

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – NOVEMBER 18, 2008  
7:30 P.M.

**AGENDA**

- 1. CALL TO ORDER**
  - A. Declaration of a Quorum
  - B. Review of Agenda
  
- 2. PUBLIC HEARING – WATER RATES**
  
- 3. APPROVE WATER RATES**
  
- 4. APPROVE 2009 BUDGET**
  
- 5. REVIEW EMERGENCY EQUIPMENT STORAGE SITE REQUEST**
  
- 6. SELECTION OF AUDITOR FOR YEAR 2008**
  
- 7. GENERAL MANAGER’S REPORT**
  
- 8. REVIEW OF MINUTES** – Regular Meeting – October 21, 2008
  
- 9. REVIEW OF FINANCIAL REPORTS** – October 31, 2008
  
- 10. ITEMS FOR NEXT AGENDA**
  
- 11. CALENDAR – Regular Meeting** – December 16, 2008  
January 20, 2009  
February 17, 2009
  
- 12. 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. Materials related to an item on this agenda submitted after distribution of the Agenda Packet are available for public review at the District Office or online at the District’s website <http://www.kinneloairrigationdistrict.info>

# Kinneloa Irrigation District 2009 Budget

**Monthly Service Charge \$41.00**

**Commodity Charge \$2.55 per CCF**

Account	Account Description	2009 Budget
4000	Water Sales	1,075,795
4020	Invoice Sales	10,000
4035	Interest-LAIF	25,000
4050	Capacity Charge	12,000
	<b>Total Income</b>	<b>1,122,795</b>
5005	Power	90,000
5010	Maintenance Supplies	20,000
5012	Safety Equipment	2,000
5015	Maintenance Labor	180,000
5020	Stand-by	7,500
5022	Training/Certification	2,400
5025	Water Treatment/Analysis	22,000
5030	Outside Contractors	50,000
5034	Equipment Maintenance	3,000
5035	Vehicle Maintenance	7,000
5036	Fuel - All Equipment	10,000
5040	Equipment Rental	500
5045	Insurance-Workers Comp.	15,000
5046	Insurance-Liability	15,000
5048	Insurance-Property	2,500
5049	Insurance-Medical	40,000
6000	Engineering	15,000
6005	Watermaster	8,000
6010	Telemetry	850
6015	Administrative Salary	102,900
6017	Administrative Travel	5,000
6018	Administrative PERS	7,500
6020	Board of Directors Compensation	7,000
6021	Administrative Exp.	2,500
6024	Customer/Public Information Prog.	4,000
6025	PERS - KID	13,900
6030	Social Security - KID	25,500
6035	Office Supplies	9,000
6036	Postage/Delivery	6,000
6040	Professional Dues	7,000
6045	Legal	10,000
6050	Telephone	5,000
6051	Cellular Telephone	2,500
6052	Pagers	1,800
6053	Internet Service	1,000
6059	Computer/Software Maintenance	10,000
6061	Office Equipment Maintenance	1,000
6065	Accounting	7,000
6070	Office Labor	50,000
6075	Outside Services	20,000
6081	Permits/Fees	2,500
6120	Bank Service Charges	3,000
	<b>Total Expenses</b>	<b>794,850</b>
	<b>NET REVENUES</b>	<b>327,945</b>

<i>Water Sales, Units</i>	306,116
<i>Rate Per Unit</i>	\$2.55
<i>Annual Commodity Revenue</i>	\$780,595
<i>Monthly Service Charge</i>	\$41.00
<i>Annual DSC Revenue</i>	\$295,200
<i>Total Annual Water Sales</i>	\$1,075,795
<i>Total Annual Revenue</i>	\$1,122,795
<i>Total Expenses</i>	\$794,850
<i>Capital Improvements</i>	\$345,000
<i>Annual Net Cash Flow</i>	-\$17,055
<i>Average Monthly Charge for Low Usage Customer</i>	\$66
<i>Average Monthly Charge for Medium Usage Customer</i>	\$168
<i>Average Monthly Charge for High Usage Customer</i>	\$676
<i>Reserve Account Balance (Beginning)</i>	\$450,000
<i>Reserve Account Balance (Year End)</i>	\$432,945

### Notes to Budget

1. Water sales based on 306,116 billing units which is the same as for 2008. Conservation by customers could lower this amount.
2. No income from wholesale water sales is expected.
3. Capacity charge is based on service connections to four new homes.
4. No expense has been budgeted to purchase water. Possible action by the Raymond Basin Management Board to reduce pumping might make it necessary to purchase water.
5. No expense has been budgeted for the 2009 election of Directors. The invoice from the County of Los Angeles (if any) would be received in 2010.
6. Southern California Edison has applied to the PUC for a rate increase. If approved, the budgeted amount for power may need to be increased in future years.

### Recommended Expenditures for Capital Improvement and Preventative Maintenance Projects (Subject to Board Approval)

1504	Mains	150,000	Kinneloa Mesa Pipeline (Carried Over From 2008)
1511	Water Treatment Plant	10,000	Water Treatment Plant Improvements
1512	Meter Replacement	20,000	Meter Replacement (Continuing)
1513	Electrical Equipment	20,000	Generator Transfer Switch and Other Electrical Projects
1514	Computer/Office Equipment	5,000	Replace Aging Computers and Other Equipment (Continuing)
1515	Equipment	20,000	Standby Generator for Office
1517	Facilities	30,000	Reservoir Roof Coating and Other Facility Projects
1527	SCADA	15,000	SCADA Improvements
1528	Tank and Reservoir Maintenance	75,000	Tank Maintenance Contract and Reservoir Inspection (Continuing)
	<b>Total Other Expenditures</b>	<b>345,000</b>	
	<b>NET CASH FLOW</b>	<b>-17,055</b>	



# Memo

Date: November 12, 2008  
To: Board of Directors  
From: Melvin L. Matthews  
Subject: Emergency Storage Request

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The Kinneloa Estates Property Owners' Association has developed an emergency preparedness plan and as a part of this plan desires to have a location assessable to authorized residents where emergency items can be stored. The president of the association has requested in the attached letter that the District office property be considered as the location for a secured storage container for these items.

I have reviewed the request and have determined that a portion of the space on the west side of the office would be an ideal location that would be out of sight and would provide a good balance of security and accessibility. The association would assume all responsibility for the container and its contents and has sufficient liability and property insurance in place.

In keeping with our desire to enhance our community outreach and facilitate emergency preparedness, I recommend that the Board approve the request and direct me to prepare and execute an agreement for placement of the storage container.

Kinneloa Estates Property Owners' Association  
October 18, 2008

Kinneloa Irrigation District

In preparation for a major disaster, the Kinneloa Estates Property Owners Association has developed a Disaster Prevention program to support homeowners and their families during a disaster. In meeting this initiative, we are proposing to have an onsite neighborhood storage unit to hold water, food, medical supplies, and other materials to support all families in our association for a minimum of seven days.

Determining a central and secure place to house this unit is critical. We looked at potential areas throughout the neighborhood and believe an area that would provide us the most central and secure place is to have this unit stored next to your District Office on Kinclair Drive. This was a recommendation from our board member, Mel Matthews. The unit would be metal, approximately 8 feet high, 5 feet wide, and 10 feet deep and secured with a chain and lock.

Attached is a list of initial supplies that would be stored in this unit, none of which are hazardous materials.

We can provide you with any additional information you may require and look forward to hearing from you in determining the next steps to support this initiative.

Thank you,

Michael Dilsaver  
President, KEPOA

## **EMERGENCY DISASTER SUPPLIES** (PRELIMINARY)

- SEVEN DAY FOOD AND WATER SUPPLY FOR RESIDENTS
- MEDICAL SUPPLIES i.e. blood pressure monitors, crutches, canes, etc.
- FIRST AID KITS
- JACK HAMMER
- GENERATOR/CART
- HAND TOOLS
- PROPANE TANKS
- 2-WAY RADIOS (pairs)
- BATTERIES
- WHEEL BARROW
- COMPRESSOR
- NAIL GUN
- CHAINSAWS
- CRANK RADIOS
- BOX OF FLARES
- PAPER TAPE
- MAGNIFYING GLASSES
- DUCT TAPE
- ELECTRICAL VOLTAGE TESTER
- FIRE IGNITOR
- FIRE HYDRANT HOSE
- LIGHT WEIGHT ALLUMINUM COTS

# General Manager's Report

## November 18, 2008

### I. Projects

- A. Kinneloa Mesa Pipeline Project – Revised Plans and Specifications have been received from SA Associates and are currently under review. Bidding packages will be distributed ASAP after completing final review.
- B. Villa Knolls Service Connections – Five replacement service lines were connected to a parallel main on the south side of Villa Knolls in order to eliminate the leak-prone 2 ½ inch PVC line on the north side of the street.



- C. House Tunnel – Repairs were completed on the tunnel entrance closure and the internal dam. The tunnel was placed back in service after water sampling confirmed compliance with Department of Public Health requirements.



## II. Customer Service Issues for October-November

- A. Villa Heights Rd – Customer requested assistance in turning off water to fix broken stand pipe.
- B. Brambling Lane – Customer reported leak in yard. Upon investigation we found that it was our High-Low Pressure Tunnel Line that cuts through the customer's yard. (See Field Operations below.)
- C. Vosburg Street – Customer requested assistance in turning off water to install new irrigation valve.
- D. Villa Knolls Drive – Leak in 2 ½" main. (See Projects above)

## III. Office Operations

### A. Delinquent Accounts

- 32 accounts received 10 day letters
- 5 accounts received 5 day letters
- 2 account received 24-hour shut off notice
- 2 accounts shut off

## IV. GM's Projects and Goals

- A. I participated in a seminar on succession planning for organizations conducted by MAP Consulting.
- B. I completed the House Tunnel rehabilitation and the tunnel is back in service.

## V. Field Operations

- A. Leak on Villa Knolls Drive – We had another leak on the 2 ½" PVC main serving five homes on the north side of the street. The failure mode was identical to the previous one that was reported last month. (See Projects above)
- B. High/Low Pressure Tunnel Line – A small leak appeared in the line east of Brambling Lane. We repaired the line with a full-wrap saddle. A future project will include replacing this line and eliminating the portion that runs through the private property where this leak occurred.

## VI. Meetings and Conferences

- A. Foothill Municipal Water District Board Meeting
- B. RBMB meetings – Pasadena Sub-Area Safe Yield Sub-Committee
- C. MWD Workshop – Model Conservation Ordinances and suggested resolutions to encourage conservation.
- D. Microsoft Seminar – Focus on network infrastructure and upcoming software releases and best management practices



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
OCTOBER 21, 2008**

**DRAFT**

**MEMBERS PRESENT:** Directors Barkhurst, Griffith, Kilburn, Pickard, and Sorell

**STAFF PRESENT:** Shirley Burt, Administrative Assistant  
Chris Burt, Facilities Supervisor  
Melvin Matthews, General Manager

**CALL TO ORDER:** The meeting was called to order by the Chair, Director Barkhurst, at 1930 hours. He noted that there was a quorum of the Board present. The Agenda was unanimously approved as presented.

**PUBLIC COMMENT:** No one from the Public wished to comment at this time.

**IDENTITY THEFT PREVENTION PROGRAM:**

The **General Manager** stated that the Identity Theft Prevention Program had been presented to the District requesting action rather quickly and that the legal counsel for the Public Water Agencies Group had prepared the resolution format that could be used by the water agencies.

**Director Sorell** questioned whether the District could do all of the things that are being stated in the resolution and the **General Manager** replied that he thought he could, noting that the burden is on him to develop the program.

**Director Sorell** stated that the reason he is concerned is because Legal Counsel recommended that this be done or there will be a large amount of liability. He questioned whether it was worse to adopt a resolution and say we are doing do this when we are not, than to take this matter under advisement and develop a plan over the next three to six months and then adopt the resolution.

**Director Griffith** question whether the district had ever had a problem and the **General Manager** replied that the district had not had a problem and that he thought he could write a very simple program noting that there is no enforcement action and that the thinking is that it is better to adopt the resolution and develop a program even if later someone states the program is not satisfactory..

**Director Pickard** questioned whether there was a cost to the program and the **General Manager** replied that there was no cost.

The **Administrative Assistant** reminded the Board that the District takes very little information from the customer—no social security numbers or driver’s licenses-- and that therefore the amount of information to be protected is minimal.

It was M/S/C-(Griffith/Kilburn-5/0) – **“That the Board adopts Resolution 2008-10-21 ADOPTING IDENTITY THEFT PREVENTION PROGRAM”**

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OCTOBER 21, 2008**

**DRAFT**

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**REVIEW OF THE 2007/08 PRODUCTION AND SALES REPORT**

The **General Manager** reviewed the Production and Sales Report noting that –  
--the statistics might show some evidence that conservation is working  
--figure four shows that 65% of the production came from the K-3 Well and that will be true for the next year unless there is a good rainy season  
--the Dolores tunnel is down to 7% of total production when last year it supplied 25%

**Director Barkhurst** questioned the cost of operating the Wilcox Well and the implications if it was shut down.

The **General Manager** replied that

--it provides significant production in times of emergency  
--the Raymond Basin Management doesn't dictate which production source is used  
--the standby charge is about \$800/month  
--it is a valuable resource although the pumping level is very low

**Director Sorell** questioned as to how often the Wilcox Well ran and the possibility of obtaining power by using one of the District's generators.

The **General Manager** replied that--

--the well is run once a month minimum  
--a generator large enough to run the well is not in the budget until 2010  
--the power for the chlorinator and lights would need to be considered and maybe a different power rate could be obtained for the smaller usage.

**Director Pickard** stated that the pump cannot be allowed to just sit there and the **General Manager** agreed explaining that the Well could seal itself off if not used.

The **General Manager** stated that is he very nervous having only one Well to rely upon and that while the emergency connection with the City of Pasadena worked well when the K-3 Well was down, the District may not have the water to repay them and there will have to be a monetary repayment. He noted that he is exploring the possibility of developing another well site nearby in partnership with the City of Pasadena or a tie in to the Foothill Municipal Water District system.

**Director Sorell** questioned whether we could not use the water in long term storage and the **General Manager** replied that would depend upon the decision reached by the Raymond Basin Management Board and that decision may not be made until next March. He explained that the current proposed plan is to reduce pumping by 6% each year for 5 years for a total reduction of 30% from our 1955 decreed rights.

The **Board** congratulated the General Manager for the excellent Report and for the fact that he had passed the Grade 3 Certification Test.

**MINUTES OF THE REGULAR MEETING  
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OCTOBER 21, 2008**

**DRAFT**

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**GENERAL MANAGER'S REPORT:**

The **General Manager** asked the Directors for comments and questions about the items in his Report.

**Control Valve Maintenance**

**Director Griffith** questioned the number and cost of the Cla-Val valves in the system and the **Facilities Supervisor** replied that –

- there are about 14 valves in the system -- one at every Booster Station and Well site
- the cost for a new 6" valve is approximately \$3500-\$4500
- the cost to rebuild one is around \$500-\$600.

**Director Sorell** stated that he thought some of the valves were fairly new and the **Facilities Supervisor** replied that some of them are fairly new but they require scheduled maintenance so that they remain functional.

**House tunnel**

**Director Griffith** questioned the difference in the contractors price of \$80,000 and the General Manager's price of \$1000 for an in-house repair of the House tunnel and the **General Manager** explained that the work to be done differed in the two estimates and that he felt compelled to save the District that money based on the current rate of flow from the tunnel. He stated that over the next two or three weeks he would be completing the job. He explained that the Contractor's price included building a access road rather than a trail, removing all of the debris from the landslide, putting in a new outlet pipe, as well as sealing up the tunnel entrance.

**Director Barkhurst** questioned whether there was an opportunity for FEMA reimbursement and the **General Manager** explained that this is not a declared disaster incident and therefore not eligible for FEMA money.

**Director Griffith** questioned whether this was an area where a landslide could occur again and he expressed concern about the General Manager's safety working in the area but the **General Manager** explained that he would have a safety buddy with him.

**Director Griffith** wondered if, due to possible liability, it would not be wise to have some engineering provided and a soil test done, but the **General Manager** stated that he felt perfectly safe working in the area and does not feel that anything else is necessary.

**REVIEW OF MINUTES**

The minutes of the Regular Meeting of September 16, 2008 were approved as presented with the insertion of the word "internet" after the word preliminary on page 2, line 18.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
OCTOBER 21, 2008**

**DRAFT**

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**REVIEW OF THE FINANCIAL REPORTS**

**Director Sorell** reviewed the reports noting that the -

- Capital Projects expenditures were very close to budget
- Income for the month was \$109,000 and the expenditures were \$12,000 above budget
- Net income was slightly under budget but the budget year to date was ahead \$55,000
- Maintenance supplies and contractor expense were the largest expenditure variances
- Negative net outflow this month was \$36,000 mostly because of the truck purchases and proceeds from the financing will appear on the cash flow report and offset the negative flow.

The **General Manager** explained that

- Most of the maintenance supplies were major electrical items purchased for inventory as spare parts for the well and booster stations.
- The Contractor expense was due to a main break on Villa Knolls
- Reimbursement of approximately \$86,000 will come back when the trucks are financed

**Director Sorell** questioned what action is required regarding the main break on Villa Knolls as he noted in the General Manager's Report that it was a temporary repair.

The **General Manager** explained that

- The main has had at least four or five breaks in the last four years and is not reliable due to the thin wall thickness of the PVC pipe and the high pressure in the line
- The work that needs to be done includes transferring five services onto another nearby existing main and extending the existing main to the end of the street
- Chris is getting estimates for transferring the five services to the other main
- The pipeline extension is a pipeline project and needs to be engineered

Following the review the Financial Reports were unanimously approved for filing.

**ITEMS FOR NEXT AGENDA**

Approval of the Rate Increase

Approval of the 2009 Budget

Request from HOA to place Storage Container on District Property

Mesa Pipeline Project

**ADJOURNMENT**

The meeting was adjourned at 2015 hours and the next meeting will be on November 18, 2008.

Respectfully submitted,

Shirley L. Burt  
Secretary to the Board

**Kinneloa Irrigation District 2008 Financial Summary (Actual and Forecasted)**

Account	Account Description	2008 Budget	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual	October Actual	November Forecasted	December Forecasted	2008 FYE Forecasted	Deviation from Budget Amount Percent	
4000	Water Sales	1,000,000	50,094	73,271	41,058	87,835	97,577	72,146	128,693	121,245	109,460	97,900	76,080	55,710	1,011,069	11,069	1%
4015	Wholesale Water Sales-Pasadena	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
4020	Invoice Sales	5,000	9,154	700	0	1,255	350	-85	350	0	0	0	417	417	12,557	7,557	151%
4030	Interest-Checking	50	1	2	2	1	2	1	1	1	0	0	4	4	20	-30	-59%
4035	Interest-Reserve Fund (LAIF)	20,000	8,927	0	0	7,949	0	0	5,640	0	0	5,083	0	0	27,599	7,599	38%
4050	Capacity Charge	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	0	0%
	<b>Total Income</b>	<b>1,028,050</b>	<b>68,177</b>	<b>73,972</b>	<b>41,060</b>	<b>97,041</b>	<b>97,928</b>	<b>72,062</b>	<b>134,684</b>	<b>121,246</b>	<b>109,460</b>	<b>102,984</b>	<b>76,501</b>	<b>59,131</b>	<b>1,054,246</b>	<b>26,196</b>	<b>3%</b>
	<b>Expenditures</b>																
5005	Power	110,000	5,152	4,409	4,806	6,285	7,632	7,093	9,087	9,929	9,698	9,164	6,000	4,000	83,255	-26,745	-24%
5010	Maintenance Supplies	20,000	561	9,695	7,642	3,095	-10,751	3,246	1,249	716	15,238	-22,067	1,667	1,667	11,956	-8,044	-40%
5012	Safety Equipment	2,000	0	0	0	0	0	1,824	0	0	0	0	0	0	1,824	-176	-9%
5015	Maintenance Labor	172,000	13,131	12,728	11,927	12,957	13,340	12,310	12,221	12,777	13,330	13,306	14,333	14,333	156,696	-15,304	-9%
5020	Stand-by	7,500	630	630	540	570	690	690	480	720	540	660	625	625	7,400	-100	-1%
5022	Training/Certification	2,400	140	0	780	103	0	175	60	0	0	205	200	200	1,863	-537	-22%
5025	Water Treatment/Analysis	20,000	1,599	2,130	4,472	2,121	365	880	800	1,655	1,428	1,767	1,667	1,667	20,549	549	3%
5030	Maintenance Contractors	48,000	10,184	2,978	19,795	482	-3,177	14,219	412	8,164	7,335	2,635	4,000	4,000	71,026	23,026	48%
5034	Equipment Maintenance	3,000	216	0	0	915	845	0	114	0	0	395	250	250	2,985	-15	-1%
5035	Vehicle Maintenance	9,000	332	0	920	1,088	32	87	0	0	1,178	955	750	750	6,092	-2,908	-32%
5036	Fuel - All Equipment	8,500	766	592	595	779	220	925	1,112	722	1,012	893	925	711	9,252	752	9%
5040	Equipment Rental	500	0	0	0	0	0	0	0	0	0	0	0	500	500	0	0%
5045	Insurance-Workers Comp.	15,000	3,024	-196	2,777	0	0	2,928	-2,517	0	2,551	0	0	0	8,567	-6,433	-43%
5046	Insurance-Liability	15,000	1,229	1,229	1,229	1,229	1,229	1,229	-1,276	1,229	1,229	1,360	1,229	1,229	12,374	-2,626	-18%
5048	Insurance-Property	2,500	186	186	186	166	166	166	154	166	166	166	166	166	2,041	-459	-18%
5049	Insurance-Medical	43,000	3,047	3,047	3,047	3,047	3,047	3,062	3,063	3,063	3,063	3,310	3,063	3,063	36,922	-6,079	-14%
6000	Project Engineering	15,000	0	600	0	1,050	595	0	0	0	0	938	1,250	1,250	5,683	-9,317	-62%
6005	Watermaster	7,500	667	667	667	667	667	667	901	901	1,005	901	901	901	9,512	2,012	27%
6010	Telemetry	850	66	51	66	67	68	66	66	66	66	66	71	71	789	-61	-7%
6015	Administrative Salary	98,000	7,362	7,362	7,362	8,195	8,195	8,195	8,195	8,195	8,195	8,195	8,195	8,195	95,842	-2,158	-2%
6017	Administrative Travel	4,000	12	101	481	156	588	427	248	0	376	0	333	333	3,056	-944	-24%
6018	Administrative PERS	6,720	506	1,012	506	564	564	564	564	564	564	0	564	564	6,539	-181	-3%
6020	BofD Compensation	7,000	500	500	500	500	400	500	500	500	500	500	500	900	6,300	-700	-10%
6021	Administrative Exp.	2,500	100	0	0	0	903	0	0	0	1,350	0	208	208	2,771	271	11%
6022	Board of Directors Election	0	0	12,502	0	0	0	0	0	0	0	0	0	0	12,502	12,502	0%
6024	Customer/Public Info. Prog.	4,000	86	83	90	177	916	0	172	0	0	0	333	333	2,192	-1,808	-45%
6025	PERS - KID	12,075	819	3,003	819	891	891	869	868	827	848	0	891	891	11,617	-458	-4%
6030	Social Security - KID	26,040	1,959	1,897	1,829	1,997	2,040	1,926	1,942	1,980	2,018	979	1,942	2,040	22,548	-3,492	-13%
6035	Office Supplies	9,000	268	1,146	12	1,114	685	126	1,030	68	1,475	308	750	750	7,730	-1,270	-14%
6036	Postage/Delivery	6,000	208	269	311	351	518	272	311	241	353	259	500	500	4,092	-1,908	-32%
6040	Professional Dues	7,000	425	329	329	329	329	329	370	370	397	397	583	583	4,771	-2,229	-32%
6045	Legal	10,000	591	0	881	166	0	145	910	0	0	765	833	833	5,125	-4,876	-49%
6050	Telephone	5,000	379	332	557	502	457	443	354	391	532	433	417	417	5,213	213	4%
6051	Cellular Telephone	2,500	153	134	132	132	136	133	141	147	140	132	208	208	1,796	-704	-28%
6052	Pagers	1,800	126	126	126	126	126	142	143	132	154	133	126	126	1,583	-217	-12%
6053	Internet Service	1,000	75	70	70	125	70	70	70	70	70	65	70	70	894	-106	-11%
6059	Computer/Software Maintenance	10,000	834	104	171	0	0	0	1,623	0	30	1,276	833	833	5,706	-4,294	-43%
6061	Office Equipment Maintenance	1,000	0	0	0	0	0	0	1,064	0	150	0	83	83	1,380	380	38%
6065	Accounting	7,000	0	0	0	0	0	0	6,200	0	0	0	0	0	6,200	-800	-11%
6070	Office Labor	48,000	3,987	3,582	3,582	3,877	4,040	3,476	3,985	3,688	3,812	3,985	4,000	4,000	46,014	-1,986	-4%
6075	Outside Services	20,000	1,018	688	976	1,510	687	2,729	1,280	749	743	618	1,667	1,667	14,331	-5,669	-28%
6081	Permits/Fees	2,500	728	0	0	75	0	0	4,733	1,725	728	0	208	208	8,406	5,906	236%
6120	Bank Service Charges	1,200	309	313	45	-13	-264	374	285	366	305	310	200	200	2,430	1,230	103%
	<b>Total Expenses</b>	<b>794,085</b>	<b>61,375</b>	<b>72,299</b>	<b>78,227</b>	<b>55,392</b>	<b>36,248</b>	<b>70,286</b>	<b>60,914</b>	<b>60,121</b>	<b>80,581</b>	<b>33,009</b>	<b>60,543</b>	<b>59,327</b>	<b>728,321</b>	<b>-65,764</b>	<b>-8%</b>
	<b>NET REVENUES</b>	<b>233,965</b>	<b>6,802</b>	<b>1,673</b>	<b>-37,167</b>	<b>41,650</b>	<b>61,681</b>	<b>1,776</b>	<b>73,769</b>	<b>61,125</b>	<b>28,880</b>	<b>69,975</b>	<b>15,958</b>	<b>-197</b>	<b>325,925</b>	<b>91,960</b>	<b>39%</b>

**Kinneloa Irrigation District 2008 Financial Summary (Actual and Forecasted)**

Account	Account Description	2008 Budget	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual	October Actual	November Forecasted	December Forecasted	2008 FYE Forecasted	Deviation from Budget	
																Amount	Percent
<b>Other Expenditures and Adjustments</b>																	
1200	Inventory	0	0	1,639	2,244	0	0	0	0	0	0	0	0	0	3,884	3,884	0%
1504	Replacement Mains	184,000	25,463	0	131,221	0	21,584	0	0	0	0	0	0	25,000	203,268	19,268	10%
1505	Tunnels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
1511	Water Treatment Plant	13,000	0	13,844	1	0	0	0	0	0	0	0	0	0	13,845	845	6%
1512	Meter Replacement	20,000	779	16,531	0	0	0	0	0	316	2,781	1,687	1,000	1,000	24,095	4,095	20%
1513	Electrical/Electronic Equipment	20,000	0	0	0	0	12,339	10,665	1,057	0	0	28,177	0	0	52,238	32,238	161%
1514	Computer/Office Equipment	5,000	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000	-2,000	-40%
1515	Trucks and Equipment	113,000	0	680	59,509	0	4,156	493	981.83	0	44,551	0	0	0	110,370	-2,630	-2%
1516	Facilities	10,000	0	0	0	0	621	0	0	0	0	0	0	0	621	-9,379	-94%
1523	Construction in Progress	-130,000	0	0	-128,392	0	0	0	0	0	0	0	0	0	-128,392	1,608	0%
1527	SCADA	15,000	0	958	0	883	0	25,915	484	0	0	896	0	0	29,136	14,136	94%
1528	Tanks and Reservoirs	75,000	5,891	5,891	5,891	5,891	5,891	5,891	5,891	5,891	6,049	6,049	6,250	6,250	71,728	-3,273	-4%
<b>Total Other Expenditures</b>		<b>325,000</b>	<b>35,133</b>	<b>39,544</b>	<b>70,474</b>	<b>6,774</b>	<b>44,590</b>	<b>42,964</b>	<b>8,414</b>	<b>6,207</b>	<b>53,381</b>	<b>36,809</b>	<b>7,250</b>	<b>32,250</b>	<b>383,792</b>	<b>58,792</b>	<b>18%</b>
<b>NET CASH FLOW</b>		<b>-91,035</b>	<b>-28,331</b>	<b>-37,870</b>	<b>-107,640</b>	<b>34,876</b>	<b>17,090</b>	<b>-41,188</b>	<b>65,355</b>	<b>54,918</b>	<b>-24,501</b>	<b>33,165</b>	<b>8,708</b>	<b>-32,447</b>	<b>-57,866</b>	<b>33,169</b>	<b>-36%</b>

**Kinneloa Irrigation District**  
**Balance Sheet**  
**October 31, 2008**

**ASSETS**

**Current Assets**

1000	Checking-Bank of the West	\$ 5,716.91	
1010	Checking-Wells Fargo Bank	111,420.77	
1012	Savings Account-LAIF	483,380.48	
1013	Savings-LAIF Reserve Fund	250,000.00	
1100	Accts. Receivable-Water Sales	61,066.91	
1101	Accts. Receivable-Invoices	3,179.14	
1190	Allowance for Bad Debts	(1,881.57)	
1200	Inventory	23,883.63	
1340	Accrued Water Sales	97,529.85	
1350	Prepaid Insurance	15,740.45	
1360	Prepaid Expenses	13,980.79	
	Total Current Assets		1,064,017.36

**Property and Equipment**

1501	Water Rights	52,060.41	
1503	Land Sites	96,700.08	
1504	Mains	1,188,444.80	
1505	Water Tunnels	705,985.75	
1506	K-3 Well	70,233.86	
1507	Improvement District #1	602,778.12	
1508	Mountain Property	6,620.00	
1509	Wilcox Well	71,312.70	
1510	Interconnections	14,203.27	
1511	Water Treatment Plant	172,044.97	
1512	Trans. & Dist. Plant Meters	76,827.24	
1513	Electrical/Electronic Equip.	230,136.29	
1514	Computer/Office Equipment	48,430.51	
1515	Trucks and Equipment	202,856.31	
1516	Water Company Facilities	37,210.85	
1517	Hidden Valley Office	51,362.92	
1518	Shaw Ranch	280,789.92	
1519	Dove Creek Project	487,383.87	
1521	Kinneloa Ridge Project	690,492.58	
1522	Eucalyptus Booster Station	471,817.81	
1526	Vosburg Booster	12,590.00	
1527	SCADA	164,211.91	
1528	Tanks and Reservoirs	141,796.75	
1529	Holly Tanks	181,113.76	
1600	Accum. Depreciation	(1,968,472.95)	
	Total Property and Equipment		4,088,931.73
	Total Assets		\$ 5,152,949.09

**Kinneloa Irrigation District**  
**Balance Sheet**  
**October 31, 2008**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 11,074.21	
2200	Fed. Withholding Tax Payable	1,651.97	
2210	Soc.Sec./Medicare Tax Payable	1,059.60	
2220	State Withholding Tax Payable	517.00	
2240	Savings Withholding-Employee	125.00	
2250	PERS Withholding-Employee	949.23	
2260	Med./Dental-Withhold-Employee	502.80	
2271	Deposits-Construction Meters	1,700.00	
2273	Job Deposits-Doyne Rd.	5,497.68	
2290	Accrued Vacation	10,525.70	
	Total Current Liabilities		33,603.19

**Long-Term Liabilities**

	Total Long-Term Liabilities		0.00
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	Total Liabilities		33,603.19
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**Capital**

3040	Fund Balance	4,809,112.59	
	Net Income	310,233.31	
	Total Capital		5,119,345.90
	Total Liabilities & Capital		\$ 5,152,949.09

**Steven Sorell, Treasurer** \_\_\_\_\_



**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the ten Months Ended October 31, 2008**

	Current Month	Year to Date
<b>Cash Flows from operating activities</b>		
Net Income	\$ 69,974.62	\$ 310,233.31
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	6,474.33	78,131.61
1101 Accts. Receivable-Invoices	(377.12)	(880.48)
1200 Inventory	0.00	(3,883.58)
1350 Prepaid Insurance	1,525.75	(4,167.50)
1360 Prepaid Expenses	(2,486.42)	(4,309.82)
2000 Accounts Payable	2,901.80	(21,384.31)
2200 Fed. Withholding Tax Payable	1,651.97	1,651.97
2210 Soc.Sec./Medicare Tax Payable	1,059.60	1,059.60
2220 State Withholding Tax Payable	517.00	517.00
2240 Savings Withholding-Employee	125.00	125.00
2250 PERS Withholding-Employee	949.23	(214.75)
2260 Med./Dental-Withhold-Employee	248.52	252.84
2271 Deposits-Construction Meters	0.00	850.00
2272 Job Deposits	0.00	(9,189.38)
2277 New York Drive Retention	0.00	(10,743.00)
	12,589.66	27,815.20
<b>Net Cash provided by Operations</b>	<b>82,564.28</b>	<b>338,048.51</b>
 <b>Cash Flows from investing activities</b>		
<i>Used For</i>		
1504 Mains	0.00	(178,267.68)
1511 WaterTreatment Plant	0.00	(13,844.86)
1512 Trans. & Dist. Plant Meters	(1,687.12)	(22,094.65)
1513 Electrical/Electronic Equip.	(28,176.94)	(52,237.73)
1514 Computer/Office Equipment	0.00	(3,000.00)
1515 Trucks and Equipment	0.00	(111,670.36)
1516 Water Company Facilities	0.00	(620.59)
1527 SCADA	(896.36)	(29,136.39)
1528 Tanks and Reservoirs	(6,048.71)	(59,227.50)
	(36,809.13)	(470,099.76)
<b>Net cash used in investing</b>	<b>(36,809.13)</b>	<b>(470,099.76)</b>
 <b>Cash Flows from financing activities</b>		
<i>Proceeds From</i>		
<i>Used For</i>		
	0.00	0.00
<b>Net cash used in financing</b>	<b>0.00</b>	<b>0.00</b>
<b>Net increase (decrease) in cash</b>	<b>\$ 45,755.15</b>	<b>\$ (132,051.25)</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 948,048.01	\$ 948,048.01
Cash Balance at Beg. of Period	(902,292.86)	(950,407.51)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 45,755.15</b>	<b>\$ (2,359.50)</b>

**Steven Sorell, Treasurer** \_\_\_\_\_

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Ten Months Ending October 31, 2008**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
4000 Water Sales	\$ 97,900.11	\$ 91,000.00	\$ 879,279.34	\$ 868,210.00
4020 Invoice Sales	0.00	416.67	11,723.95	4,166.70
4030 Interest-General Fund Checking	0.49	4.17	11.40	41.70
4035 Interest-General Fund Savings	5,083.16	5,000.00	27,599.40	20,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenues</b>	<b>102,983.76</b>	<b>96,420.84</b>	<b>918,614.09</b>	<b>892,418.40</b>
<b>Expenses</b>				
5005 Power	9,164.07	9,000.00	73,255.18	100,000.00
5010 Maintenance Supplies	(22,066.99)	1,666.67	8,623.08	16,666.70
5012 Safety Equipment	0.00	0.00	1,823.65	2,000.00
5015 Maintenance Labor	13,305.60	14,333.33	128,028.99	143,333.30
5020 Stand-by	660.00	625.00	6,150.00	6,250.00
5022 Training/Certification	205.00	200.00	1,462.55	2,000.00
5025 Water Treatment/Analysis	1,766.58	1,666.67	17,145.94	16,666.70
5030 Maintenance Contractors	2,634.83	4,000.00	63,025.76	40,000.00
5034 Equipment Maintenance	394.96	250.00	2,484.73	2,500.00
5035 Vehicle Maintenance	955.25	750.00	4,591.62	7,500.00
5036 Fuel - All Equipment	892.81	708.33	7,616.35	7,083.30
5045 Insurance-Workers Compensation	0.00	0.00	8,566.90	16,000.00
5046 Insurance-Liability	1,359.75	1,250.00	9,915.65	12,500.00
5048 Insurance-Property	166.00	208.33	1,708.75	2,083.30
5049 Insurance-Medical	3,310.20	3,583.33	30,795.74	35,833.30
6000 Project Engineering	938.00	1,250.00	3,183.00	12,500.00
6005 Watermaster	901.33	666.67	7,709.29	6,666.70
6010 Telemetry	65.70	70.83	647.54	708.30
6015 Administrative Salary	8,195.16	8,195.16	79,451.64	81,951.60
6017 Administrative Travel	0.00	333.33	2,389.24	3,333.30
6018 Administrative PERS	0.00	564.34	5,410.02	5,630.38
6020 BofD Compensation	500.00	500.00	4,900.00	5,600.00
6021 Administrative Exp.	0.00	208.33	2,353.82	2,083.30
6022 BofD-Election	0.00	0.00	12,501.89	0.00
6024 Customer/Public Info. Prog.	0.00	333.33	1,524.85	3,333.30
6025 PERS - KID	0.00	1,006.25	9,835.22	10,062.50
6030 Social Security - KID	978.82	2,170.00	18,566.07	21,700.00
6035 Office Supplies	307.70	750.00	6,230.44	7,500.00
6036 Postage/Delivery	258.98	500.00	3,092.32	5,000.00
6040 Professional Dues	397.25	583.33	3,603.84	5,833.30
6045 Legal	765.48	833.33	3,457.80	8,333.30
6050 Telephone	433.19	416.67	4,379.31	4,166.70
6051 Cellular Telephone	131.51	208.33	1,379.61	2,083.30
6052 Pagers	132.89	150.00	1,331.85	1,500.00
6053 Internet Service	64.94	83.33	754.04	833.30
6059 Computer/Software Maintenance	1,276.26	833.33	4,039.02	8,333.30
6061 Office Equipment Maintenance	0.00	83.33	1,213.60	833.30
6065 Accounting	0.00	0.00	6,200.00	7,000.00
6070 Office Labor	3,985.44	4,000.00	38,014.18	40,000.00
6075 Outside Services	618.31	1,666.67	10,998.05	16,666.70
6081 Permits/Fees	0.00	208.33	7,989.01	2,083.30
6120 Bank Service Charges	310.12	100.00	2,030.24	1,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenses</b>	<b>33,009.14</b>	<b>63,956.55</b>	<b>608,380.78</b>	<b>675,152.48</b>
<b>Net Income</b>	<b>69,974.62</b>	<b>32,464.29</b>	<b>310,233.31</b>	<b>217,265.92</b>

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Ten Months Ending October 31, 2008**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Other Expenditures</b>				
1200 Inventory	0.00	0.00	3,883.58	0.00
1504 Mains	0.00	0.00	178,267.68	125,000.00
1511 WaterTreatment Plant	0.00	0.00	13,844.86	13,000.00
1512 Trans. & Dist. Plant Meters	1,687.12	833.33	22,094.65	8,333.30
1513 Electrical/Electronic Equip.	28,176.94	833.33	52,237.73	8,333.30
1514 Computer/Office Equipment	0.00	416.67	3,000.00	4,166.70
1515 Trucks and Equipment	0.00	0.00	110,370.36	113,000.00
1516 Water Company Facilities	0.00	0.00	620.59	10,000.00
1523 Construction in Progress	0.00	0.00	(128,391.75)	0.00
1527 SCADA	896.36	0.00	29,136.39	10,000.00
1528 Tanks and Reservoirs	6,048.71	6,250.00	59,227.50	62,500.00
	<u>36,809.13</u>	<u>8,333.33</u>	<u>344,291.59</u>	<u>354,333.30</u>
<b>Total Other Expenditures</b>	<b>36,809.13</b>	<b>8,333.33</b>	<b>344,291.59</b>	<b>354,333.30</b>
<b>Total Increase or (Drawdown)</b>	<b>\$ 33,165.49</b>	<b>\$ 24,130.96</b>	<b>\$ (34,058.28)</b>	<b>\$ (137,067.38)</b>

Steven Sorell, Treasurer \_\_\_\_\_

## 2008 AGED RECEIVABLES REPORT

ACCOUNTING PERIOD	TOTAL BALANCE	CURRENT PERIOD	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	Penalty Charges	Interest Charges
JANUARY*	\$97,122	\$83,264 580 Accts.	\$10,620 105 Accts.	\$1,954 21 Accts.	\$493 9 Accts.	\$791 2 Accts.	\$570.00 38 Accts.	\$57.76
FEBRUARY**	\$38,363	\$27,639 180 Accts.	\$7,918 72 Accts.	\$1,573 19 Accts.	\$442 8 Accts.	\$791 2 Accts.	\$495.00 33 Accts.	\$47.84
MARCH	\$22,659	\$13,133 193 Accts.	\$7,186 77 Accts.	\$1,369 18 Accts.	\$184 4 Accts.	\$788 2 Accts.	\$465.00 31 Accts.	\$38.68
APRIL	\$40,774	\$32,502 291 Accts.	\$5,890 61 Accts.	\$1,116 13 Accts.	\$340 6 Accts.	\$927 2 Accts.	\$285.00 19 Accts.	\$22.53
MAY	\$45,788	\$34,890 216 Accts.	\$8,760 76 Accts.	\$1,043 16 Accts.	\$242 4 Accts.	\$854 2 Accts.	\$360.00 24 Accts.	\$35.64
JUNE	\$45,749	\$31,632 219 Accts.	\$11,068 77 Accts.	\$1,550 16 Accts.	\$470 7 Accts.	\$1,028 3 Accts.	\$435.00 29 Accts.	\$44.77
JULY	\$33,920	\$19,918 174 Accts.	\$11,104 76 Accts.	\$1,585 18 Accts.	\$380 6 Accts.	\$933 2 Accts.	\$450.00 30 Accts.	\$54.22
AUGUST	\$72,780	\$62,211 180 Accts.	\$7,267 63 Accts.	\$2,110 22 Accts.	\$244 5 Accts.	\$947 2 Accts.	\$480.00 32 Accts.	\$48.40
SEPTEMBER	\$67,541	\$48,130 225 Accts.	\$15,214 69 Accts.	\$2,118 20 Accts.	\$1,145 10 Accts.	\$934 3 Accts.	\$450.00 30 Accts.	\$57.22
OCTOBER	\$61,067	\$39,515 144 Accts.	\$17,190 82 Accts.	\$3,221 18 Accts.	\$228 6 Accts.	\$913 4 Accts.	\$585.00 39 Accts.	\$73.65
NOVEMBER								
DECEMBER								
						<b>Totals</b>	\$4,575.00	\$480.71

\*Jan. balance is after billing on February 8 -- All other balances are as of month end before billing for water sales for the month

\*\* Feb. balance does not include credits after February 8

**Kinneloa Irrigation District**  
**Check Register**  
For the Period From October 1, 2008 to October 31, 2008

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
10/5/08	EFT284	Southern California Edisor	8,337.41	power
10/8/08	EFT250V	AT&T	-75.96	void check
10/17/08	5656	Frank Smith	197.54	customer refund
10/17/08	5657	Assoc. of Calif. Water Age	3,785.00	annual membership dues
10/17/08	5658	ACWA Health Benefits At	4,893.27	medical/dental
10/17/08	5659	Ameripride Uniform Servi	63.12	shop rag service
10/17/08	5660	Athens Services	129.38	trash pickup
10/17/08	5661	Bank of America Business	3,080.95	
10/17/08	5662	Byrd Industrial Electronics	896.36	K-3 intrusion alarms
10/17/08	5663	Consolidated Electrical Di	102.60	maintenance supplies
10/17/08	5664	Charter Communications	59.99	Internet service
10/17/08	5665	Comcepts Systems	1,280.00	billing software maintenance
10/17/08	5666	Lagerlof,Senecal,Bradley,(	615.48	1/13 of Public Water Agencies work on NPDES
10/17/08	5667	McMaster Carr	740.43	maintenance supplies
10/17/08	5668	MWH Laboratories	237.60	water sample analysis
10/17/08	5669	Orchard Supply Hardware	320.39	maintenance supplies and tools
10/17/08	5670	Specialty Services	275.00	janitorial service
10/17/08	5671	Underground Service Aler	23.50	dig alerts
10/17/08	5672	Utility Service Co., Inc.	6,048.71	tank maintenance agreement
10/17/08	5673	Water Education Foundati	115.00	annual membership dues
10/17/08	5674	Lagerlof,Senecal,Bradley,(	150.00	Sage and West Tanks land acquisition
10/17/08	EFT298	Arco Gaspro Plus	892.81	truck gas
10/17/08	EFT297	AT&T	381.52	telephone
10/17/08	5675	Clinical Laboratory, San B	1,124.00	water sample analysis
10/20/08	EFT299	Christopher A. Burt	2,301.78	payroll
10/20/08	EFT300	Shirley L. Burt	1,384.14	payroll
10/20/08	EFT301	Melvin L. Matthews	3,047.97	payroll
10/20/08	63456518	Brian Fry	1,542.26	payroll
10/20/08	63456519	Felix Galindo	424.52	payroll
10/20/08	63456520	Chris Mellinger	369.14	payroll
10/20/08	EFT302	ADP	90.43	payroll processiong
10/20/08	EFT303	Christopher A. Burt	125.00	payroll
10/20/08	EFT304	ADP	4,009.14	payroll taxes
10/28/08	EFT305	AT&T	49.63	telephone
10/28/08	EFT306	Earthlink Network	4.95	Internet service
10/28/08	EFT307	Verizon Wireless	131.51	mobile phone service
10/28/08	5676	A&B Electric	155.50	K-3 electrical repair
10/28/08	5677	Alert Communications	78.00	answering service
10/28/08	5678	Byrd Industrial Electronics	469.89	K-3 SCADA radio repair
10/28/08	5679	California Department of F	90.00	certification fee
10/28/08	5680	Consolidated Electrical Di	2,574.64	replacement contacts for K-3 motor starter spare
10/28/08	5681	McMaster Carr	1,335.16	Vosburg warehouse supplies
10/28/08	5682	Monrovia Mailing Compai	310.79	billing statements and postage

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period From October 1, 2008 to October 31, 2008**

10/28/08	5683	National Meter & Automat	1,687.12	customer water meters
10/28/08	5684	SA Associates	938.00	CAD work to update system drawings
10/28/08	5685	USAMobility	132.89	pager service
10/31/08	EFT309	Richard L. Barkhurst	92.35	payroll
10/31/08	EFT310	Christopher A. Burt	2,520.92	payroll
10/31/08	EFT311	Shirley L. Burt	1,486.14	payroll
10/31/08	EFT312	Francis J. Griffith	92.35	payroll
10/31/08	EFT313	Gerrie G. Kilburn	92.35	payroll
10/31/08	EFT314	Melvin L. Matthews	2,765.82	payroll
10/31/08	EFT315	Maurice Pickard	92.35	payroll
10/31/08	EFT316	Steve Sorell	57.35	payroll
10/31/08	63487993	Brian Fry	1,408.51	payroll
10/31/08	63487994	Felix Galindo	590.57	payroll
10/31/08	63487995	Chris Mellinger	<u>416.76</u>	payroll
	<b>Total</b>		<b><u><u>64,542.03</u></u></b>	

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