,456.55

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2019 to February 28, 2019

Date	Check #	Payee	Amount	Description
2/8/19	EFT3774	Arco Gaspro Plus	730.93	fuel for trucks
2/8/19	EFT3775	Century Business Solutions	346.61	credit card discount fee
2/8/19	EFT3776	Pasadena Municipal Services	1,540.16	electricity for Wilcox Well
2/8/19	EFT3777	Southern California Edison Co.	9,959.76	electricity for all 13 sites
2/8/19	EFT3778	VeriCheck, Inc.	54.66	echeck processing fees
2/8/19	EFT3779	Verizon Wireless	73.27	Cellphone for C. Burt
2/8/19	EFT3780	CA Public Employees Ret. Sys.	4,987.81	CalPERS Jan. KID and employee contributions
2/8/19	EFT3781	CA Public Employees Ret. Sys.	1,132.38	Unfunded Liability - monthly payment
2/8/19	9013	BrightView Landscape Services	1,490.00	landscape service maintenance
2/8/19	9014	Byrd Industrial Electronics	4,221.03	SCADA-pack replacement at Wilcox Resv.
2/8/19	9015	Dig Safe Board	16.81	California State Fee for Regulatory Costs
2/8/19	9016	Donna Eggehorn	23.90	mileage reimbursement
2/8/19	9017	Eurofins Eaton Analytical, Inc.	118.80	water sample analysis
2/8/19	9018	McMaster Carr	2,382.47	CL2 maintenance/repair equipment
2/8/19	9019	RBMB	1,422.43	water sample analysis
2/8/19	9020	SC Fuels	3,672.82	diesel for generators and pumps
2/8/19	9021	Underground Service Alert	18.25	digalert
2/8/19	9022	USA Blue Book	435.88	DPD Test strips
2/8/19	9023	Western Water Works	1,244.25	Meter boxes, ball valves, and gaskets
2/15/19	EFT3782	Joel D. Bundy	1,622.16	salary
2/15/19	EFT3783	Christopher A. Burt	2,909.23	salary
2/15/19	EFT3784	Brian L. Fry	1,997.18	salary
2/15/19	EFT3785	Melvin L. Matthews	3,851.78	salary
2/15/19	EFT3786	Juan R. Tello	1,534.75	salary
2/15/19	EFT3787	Automatic Data Processing	83.42	payroll processing fee
2/15/19	EFT3788	Christopher A. Burt	150.00	salary
2/15/19	EFT3789	Automatic Data Processing	5,114.12	payroll taxes and withholdings
2/28/19	EFT3790	Athens Services	196.07	trash pickup
2/28/19	EFT3791	Century Business Solutions	15.00	banking service fee
2/28/19	EFT3792	Umpqua Bank	3,960.88	credit card payment - see attached detail
2/28/19	EFT3793	Verizon Wireless	54.69	Cellphone for C. Burt
2/28/19	9024	ACWA/JPIA	7,443.98	employee health benefits
2/28/19	9025	AmeriPride Services	66.51	shop rag service
2/28/19	9026	Joel Bundy	49.42	mileage reimbursement
2/28/19	9027	Byrd Industrial Electronics	7,529.70	SCADA-pack replacement at Wilcox Resv.
2/28/19	9028	Clinical Laboratory, SB	84.00	water sample analysis
2/28/19	9029	Eurofins Eaton Analytical	290.40	water sample analysis
2/28/19	9030	Foothill Municipal Water District	795.83	administrative fee
2/28/19	9031	McMaster Carr	1,259.70	Maintenance supplies & tools
2/28/19	9032	USA Blue Book	130.91	reflective clothing

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2019 to February 28, 2019

Date	Check #	Payee	Amount	Description
2/28/19	9033	Utility Service Co., Inc.	4,877.18	tank maintenance agreement
2/28/19	9034	McMaster Carr	1,100.55	Maintenance supplies & tools
2/28/19	EFT3794	American Messaging Services	27.79	pager service
2/28/19	9035	Henry J. Hess	32.54	fire flow refund
2/28/19	9036	GM Gutierrez Construction Co.	650.00	fire flow refund
2/28/19	9037	Sweetwater Pools, Inc.	650.00	fire flow refund
2/28/19	9038	Shin P. Yang, Esq	650.00	fire flow refund
2/28/19	EFT3795	Joel D. Bundy	1,340.32	salary
2/28/19	EFT3796	Christopher A. Burt	3,389.21	salary
2/28/19	EFT3797	Brian L. Fry	1,481.67	salary
2/28/19	EFT3798	Francis J. Griffith	92.35	salary
2/28/19	EFT3799	Gerrie G. Kilburn	92.35	salary
2/28/19	EFT3800	Melvin L. Matthews	3,851.79	salary
2/28/19	EFT3801	Arthur W. Opel	92.35	salary
2/28/19	EFT3802	Juan R. Tello	1,158.02	salary
2/28/19	EFT3803	Automatic Data Processing, Inc.	90.16	payroll processing fee
2/28/19	EFT3804	Christopher A. Burt	150.00	salary
2/28/19	EFT3805	Automatic Data Processing, Inc.	4,638.61	payroll taxes and withholdings
2/28/19	EFT3806	Charter Communications	347.27	phone and internet
2/28/19	EFT3807	Timothy J. Eldridge	92.35	salary
	Total		<u>97,816.46</u>	

Credit Card Detail Umpqua Bank

January 2019

(Expenses incurred/billed in January and due/paid in February)

Acct. No.	Account Description	Additional Description	Umpqua	MLM	CAB	BLF	JDB	TOTAL
1514	Computer/Office Equip.							\$0.00
5010	Maintenance Supplies	generator/general maint. supplies; tarps, saw blades			\$284.43	\$131.79		\$416.22
5012	Safety Equipment	reflective rain suit				\$70.00		\$70.00
5022	Training/Certification							\$0.00
5025	Water Treatment/Analysis							\$0.00
5035	Vehicle Maintenance	throttle repair, brake pad & battery replacement				\$1,236.92		\$1,236.92
5036	Fuel							\$0.00
6017	Adm. Travel							\$0.00
6021	Adm. & Bd. Exp.							\$0.00
6035	Office/Computer Supplies	toner; pen refills; billing statement paper, note pads, pens		\$481.89	\$3.57		\$100.39	\$585.85
6036	Postage/Delivery							\$0.00
6040	Professional Dues							\$0.00
6050	Telephone	answering service		\$75.00				\$75.00
6051	Mobile Phone							\$0.00
6053	Internet Service							\$0.00
6059	Computer/Software Maint.							\$0.00
6061	Office Equipment Maint.							\$0.00
6075	Outside Services	board booklet printing; Wilcox Res. ATS repair		\$48.28			\$1,795.61	\$1,843.89
6081	Permits/Fees							\$0.00
6120	Bank Service Charges	Umpqua rebate	-\$267.00					-\$267.00
TOTAL			-\$267.00	\$605.17	\$288.00	\$1,438.71	\$1,896.00	\$3,960.88



January 29, 2019

Attn: Community Development Department, County of Los Angeles
Subject: Parcel Map No. 73001, Doyne Road, Pasadena, CA 91107

Kinneloa Irrigation District ("District") has received notice of the proposed Final Map listed above. Pursuant to Government Code Section 66436(a)(3)(A)(i) of the Subdivision Map Act, this is to inform you that the division and development of the property in the manner set forth in the proposed Final Map listed above will not unreasonably interfere with the free and complete exercise of Kinneloa Irrigation District's existing rights within the boundaries of said Map, provided the District is able to maintain its easement as recorded. Kinneloa Irrigation District has no objection to the recordation of said Map without the signature of an authorized representative of the District provided the following conditions for construction over our easement are met:

1. No temporary or permanent structures are to be constructed within the easement: i.e. buildings, concrete pads, walls, vaults, etc. Should Kinneloa Irrigation District have to remove any temporary or permanent structures, the demolition would be at the property owners' expense.
2. No trees or other deep-rooted landscaping materials are to be planted within the easement. Should the Kinneloa Irrigation District have to remove any landscaping for construction or maintenance purposes, the removal and restoration would be at the property owners' expense.
3. No poles, signs or fence posts to be installed without the written approval of Kinneloa Irrigation District.
4. Ingress and egress rights to and from the easement must be maintained.

This letter should not be construed as a subordination of Kinneloa Irrigation District's right, title and interest in and to said easement nor should this letter be construed as a waiver or amendment of any of the provisions contained in said easement, or of any prior rights the District may have.

Should you have any questions or require additional information, please contact our office at (626) 797-6295.

Sincerely,

Melvin L Matthews
General Manager



January 29, 2019

Attn: Community Development Department, County of Los Angeles
Subject: Parcel Map No. 73001, Doyne Road, Pasadena, CA 91107

~~We have Kinneloa Irrigation District ("District") has~~ received notice of the proposed Final Map listed above. Pursuant to Government Code Section 66436(a)(3)(A)(i) of the Subdivision Map Act, this is to inform you that the division and development of the property in the manner set forth in the proposed Final Map listed above will not unreasonably interfere with the free and complete exercise of Kinneloa Irrigation District's existing rights within the boundaries of said Map, provided ~~the District is -we are-~~ able to maintain ~~our-its~~ easement as recorded. Kinneloa Irrigation District has no objection to the recordation of said Map without ~~the our-~~signature of an authorized representative of the District provided the following conditions for construction over our easement are met:

1. No temporary or permanent structures are to be constructed within the easement: i.e. buildings, concrete pads, walls, vaults, etc. Should Kinneloa Irrigation District have to remove any temporary or permanent structures, the demolition would be at the property owners' expense.
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This letter should not be construed as a subordination of Kinneloa Irrigation District's right, title and interest in and to said easement nor should this letter be construed as a waiver or amendment of any of the provisions contained in said easement, or of any prior rights the District may have.

Should you have any questions or require additional information, please contact our office at (626) 797-6295.

Sincerely,

Melvin L Matthews
General Manager

RECORDING REQUESTED BY

Lagerlof, Senecal, Gosney & Kruse, LLP

WHEN RECORDED MAIL TO:

Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, CA 91107-1017

GRANT OF REVOCABLE LICENSE

This Grant of Revocable License (this “**Agreement**”) is made, entered into and effective as of the Nineteenth day of March 2019, between KINNELOA IRRIGATION DISTRICT, (“**District**” and “**Grantor**”) and Kinneloa Canyon Association (“**Grantee**”).

1. Recitals.

- 1.1. District is the Owner of real property known as a portion of the Vosburg tract, Assessor’s Parcel No. 5860-033-902, in the unincorporated territory of the County of Los Angeles, State of California, as per map recorded in Book 5860, Page 33 of maps and records in the office of the county recorder of said county (“**District Property**”) which is commonly known as the District’s Eucalyptus Facility.
- 1.2. The Grantee is a homeowners’ association organized as a California Mutual Benefit Corporation Common Interest Development containing 41 parcels adjacent to the District Property.
- 1.3. Grantee desires to place a storage shed for emergency preparedness supplies and equipment on the District Property that might interfere with access and possible future use of the District Property.
- 1.4. Grantee desire to obtain a non-exclusive license from District to use a portion of the District Property for placement of the storage shed.
- 1.5. District is willing to grant the license requested subject to the terms, conditions and provisions set forth herein.

2. Grant of License. District hereby grants to Grantee a non-exclusive revocable license (“**License**”) to use a portion of the District Property, Assessor’s Parcel No. 5860-033-902, commonly known as the Eucalyptus Facility attached hereto as Exhibit A for placement of the shed and for landscaping purposes only, which Property is hereafter referred to as the “**Licensed Premises.**” This Agreement and the rights and privileges granted hereunder to Grantee for use of the Licensed Premises are subject to all covenants, conditions, restrictions and exceptions of record or apparent.

3. District Access. Grantee shall allow District and/or its subcontractors unlimited access to the District Property. Fences and other improvements shall not be installed without explicit written approval of District.

4. Grantee's Obligation to Maintain. Grantee shall, at Grantee's sole cost and expense, install and maintain all improvements on the Licensed Premises and shall maintain the shed and landscaping at a professional level. A drainage system shall be provided as needed to prevent soil erosion of the District Property or flooding of properties adjacent to the District Property.
5. Grantor's Right to Prohibit Storage of Certain Items in the Shed. Grantor shall have the right to prohibit storage of items that pose a health or safety risk to District employees or residents.
6. Security and Access. Grantee shall provide a key to the Grantor for periodic inspection and emergency access. Grantor assumes no liability for loss of contents or damage to the Shed for any reason.
7. Ownership of Improvements. All improvements now existing or hereafter constructed and installed on the Licensed Premises, upon completion, must be free and clear of all liens, claims, or liability for labor or materials and shall become the property of District upon termination of the license granted herein.
8. Covenants Running with the Land. The rights granted hereunder to Grantee and obligations assumed by Grantee shall run with the land, and each and all the terms and conditions herein contained shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns to the original Grantee. The Grantee shall have no rights or any obligations hereunder with respect to events occurring thereafter.
9. Temporary or Permanent Revocation of License. The District retains the right to revoke this License if Grantee's improvements interfere with any future maintenance or use of the District Property or if the Grantee fails to maintain the Licensed Premises as specified in Section 4. The Grantee shall be given 30 days' notice for routine maintenance of the property and 90 days' notice for a permanent revocation. No notice shall be required for emergency access to the District Property. The Grantee shall be given the opportunity to move or protect the landscaping whenever possible to facilitate the District's activities on the District Property.
10. Indemnification, Hold Harmless, Waiver and Insurance.
 - 10.1. Grantee and Grantee's successors shall defend, protect, indemnify and hold harmless the District, its officers, agents and employees, from and against any and all claims, demands, loss or liability of any kind or nature which the District, its officers, agents and employees, may sustain or incur or which may be imposed on them for injury or death of persons, or damage to property as a result of or arising out of any claims related to Grantee's occupancy and use of the Licensed Premises or by Grantee's agents, employees, or visitors, or the agents, employees or visitors of any subsequent Grantee. If any such action is brought against the District or its agents, employees or attorney, Grantee's and Grantee's successors shall, upon notice from the District, defend the claims at Grantee's sole expense with counsel reasonably satisfactory to the District.

Grantee hereby waive all claims against the District for damages to Grantee's person, or property or other facilities in, upon, or about the Licensed Premises and, for injuries to Grantee's agents, employees or visitors, or third persons in or about the Licensed Premises for any cause arising at any time, except claims for damages or injuries arising out of the gross negligence or willful misconduct of the District.

10.2. Grantee shall maintain insurance on the Licensed Premises in full force and effect throughout the term of this Agreement in an amount reasonably satisfactory to District covering any and all claims arising out of or connected in any way with Grantee's use of Licensed Premises under this Agreement. Grantee shall name District as an additional insured thereunder and shall provide written proof of such insurance upon District's request.

11. Notice. Any and all notices or demands by or from the District to Grantee, or the Grantee to the District shall be in writing. They shall be served either personally or by certified mail. If personally served, service shall be conclusively deemed made at the time of service. If served by certified mail, service shall be conclusively deemed made seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed to the party to who such notice or demand is to be given, as hereinafter provided. Any notice or demand to District may be given in care of the General Manager of District, 1999 Kinclair Drive, Pasadena, CA 91107. Any notice or demand to the Grantee may be given to Grantee at 2000 Kinneloa Canyon Road, Pasadena, California 91107. The addresses set forth herein may be changed by written notice given in the manner provided herein.

12. Quitclaim Deed. Concurrently with this Agreement, Grantee have executed, acknowledged and delivered to the District a Quitclaim Deed to the Licensed Premises. The District may record this Quitclaim Deed at any time. Upon recording of the Quitclaim deed, all rights of Grantee under this Agreement shall terminate and the license granted hereby shall no longer be of any force or effect.

This Agreement may be executed in two or more counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

DISTRICT and GRANTOR

KINNELOA IRRIGATION DISTRICT

By _____
Melvin L. Matthews, General Manager

GRANTEE

KINNELOA CANYON ASSOCIATION

By _____
Print Name: Title:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose

name(s) is/are subscribed to the within instrument and acknowledged to me that

he/she/they executed the same in his/her/their authorized capacity(ies), and that by

his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of

which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____

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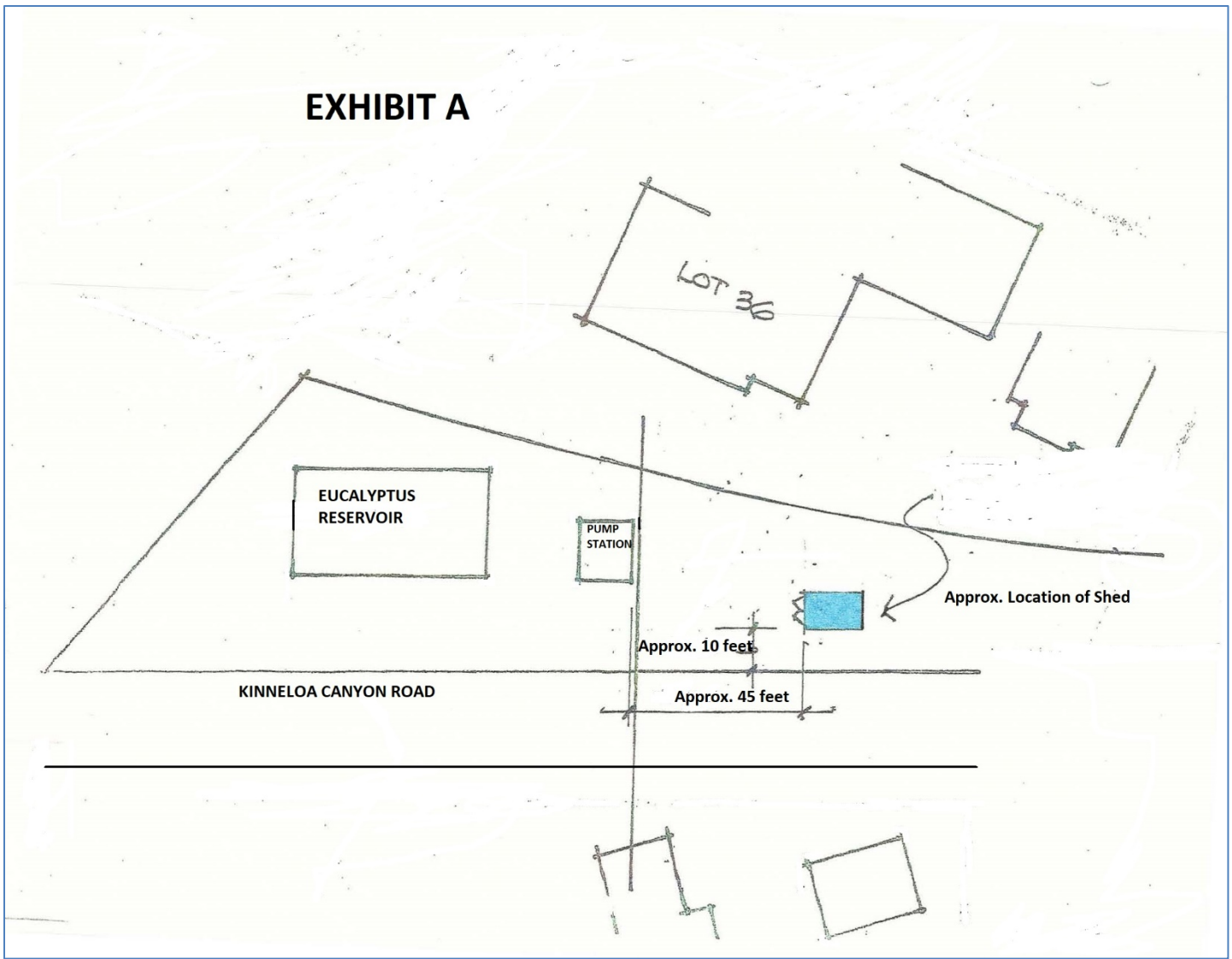
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT A



RECORDING REQUESTED BY:

Lagerlof, Senecal, Gosney & Kruse, LLP

WHEN RECORDED MAIL TO:

Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, CA 91107

QUITCLAIM DEED OF LICENSE

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Kinneloa Canyon Association hereby remise, release and forever quitclaim to KINNELOA IRRIGATION DISTRICT, all right, title and interest in and to those certain premises in the County of Los Angeles, State of California, described in Exhibit A attached hereto, and to the rights granted by the Kinneloa Irrigation District under that certain Grant of Revocable License dated March 19, 2019.

This Quitclaim Deed is executed and delivered, and is to be held by KINNELOA IRRIGATION DISTRICT in accordance with the terms of said License, which provides it may be recorded at any time. Upon recording of said quitclaim deed, all rights of Kinneloa Canyon Association under the Grant of Revocable License shall terminate and said License shall no longer be of any force or effect.

GRANTEE

KINNELOA CANYON ASSOCIATION

By _____
Print Name: Title:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____

(Insert Name of Notary Public and Title)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose

name(s) is/are subscribed to the within instrument and acknowledged to me that

he/she/they executed the same in his/her/their authorized capacity(ies), and that by

his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of

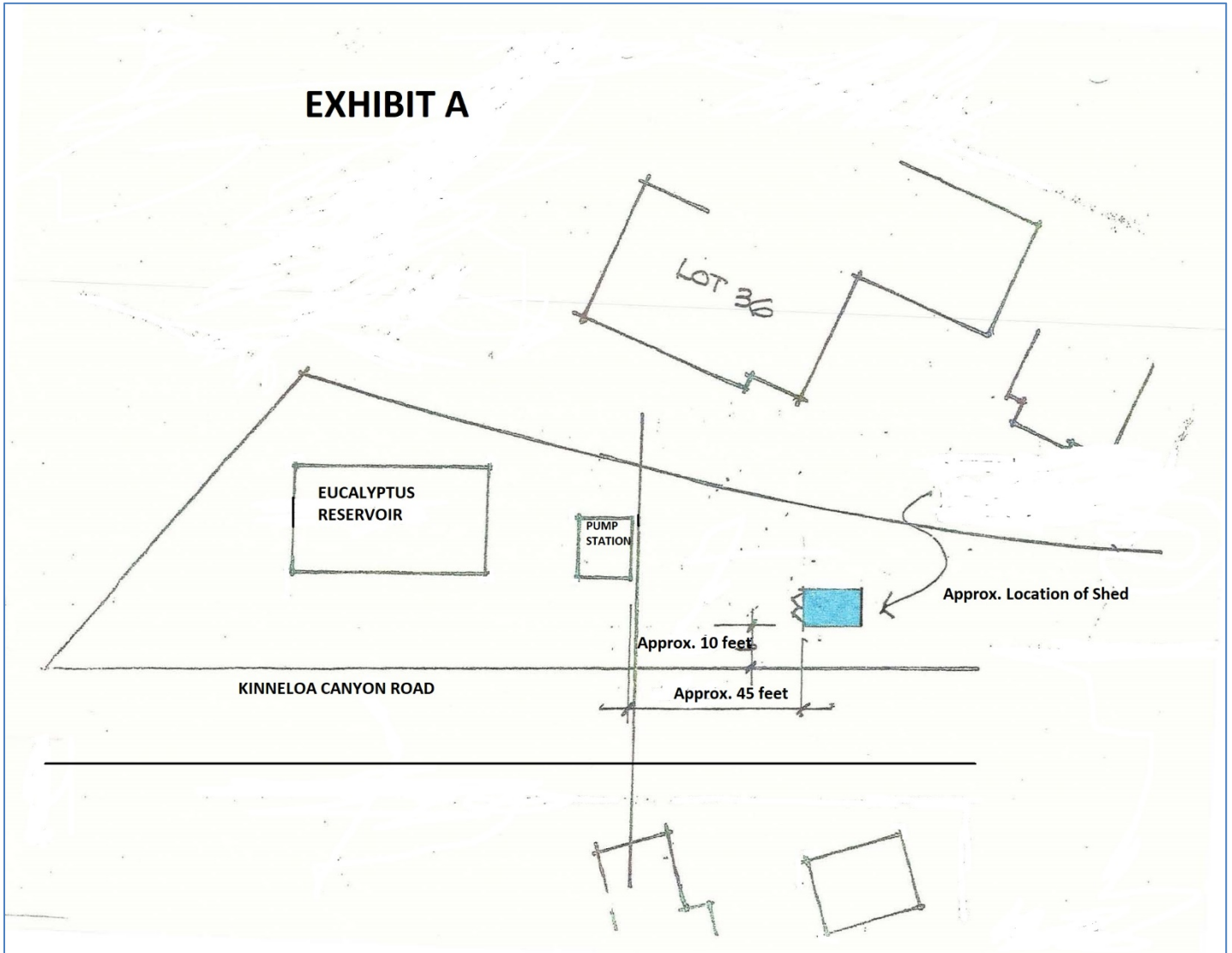
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT A



General Manager's Report for the Board of Directors Meeting on March 19, 2019

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 26 accounts received past-due notice
- 26 accounts received late charges in the total amount of \$431.89
- 7 accounts received door hanger shut off notice
- 1 account was shut off for non-payment
- 1 account remains shut off for non-payment

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
January	\$19,576.69	\$3,491.39	\$0.00	\$0.00	\$23,068.08
February	\$32,588.72	\$4,502.38	\$381.98	\$0.00	\$37,473.08
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

C. Internet Usage –

Month	Users	Page Views	Online Payments	Online Amount
January	227	657	76	\$19,881.25
February	171	414	58	\$10,629.13
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Year to Date	398	1,071	134	\$30,510.38

II. General Manager's Projects and Activities

- A. **Pipeline Projects** – I compiled the information for presentation and discussion of this agenda item.
- B. **Doyne Road Parcel** – I prepared a second draft of requested non-interference letter and sent to attorney for review.
- C. **Kinneloa Canyon Storage Unit** – I prepared the draft license agreement for review at this meeting.
- D. **Capital Improvement Plan** – I continue work on this new document.
- E. **Annual Audit** – I am assembling documents for the 2018 Financial Audit
- F. **Activities/Meetings/Webinars/Conferences**

Subject or Organization	Location	Start	End	Purpose/Notes/Action/Benefit
Staff Meetings	Office	Mondays 9:00 AM	Mondays 10:00 AM	<ul style="list-style-type: none"> • Tasks for the week • Projects -- current and future • Safety topic • Customer service update • Operations update • GM update
AT&T	Office	Tue 2/7/2019 11:00 AM	Tue 2/7/2019 11:30 AM	<ul style="list-style-type: none"> • Meet with Adrian Santiago, AT&T regarding FirstNet proposal and demo phone
KID	Office	Tue 2/19/2019 3:00 PM	Tue 2/19/2019 5:00 PM	<ul style="list-style-type: none"> • Regular board meeting
PGFSC	Office	Thur 2/28/2019 8:00 AM	Thur 2/28/2019 9:00 AM	<ul style="list-style-type: none"> • Meet with Mala Arthur to discuss brush clearance on three KID properties by CCC using grant from Cal Fire

III. System and Facility Activities and Incident Reports

A. Water Leak/Water Waste/Water Quality/Customer Contact

Location	Type	Date	Description
Hartwood Point	Customer Contact	2/1/2019	Customer requested help in turning off water.
Clarmeya Lane	Water Leak	2/9/2019	Customer requested help in finding leak. Leak was found in outside irrigation system.
Fairpoint Street	Water Waste	2/11/2019	Brian noticed that sprinklers were on all day. Mel met with customer and found a way of shutting off the stuck sprinkler valve.
Windover Road	Customer Contact	2/11/2019	Customer had extremely-high water bill. Usage history graphs were presented to customer in person by Mel and showed an entire month with continuous flow. Problem was not determined.
Windover Road	Water Leak	2/25/2019	We noticed water flowing down street. Determined that it was on customer's side of meter. Customer repaired the leak.

B. Facilities Improvement, Maintenance and Repair Projects

1. Tank maintenance – East Tank and Holly West (Utility Service Co.)
2. Generator testing and maintenance
3. Operator training
4. Meter and transmitter maintenance and replacement
5. Water samples
6. Vehicle and equipment maintenance and testing
7. SCADA radio upgrade

C. Water Samples and Test Results

Sample Date	Source or Distribution	Lab	Description	# of tests	Results*	Maximum Contaminant Level* (MCL)
01/04/19	Source	Weck	Title 22 DEHP	5	ND or A	4ppb
01/04/19	Source	Weck	Title 22 nitrate	2	<MCL	10ppm
01/04/19	Source	Weck	Title 22 fluoride	5	1.1 - 2.7 ppm	3ppm
01/08/19	Distribution	Clinical	color, odor, turbidity	18	<MCL	15 units, 3 units, 5 units
01/08/19	Distribution	Clinical	fluoride	6	1.0 - 1.4 ppm	3ppm
01/08/19	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
01/22/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
01/22/19	Source	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/06/19	Both	Eurofins	coliform, e. coli	72	ND or A	1 positive sample
02/06/19	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/07/19	Distribution	Clinical	color, odor, turbidity	18	<MCL	15 units, 3 units, 5 units
02/07/19	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/07/19	Both	Eurofins	coliform, e. coli	8	ND or A	1 positive sample
02/19/19	Both	Eurofins	coliform, e. coli	64	ND or A	1 positive sample
Total Tests				358		

*ppm = parts-per-million, ppb = parts-per-billion, pCi/L = picocuries per liter, <MCL = less than Maximum Contaminant Level, ND = not detected, A = Absence

IV. Water Supply Summary as of December 2018 for the Watermaster Year July 2018 through June 2019

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	4
Prior Year Carryover	52	Far Mesa	4
Less Temporary 30% Reduction in Water Rights	-155	Delores	0
Leases/Exchanges	207	House	0
Prior Year Spreading	65	Holly High/Low	3
Short Term Storage	145		
Current Year Spreading	0		
Total Allowable Extractions	830		
Less Water Extracted YTD This Watermaster Year	-504	Current Tunnel Monthly Production	11
Remaining Allowable Groundwater Extractions through June 2019	326	Remaining Estimated Tunnel Production through June 2019	55
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2019)		381 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2019		216 Acre Feet	
Surplus Water through June 2019*		-165 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 generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2017-2018 year, 87 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2018-2019 and 145 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 790 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply we do not plan to use or sell this water now.



Memo

Date: February 26, 2019

To: Board of Directors

From: Mel Matthews

Subject: Pipeline Projects

Recommended Action: Discuss staff-recommended pipeline projects in this memo and authorize proceeding with preparation of plans and specifications

Background

At the February 19, 2019 Board of Directors meeting, I presented the fourteen potential pipeline projects contained in the **Water Master Plan** and discussed the priority order of the projects. These pipeline projects are intended to improve fire flow at some existing locations, add fire hydrants where needed, improve operational efficiency and replace pipelines requiring excessive maintenance due to leaks and non-operating valves.

After further consideration of all fourteen projects, I recommend starting design on two projects that are described below.

First Project

Table 10.1 lists four projects in the Brown/Glen pressure zone (Priorities 2, 9, 11 and 13). The original plan was to abandon the Brown Reservoir and double the size of the Glen Reservoir and replace the existing pipeline from Glen Reservoir to the intersection of Villa Highlands Drive and Sierra Madre Villa. However, it is now unlikely that the Glen Reservoir can be expanded. Furthermore, the re-purposing of the old pipeline in Barhite Street east of Sierra Madre Villa, has provided another pumping path from the Wilcox Reservoir to the Glen Reservoir. These circumstances allow us to consider a new combined Brown/Glen project divided into three phases that accomplishes the original four priority projects and spreads the cost over several years so that it can be accomplished using available capital improvement reserve funds:

Phase One: Construct a 12-inch pipeline from the Intersection of Sierra Madre Villa and Barhite south to the intersection of Sierra Madre Villa and Villa Highlands Drive. Total footage is approximately 900 feet. This project will include additional isolation valves and replace one non-operating valve. The

hydraulic advantage of completing this phase is that the flow splits two ways at both ends to existing pipelines as well as connecting to another existing pipeline at Fairpoint Street. This phase will increase fire flow at several existing hydrants as well as reduce the friction loss of pumping from the Wilcox Reservoir to the Brown/Glen Reservoirs. 2

Phase Two: Construct a 12-inch pipeline from the Intersection of Sierra Madre Villa and Villa Highlands Drive south to the intersection of Sierra Madre Villa and Villa Knolls Drive, west to the intersection of Villa Knolls Drive and Edgecliff Lane, and 8-inch pipeline south on Edgecliff Lane to the cul-de-sac. Total Footage is approximately 1,500 feet. This phase will increase the fire flow on Villa Knolls Drive and Edgecliff Lane.

Phase Three: Construct an 8-inch pipeline from the intersection of Sierra Madre Villa and Villa Knolls Drive south to the intersection of Sierra Madre Villa and Trevan Road, west on Trevan Road and continuing to the end of Hartwood Point. Total footage is approximately 2,000 ft. This phase will increase the fire flow on Hartwood Point and replace an existing 4-inch pipeline that cannot be easily maintained because it uses easements through several private properties.

Second Project

Table 10.1 lists the Priority 1 project as an 8-inch pipeline between Sierra Madre Villa and Windover to the corner of 2090 and 2060 Villa Heights Road where it connects to the recently-completed 12-inch East Tank to West Tank Connector pipeline and will connect to the existing East Tank pipelines at both ends. This completes the East Tank loop and provides increased fire flow on Windover Road and provides redundancy in this area in case there is a leak in the existing pipeline that uses easements through several private properties. This project will complete the proposed pipeline work in the east-west pressure zone and will maximize the value of the East-West Connector pipeline and the Vosburg Booster Station projects.

Although the staff recommends starting the design of this project immediately, construction is recommended between Phase One and Phase Two of the Brown/Glen project described above.

Summary and Conclusion

All fourteen projects listed in the revised **Water Master Plan** have value to the District and its customers and provide a greater emergency preparedness with increased fire flows as well as operational efficiency, redundancy, water quality and maintenance improvements. The estimated total cost of all fourteen pipeline projects is approximately \$3M. However, the total amount of reserve funds currently available for these projects is only \$700,000 and the current water rates generate about \$300,000 in additional capital improvement funds in a typical year. So, the typical projects as described above need to be completed over a multi-year period to avoid a dramatic increase in water rates. Furthermore, the District's ability to borrow additional funds to finance these projects is limited because of the outstanding debt obligations.

In addition to the financial limitations to completing all projects in a shorter time, there is also a limit to the time available by our small staff to properly manage the projects and still be able to maintain the system and provide good service to our customers. Therefore, for all the above reasons, the expectation at this point is that it will take a decade or longer to complete all the pipeline projects and during this time additional projects may be necessary due to obsolescence or maintenance issues. Furthermore, we cannot neglect maintenance of our other facilities including buildings, reservoirs, wells, pump stations, SCADA and our computer systems.

You can be assured that I will continue to explore available alternatives to the financing and construction of these and other projects as well as require customer or developer cost sharing when appropriate.

KINNELOA IRRIGATION DISTRICT
WATER MASTER PLAN

10.0 COST ESTIMATES FOR REQUIRED IMPROVEMENTS

10.1 *Pipelines*

Cost estimates for pipeline replacements as described in Section 7.1, are taken from a study prepared by ASL Consulting Engineers for the KID in April 1996. Cost estimates were updated in July 2002 and adjusted for inflation and current construction costs in by the General Manager in 2018. Most of the replacement pipelines are needed to meet 1,250 gpm fire flow and 450 feet vehicular distance requirements. Category definitions are as follows: EP-Emergency Preparedness; PM-Preventive Maintenance; OPS- Operational Improvement. The estimated costs are shown in Table 10.1. The smaller projects should be bundled in dollar amounts not less than \$150,000 for the district to get the best prices on these projects

TABLE 10.1
PIPING IMPROVEMENTS COST ESTIMATES

Priority	Main Size	Description		Category	Cost
		From	To		
1	8"	Sierra Madre Villa at Windover Rd.	Corner of 2090 and 2060 Villa Heights Road	EP 1840 ft.	\$200,000
2	8"	Fairpoint Street and Sierra Madre Villa	Sierra Madre Villa and Barhite Street	OPS/PM 450 ft.	\$50,000
3	4"	Eastern portion of Fairpoint St.	Last service on Fairpoint St.	EP/PM 950 ft.	\$100,000
4	8"	Country Lane	Southeast Corner of 1747 Country Lane	EP 270 ft.	\$30,000
5	8"	Kinclair Dr.	Rear of 2150 Kinclair Dr.	EP 250 ft.	\$40,000
6	8"	Kinclair Dr.	#4 Cricklewood Path	EP 400 ft.	\$60,000
7	8"	Kinneloa Canyon Rd.	Rear of 2044 Piccadilly Ln.	EP 250 ft.	\$40,000
8	8"	Intersection of Vosburg St. & Lower Pasadena Glen Rd.	Front of 1658 Pasadena Glen Rd.	EP/PM 350 ft.	\$50,000
9	8"	Edgecliff Lane from Villa Knolls	End of Cul-de-sac	EP/PM 700 ft.	\$90,000
10	8"	Larmona Drive & Kinneloa Mesa Road	1908 N. Kinneloa Canyon Rd. (Doyne Rd. Project)	EP 2000 ft.	\$575,000
11	8"	Villa Knolls Drive	End of Harwood Point	EP/PM 1960 ft.	\$300,000
12	8"	Sierra Madre Villa	3336 Villa Mesa	EP/PM 300 ft.	\$50,000

Priority	Main Size	Description		Category	Cost
		From	To		
13	12"	Glen Reservoir	Intersection Villa Highlands & Sierra Madre Villa Includes Slope from Pasadena Glen to Barhite	EP/OPS 3100 ft.	\$600,000
14	10"	Wilcox Well	Wilcox Reservoir Line	EP/OPS/PM 500 ft.	\$70,000
SUBTOTAL					\$2,250,000
Engineering, Design, and Planning					\$500,000
Construction Management and Inspection					\$200,000
SUBTOTAL					\$700,000
TOTAL PIPELINE PROJECTS					\$2,955,000

10.2 *Booster Pump Station Improvements*

Cost estimates for installation of some of the booster pump improvements at the Wilcox Reservoir that were required for the Doyme Road Development (Tract 44323) were developed in a report prepared by ASL Consulting Engineers for the KID and dated June 3, 1996. Cost estimates were up-dated in February 2002 but were not included in the KID capital project budget because it was expected that these improvements would be constructed at the developer's expense. However, since the development as originally planned has been abandoned by a new owner of the property, the cost of an additional booster at the Wilcox Reservoir is not included.

Cost estimates for installation of other booster pump improvements were developed in a report prepared by ASL Consulting Engineers for the KID and dated November 3, 1995. Cost estimates were up-dated in February 2002 and have been adjusted by the General Manager in 2018 for current construction costs and inflation.

Costs for improvements to the booster pumps at the Wilcox Reservoir and Glen Reservoir are included in the KID capital project budget. Costs include engineering, inspection, management and contingency

KINNELOA IRRIGATION DISTRICT
1999 KINCLAIR DRIVE
PASADENA, CALIFORNIA 91107
(626) 797-6295

SYSTEM DISTRIBUTION MASTER ATLAS MAPS

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PLANS PREPARED BY:

SA
ASSOCIATES
CONSULTING ENGINEERS
1130 W. Huntington Drive, Unit 112, FAX 626 445-1461
626 821-3458

