

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – AUGUST 18, 2015 at 7:30 P.M.

**AGENDA**

- 1. CALL TO ORDER**
  - a. Declaration of a Quorum
  - b. Review of Agenda
  
- 2. PUBLIC COMMENT** – Comments from the public regarding items on the Agenda or other items within the jurisdiction of the District
  
- 3. RESOLUTION 2015-8-18** – No Election Be Held for Division I and Division IV
  
- 4. BUDGET FOR 2016** – Draft budget for 2016 to be presented by General Manager
  
- 5. GENERAL MANAGER’S REPORT**
  
- 6. REVIEW MINUTES** – June 16, 2015
  
- 7. REVIEW FINANCIAL REPORTS** – June 30, 2015
  
- 8. ITEMS FOR NEXT AGENDA**
  
- 9. CALENDAR** –     September 15, 2015  
                          October 20, 2015  
                          November 17, 2015
  
- 10. ADJOURNMENT**

Each item on the Agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a Minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the Agenda Packet is available for public review at the District Office or online at the District’s website [www.KinneloalrrigationDistrict.info](http://www.KinneloalrrigationDistrict.info).

## **RESOLUTION 2015-08-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT ORDERING THAT NO ELECTION BE HELD FOR DIVISION ONE AND DIVISION FOUR IN THE NOVEMBER 3, 2015 ELECTION AND REQUESTING THAT THE LOS ANGELES COUNTY BOARD OF SUPERVISORS APPOINT THE PERSONS NOMINATED.**

**WHEREAS, only one person has been nominated for the office of the Board of the Directors in each of Divisions One and Four of the Kinneloa Irrigation District;**

**WHEREAS, pursuant to Section 98-52 of the Water Code Appendix, where there is no contested election, the Board of Directors of the Kinneloa Irrigation District shall order that an election not be held;**

**THEREFORE, the Board of Directors of the Kinneloa Irrigation District hereby requests that the Los Angeles County Board of Supervisors make the following appointments**

**Division One: Gerrie G. Kilburn**

**Division Four: Timothy J. Eldridge**

**PASSED, APPROVED AND ADOPTED THIS EIGHTEEN DAY OF AUGUST 2015.**

**SIGNED: \_\_\_\_\_**

**Steven G. Sorell, Chair**

**ATTEST: \_\_\_\_\_**

**Frank G. Griffith, Director**



# Memo

Date: August 14, 2015  
To: Board of Directors  
From: Mel Matthews  
Subject: Proposed 2016 Budget

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Attached for your review are two documents to aid in our discussion of the proposed 2016 budget:

- 2016 Budget Worksheet
- Proposed 2016 Budget

The 2016 budget worksheet provides a comparison of the 2015 budget, the 2015 year end forecast and the proposed 2016 budget with explanatory notes. The proposed 2016 budget provides a summary of the budget, a breakdown of the revenues, expenses, capital expenditures and the reserve balances as well as a rate history.

The projected 2016 revenue is based on the current rates which were effective on January 1, 2015, and the forecasted water sales for 2015. Please note that I have reduced the 2016 budgeted water sales as compared to 2015 budgeted waters to provide a conservative estimate of revenues at the current rates. One topic for future discussion will be our rates for 2016 and a discussion on whether or not we should develop a new rate structure to increase the motivation for our customers to continue to reduce water consumption. I suggest that we discuss our revenue requirements and rates at our next meeting.

The proposed 2016 expenses are mostly the same as those approved for the 2015 budget. The difference (if any) and an explanation is provided on expenses that are changed from the 2015 budget. The proposed expenses will be refined for the September meeting when we have one more month of actual expenses.

The proposed improvement and maintenance expenditures for 2016 do not include the construction cost for the East-West Tank Connector Pipeline since those costs are intended to be paid from our project construction escrow account and are unknown until the project is released for bidding later in 2015. As in past years, some projects can be deferred if necessary to maintain the desired net cash flow and all projects will be evaluated and prioritized as the year progresses.

Even though we decided to finance our major projects in order to maintain our reserve funds at current levels, it is clear from the proposed budget that current rates are inadequate to accomplish the preliminary capital and preventative maintenance projects, maintain our reserve fund for the upcoming large projects and cover our new debt service payments.

# Kinneloa Irrigation District 2016 Budget Worksheet

Account	Account Description	2015 Budget	2015 FYE	Proposed 2016 Budget	Variance of	Notes
			Forecast		Budget to	
			as of		2015 Budget	
			7/31/2015			
4000	Water Sales	1,400,000	1,259,193	1,200,000	-200,000	Based on current rates and usage
4015	Wholesale Water Sales	0	6,947	0	0	Up to 50 AF may be sold if it rains (\$31,099)
4020	Service Charges	10,000	20,903	10,000	0	
4025	Asset Sale/Miscellaneous	0	0	0	0	
4035	Interest-Reserve Fund	4,000	8,043	8,000	4,000	Interest on higher balance due to project financing
4050	Capacity Charge	0	0	0	0	
4070	Misc. Income	0	1,126	0	0	
	<b>Total Income</b>	<b>1,414,000</b>	<b>1,296,212</b>	<b>1,218,000</b>	<b>-196,000</b>	
5000	Leased Water Rights	63,135	63,135	63,135	0	207 AF @ \$305/AF
5005	Electricity	126,500	117,800	120,000	-6,500	Proposed SCE increases may not affect our rate schedules
5010	Maintenance Supplies	25,000	25,169	25,000	0	
5011	Material and Labor for Install	10,000	4,167	10,000	0	
5012	Safety Equipment	1,600	1,081	1,600	0	
5015	Operations & Maintenance Labor	160,000	138,068	145,000	-15,000	One part time position eliminated
5016	Operations & Maintenance OT	15,000	30,882	15,500	500	Based on expected non-emergency overtime only
5017	Operations Bonus	0	2,469	0	0	
5020	Stand-by Compensation	7,500	7,200	7,500	0	
5022	Training/Certification	1,600	667	1,600	0	
5025	Water Treatment/Analysis	22,000	18,281	22,000	0	
5030	Maintenance Contractors	125,000	109,344	125,000	0	
5034	Equipment Maintenance	10,000	13,799	10,000	0	
5035	Vehicle Maintenance	6,000	3,821	6,000	0	
5036	Fuel - All Equipment	15,000	10,097	15,000	0	
5040	Equipment Rental	500	500	500	0	
5045	Insurance-Workers Comp.	12,000	11,464	12,000	0	
5046	Insurance-Liability	16,000	14,171	16,000	0	
5048	Insurance-Property	2,500	2,041	2,500	0	
5049	Insurance-Medical	75,000	74,479	76,500	1,500	Increase in 2016 ACWA/JPIA medical rates for 2016
6000	Engineering Services	45,000	61,161	45,000	0	
6005	Watermaster Services	12,000	10,969	12,000	0	

## Kinneloa Irrigation District 2016 Budget Worksheet

Account	Account Description	2015 Budget	2015 FYE	Proposed 2016	Variance of	Notes
			Forecast		Budget to	
			as of	Budget	2015 Budget	
			7/31/2015			
6015	Administrative Salary	130,000	128,170	132,000	2,000	Based on 3% salary adjustment from current rate
6016	Administrative Bonus	0	1,894	0	0	
6017	Administrative Travel	3,000	2,082	3,000	0	
6020	BofD Compensation	4,200	3,400	4,200	0	
6021	Administrative & Board Expense	1,000	974	1,000	0	
6022	Board of Directors Election	0	0	12,500	12,500	2015 election expenses will be due in 2016
6024	Customer/Public Information	1,000	832	1,000	0	
6025	PERS - KID	23,670	23,849	24,000	330	Based on current rates
6030	Social Security - KID	32,000	24,828	25,000	-7,000	Based on current rates (does not include Medicare)
6031	Medicare - KID	0	5,806	6,000	6,000	Medicare now shown as separate account
6035	Office/Computer Supplies	7,000	4,076	7,000	0	
6036	Postage/Delivery	5,000	4,696	5,000	0	
6040	Professional Dues	9,000	9,490	11,000	2,000	ACWA dues increase is planned
6045	Legal Services	15,000	12,875	15,000	0	
6050	Telephone	4,500	4,204	4,500	0	
6051	Mobile Telephone	1,500	564	1,500	0	
6052	Pagers	240	273	240	0	
6053	Internet Service	1,000	695	1,000	0	
6059	Computer/Software Maintenance	9,000	8,160	9,000	0	
6061	Office Equipment Maintenance	1,000	865	1,000	0	
6065	Accounting Services	7,000	6,200	7,000	0	
6070	Office & Accounting Labor	85,700	87,140	91,000	5,300	Based on 3% salary adjustment from current rate
6071	Office & Accounting Bonus	0	1,275	0	0	
6075	Outside Services	20,000	30,878	20,000	0	
6080	Administrative Fees	8,900	8,705	8,900	0	Approved FMWD Administrative Fee for 2016
6081	Permits/Fees	10,000	11,738	10,000	0	
6088	Interest Expense	0	41,745	80,293	80,293	Interest payment per installment purchase agreement
6120	Bank Service Charges	5,000	4,986	5,000	0	Based on current average monthly rate
<b>Total Expenses</b>		<b>1,136,045</b>	<b>1,151,165</b>	<b>1,217,968</b>	<b>81,923</b>	
<b>NET REVENUES</b>		<b>277,955</b>	<b>145,048</b>	<b>32</b>	<b>-277,923</b>	

## Kinneloa Irrigation District 2016 Budget Worksheet

Account	Account Description	2015 Budget	2015 FYE Forecast as of 7/31/2015	Proposed 2016 Budget	Variance of Proposed 2016 Budget to 2015 Budget	Notes
<b>Other Expenditures</b>						
1504	Water Mains	58,800	21,496	40,000.00	-18,800	Replace existing East Clarameya 4" steel main
1505	Water Tunnels	13,000	0	7,000	-6,000	Replace damaged portion of Delores Tunnel line
1511	Water Treatment Plant	6,000	5,457	6,000	0	
1512	Water Meters	5,000	3,364	12,900	7,900	Includes replacement of K-3 and Wilcox production meters
1513	Electrical/Electronic Equipment	25,000	0	25,000	0	
1514	Computer/Office Equipment	5,000	0	5,000	0	
1515	Vehicles/Portable Equipment	40,000	0	20,000	-20,000	Purchase one 72KVA generator & accessories
1516	Water Company Facilities	50,000	4,671	50,000	0	Discretionary -- Actual projects to be determined
1523	Constr. in Progress-Vosburg	0	390,354	0	0	Project expected to be completed in 2015
1524	Constr. in Progress-East/West	25,000	15,549	0	-25,000	Construction to be paid from project escrow account
1526	Vosburg Booster Station	25,000	7,256	0	-25,000	
1527	SCADA	13,000	3,999	24,000	11,000	Includes computer replacement and software upgrade
1528	Tanks and Reservoirs	0	0	25,500	25,500	Includes Wilcox Reservoir pump stand sandblast and paint
1530	Tools	3,000	3,000	3,000	0	Major tools and instruments
2400	Installment Purchase Agreement	0	-2,241,644	119,909	119,909	Principal payment per installment purchase agreement
<b>Total Other Expenditures</b>		<b>268,800</b>	<b>-1,786,497</b>	<b>338,309</b>	<b>69,509</b>	
<b>NET CASH FLOW</b>		<b>9,155</b>	<b>1,931,545</b>	<b>-338,277</b>	<b>-347,432</b>	

Proposed  
Kinneloa Irrigation District 2016 Budget

Account	Account Description	2016 Budget
4000	Water Sales	1,200,000
4015	Wholesale Water Sales	0
4020	Service Charges	10,000
4035	Interest-Reserve Fund	8,000
<b>Total Income</b>		<b>1,218,000</b>
5000	Leased Water Rights	63,135
5005	Electricity	120,000
5010	Maintenance Supplies	25,000
5011	Material and Labor for Installs	10,000
5012	Safety Equipment	1,600
5015	Operations & Maintenance Labor	145,000
5016	Operations & Maintenance OT	15,500
5020	Stand-by Compensation	7,500
5022	Training/Certification	1,600
5025	Water Treatment/Analysis	22,000
5030	Maintenance Contractors	125,000
5034	Equipment Maintenance	10,000
5035	Vehicle Maintenance	6,000
5036	Fuel - All Equipment	15,000
5040	Equipment Rental	500
5045	Insurance-Workers Compensation	12,000
5046	Insurance-Liability	16,000
5048	Insurance-Property	2,500
5049	Insurance-Medical	76,500
6000	Engineering Services	45,000
6005	Watermaster Services	12,000
6015	Administrative Salary	132,000
6017	Administrative Travel	3,000
6020	Board of Directors Compensation	4,200
6021	Administrative & Board Expenses	1,000
6022	Board of Directors Election	12,500
6024	Customer/Public Information	1,000
6025	PERS - KID	24,000
6030	Social Security - KID	25,000
6031	Medicare - KID	6,000
6035	Office/Computer Supplies	7,000
6036	Postage/Delivery	5,000
6040	Professional Dues	11,000
6045	Legal Services	15,000
6050	Telephone	4,500
6051	Mobile Telephone	1,500
6052	Pagers	240
6053	Internet Service	1,000
6059	Computer/Software Maintenance	9,000
6061	Office Equipment Maintenance	1,000
6065	Accounting Services	7,000
6070	Office & Accounting Labor	91,000
6075	Outside Services	20,000
6080	Administrative Fees	8,900
6081	Permits/Fees	10,000
6088	Interest Expense	80,293
6120	Bank Service Charges	5,000
<b>Total Expenses</b>		<b>1,217,968</b>
<b>NET REVENUES</b>		<b>32</b>

<b>Water Sales, Units</b>	234,329
<b>Rate Per Unit</b>	\$3.52
<b>Annual Commodity Revenue</b>	\$824,838
<b>Daily Service Charge</b>	\$1.76
<b>Annual DSC Revenue</b>	\$375,162
<b>Annual Water Sales</b>	\$1,200,000
<b>Wholesale Water Sales</b>	\$0
<b>Other Annual Revenue</b>	\$18,000
<b>Total Revenue</b>	\$1,218,000
<b>Total Expenses</b>	\$1,217,968
<b>Net Revenues</b>	\$32
<b>Capital Improvement Projects</b>	\$338,309
<b>Annual Net Cash Flow</b>	-\$338,277
<b>Average Monthly Charge for Low Usage</b>	\$89
<b>Average Monthly Charge for Medium Usage</b>	\$230
<b>Average Monthly Charge for High Usage</b>	\$406
<b>Reserve Fund Balance (Beginning)*</b>	\$1,268,006
<b>Reserve Fund Balance (Year End)*</b>	\$929,729

\*Reserve fund balance includes targets of \$150,000 for operating reserve, \$200,000 for emergency repairs, \$200,000 for replacement of existing facilities equipment and vehicles and \$500,000 for future capital improvement projects.

Rate History		
Effective Date	Daily Service Charge (Charge Per Average Month)	Com.Chg.
12/15/1955	No daily service charge - Monthly minimum charge based on meter size: \$2.50 for 3/4" \$3.50 for 1" \$5.50 for 1.5" \$6.50 for 2"	3/4" \$2.50 1st 400 Cu. Ft. (4 units) 1" \$3.50 1st 600 Cu. Ft. (6 units) 1 1/2" \$5.00 1st 800 Cu. Ft. (8 units) 2" \$6.50 1st 1000 Cu. Ft. (10 units) \$0.18 per 100 Cu. Ft. (1 unit) up to 10,000 Cu. Ft. (100 units) \$0.15 per 100 Cu. Ft. over 10,000 Cu. Ft. (100 units)
5/1/1958	No daily service charge - Monthly minimum charge \$5.00 for all meters for 1st 800 Cu. Ft. (8 units)	\$0.18 per 100 Cu. Ft. (1 unit) up to 10,000 Cu. Ft. (100 units) \$0.15 per 100 Cu. Ft. over 10,000 Cu. Ft. (100 units)
4/1/1976	0.1810 (\$ 5.50)	\$0.20
4/1/1977	0.2140 (\$ 6.50)	\$0.27
1/1/1989	0.6575 (\$20.00)	\$0.85
1/1/1991	0.6575 (\$20.00)	\$1.10
5/5/1993	0.6575 (\$20.00)	\$1.60
4/5/2001	0.9863 (\$30.00)	\$1.90
1/6/2003	0.9863 (\$30.00)	\$1.95
1/1/2005	0.9863 (\$30.00)	\$2.05
1/1/2006	1.1178 (\$34.00)	\$2.30
1/1/2007	1.1836 (\$36.00)	\$2.42
1/1/2009	1.3479 (\$41.00)	\$2.55
1/1/2010	1.6110 (\$49.00)	\$2.75
1/1/2011	1.6110 (\$49.00)	\$2.95
1/1/2013	1.6800 (\$51.10)	\$3.35
1/1/2015	1.7600 (\$53.53)	\$3.52

Recommended Expenditures for Improvement Projects		
1504	Water Mains	40,000
1505	Water Tunnels	7,000
1511	Water Treatment Plant	6,000
1512	Water Meters	12,900
1513	Electrical/Electronic Equipment	25,000
1514	Computer/Office Equipment	5,000
1515	Vehicles/Portable Equipment	20,000
1516	Water Company Facilities	50,000
1527	SCADA	24,000
1528	Tanks and Reservoirs	25,500
1530	Tools	3,000
2400	Install Purchase Agreement	119,909
<b>Total Other Expenditures</b>		<b>338,309</b>
<b>NET CASH FLOW</b>		<b>-338,277</b>

# General Manager's Report for the Board of Directors Meeting on August 18, 2015

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

- 31 accounts received past-due notice
- 31 accounts received late charges in the total amount of \$486.07
- 6 accounts received door hanger shut off notice
- 0 accounts were 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 2015	\$30,538.67	\$2,546.45	\$181.49	\$318.08	\$33,584.69
February 2015	\$31,348.75	\$3,242.50	\$153.11	\$442.32	\$35,186.68
March 2015	\$23,288.05	\$978.12	\$225.49	\$78.37	\$25,170.03
April 2015	\$29,587.52	\$918.79	\$187.50	\$203.86	\$30,897.67
May 2015	\$36,429.32	\$3,394.61	\$172.04	\$91.36	\$40,087.33
June 2015	\$27,595.04	\$541.64	\$236.99	\$263.40	\$28,637.07
July 2015	\$33,399.75	\$1,702.93	\$162.79	\$0.00	\$35,265.47
August 2015					
September 2015					
October 2015					
November 2015					
December 2015					

### C. Internet Usage –

Month	Visitors	Page Views	Online Payments	Online Amount
January 2015	165	510	51	\$8,067.18
February 2015	157	436	35	\$5,335.40
March 2015	445	829	55	\$7,918.77
April 2015	370	911	51	\$7,543.68
May 2015	822	1272	47	\$7,034.73
June 2015	991	1474	54	\$8,371.75
July 2015	1027	1385	37	\$5,762.31
August 2015				
September 2015				
October 2015				
November 2015				
December 2015				
<b>Year to Date</b>	<b>3977</b>	<b>6817</b>	<b>330</b>	<b>\$50,033.82</b>



## II. General Manager's Projects and Activities

- A. Landscape Maintenance** – ValleyCrest has started the landscape maintenance at 14 of our facilities.
- B. Budget for 2016** – The preliminary 2016 budget is being presented at this meeting. Revenue for 2016 is based on the forecasted year-end amount for 2015. The Board will need to consider the appropriate rate structure for the KID that will meet our revenue requirements as well as meet our objective to encourage water use efficiency. The preliminary list of recommended capital and preventative maintenance projects beyond the current major projects will also depend on the recommended rates for 2016.
- C. Sage Tank** – The Kinneloa Ridge Homeowners' Association requested that the gate be painted due to its unsightly appearance. I considered the quotations from contractors to be too high so I painted the gate myself.
- D. Customer Notification System** – I have attached general information on the One Call Now system that is in use by several of the homeowners' associations in the area. Based on my personal experience, I recommend that the KID subscribe to this service. Based on the size of our customer contact database, I would estimate the cost to be less than \$500 a year for the ability to store up to 5 telephone numbers and 3 email addresses for each customer. The system makes contact with the customer via telephone or text or email or any combination of these methods using pre-recorded messages or "live" messages. This would be a supplemental capability to the e-newsletters and would be especially useful in an extreme emergency or natural disaster. Sub-groups can be created by pressure zone, political division or other criteria for general announcements or planned system shut downs for maintenance and repair. If the Board wants me to pursue this capability for emergency and/or general information purposes, I can get it implemented.
- E. Activities/Meetings/Webinars/Conferences for June 2015**

Subject	Location	Start	End	Purpose
<b>RBMB Pumping &amp; Storage Committee</b>	Azusa Conf. Rm.	Thu 7/9/2015 2:30 PM	Thu 7/9/2015 3:30 PM	Review Short Term Storage Program and recommend action by the Board.
<b>RBMB Board Meeting</b>	Azusa Conf. Rm.	Thu 7/15/2015 5 2:30 PM	Thu 7/15/2015 4:00 PM	<ul style="list-style-type: none"> <li>• Agenda Item No. 4- Ratify Executive Committee Actions - Short Term Storage Accounts -- Following the Board's actions at the April 2015 meeting to adopt a resolution establishing a Short Term Storage Program, 2 agencies requested accounts under this new program. Action: Approved STS Accounts for Kinneloa Irrigation District and Huntington Library.</li> <li>• Agenda Item No. 6 - Approval of Annual Administrative Services Agreement with Main San Gabriel Basin Watermaster -- The item was approved in the 2015-16 budget. -- Action: Authorized the Chair to execute the agreement.</li> <li>• Agenda Item No. 7 - Request from Arcadia and Sierra Madre to reconvene the SMAART Committee --</li> </ul>

				Included in the Board packet was a joint letter from both agencies requesting the action. The item was also discussed at the July 9, 2015 Pumping & Storage Committee meeting. -- Action: Authorized the Executive Officer to Reconvene the SMAART Committee. -- •All other items on the agenda were routine business.
<b>Meet with General Manager, Tom Love at Crescenta Valley Water District</b>	Crescenta Valley Water District	Thu 7/16/2015 5 9:00 AM	Thu 7/16/2015 9:30 AM	Discuss mutual aid, emergency interconnections and upcoming capital projects
<b>Special FMWD Board Meeting</b>	Foothill MWD Board Room	Mon 7/27/2015 5 3:00 PM	Mon 7/27/2015 4:00 PM	<ul style="list-style-type: none"> <li>•Discussion and action approving the Minutes of the June 15, 2015 Regular Meeting of the Board of Directors.</li> <li>•Action approving the Financial Statements for June 2015; monthly Director Compensation, Expense Report and Treasurer's Report.</li> <li>•Reports and appropriate action on ACWA, MWD, and other association and organization activities.</li> <li>•Discussion and action regarding advertisement of RFP for 2015 Urban Water Management Plan</li> <li>•Discussion and action regarding Altadena Force Main Repair- Phase 1</li> <li>•General Manager Nina Jazmadarian: Reports and appropriate action on administrative and operating projects and activities:</li> <li>•Operations/sales summary report for prior month</li> <li>•Water Supply Update</li> <li>•CSDA Membership</li> <li>•ACWA Region 8 Board Elections</li> <li>•Public Outreach and Landscaping Classes</li> <li>•Conservation Rebate Activity</li> <li>•Portable Pump</li> <li>•Other</li> <li>•Operations Report Justin Bailey, Operations Manager: Report on system operations.</li> <li>•MWD Representative Richard Atwater: Report regarding MWD activities.</li> <li>•Attorney: Report on legal and related matters relevant to the District.</li> </ul>

### III. System and Facility Activities and Incidents

#### A. Water Leaks

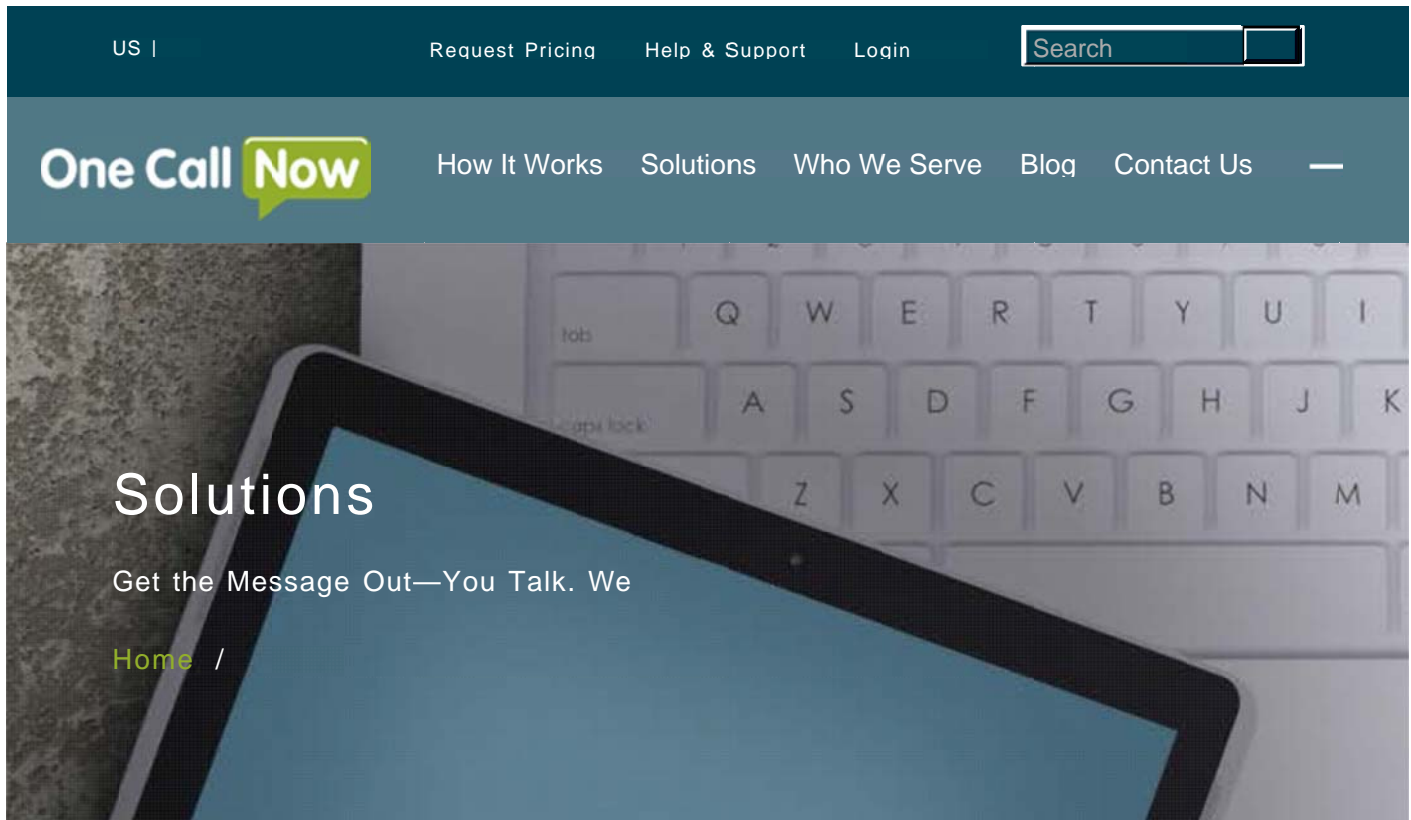
Location	Type	Date	Description
Windover Road	Customer premises "geyser"	7/3/2015	Neighbor reported seeing large geyser in a neighbor's back yard. Customer was contacted and was aware that a pool maintenance person was investigating a leak by turning on the water. No action was needed by the KID, however during the investigation it was noted that work needed to be done in a meter box.

#### B. Facility and Equipment Maintenance and Repairs

1. Testing of emergency generators and pumps was performed.
2. Water samples were collected for lab analysis.
3. Well water levels were measured.

### IV. Projects

- A. Vosburg Booster Replacement Project** – RC Foster has completed the installation of the pump cans so now all the remaining work is at or near the surface. The next step is construction of the footings of the building and the wall.
- B. East-West Pipeline Project** – SA Associates has not provided any alternate written proposal for easement acquisition for Segment 3 of the project. Gordon and I have met on separate occasions with two Board members of the Kinneloa Canyon Association. After receiving a presentation they are enthusiastic supporters of the project and have requested a similar presentation at their annual meeting on September 19, 2015. Based on this response and my analysis of property descriptions, I do not see the need for any further easements for the properties in the Kinneloa Canyon Association. I still plan to prepare a personalized letter to each property owner adjacent to the fire road explaining the specific work in that segment and the plan for restoration and improvement of the fire road to prevent mudslides. I recommend that we proceed to prepare the final bid package. The timing for the project is still an open issue especially considering the possibility of heavy rainfall this winter.
- C. Barhite Street Pipeline Project** – Preliminary Plans and Specifications have been reviewed. We are waiting for a revised set from the engineer after receiving our comments and corrections.



“But I didn’t  
get the  
message!”



You don’t want to hear that when you’re responsible for communicating to a group. Here at One Call Now, we’ll make sure everyone gets the message. One Call Now’s automated calling system restores your confidence in knowing that everyone is in the loop. With a click of a mouse or a tap of key, you send instant alerts and notifications by phone, text, or email to people who need them. Our system also provides feedback for all alerts and notifications you send.





**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
JULY 21, 2015**

**MEMBERS PRESENT:** Chair –Sorell  
Directors –Eldridge, Griffith, Johnson, Kilburn

**STAFF PRESENT:** Melvin Matthews, General Manager  
Chris Burt, Facilities Supervisor  
Shirley Burt, Administrative Assistant & Secretary to the Board

**EXECUTIVE SESSION:** **Director Sorell** called the meeting to order at 1842 hours. He declared a quorum was present and adjourned the meeting to Executive Session. The Executive Session adjourned at 2005 hours.

**REGULAR SESSION:** **Director Sorell** reconvened the meeting to Regular Session at 2010 hours. He declared a quorum was present. The Agenda was approved as presented.

**REPORT ON CLOSED SESSION:** **Director Sorell** reported that the Board had reviewed the Plaintiff's claim, rejected the claim and referred the matter to the Legal Counsel. The Board reviewed the General Manager's performance and no decisions were made.

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

**EAST-WEST TANK CONNECTION PIPELINE PROJECT:** The **General Manager** reported that Staff had met with S.A. Associates and reviewed each item in the proposal for easements to determine if any item could be deleted or performed by Kinneloa staff. It was decided that Kinneloa staff would obtain the title reports for the properties involved in the project and determine if there were General Easements for utilities as that would eliminate the expense of obtaining a Pipe Line Easement.

**Director Johnson** stated that he had met with the members of the Kinneloa Canyon Association and they were very supportive of the project.

**Director Eldridge** suggested that the General Manager meet with all of the HOA's and explain the benefits of the project for everyone in the District. It was also suggested that the General Manager write a letter to each of the Property Owners involved, explaining the project and asking for their approval and cooperation with the project. A revised proposal has not yet been received from SA Associates so that the amount of reduction in the cost is not known at this time.

**REVIEW OF LANDSCAPE MAINTENANCE PROPOSALS:** The Board reviewed the four landscape proposals and was impressed with the proposal from ValleyCrest Landscape Maintenance.

It was M/S/C-(Griffith, Kilburn-5/0)-

**“That the Board accept the proposal from ValleyCrest Landscape Maintenance.”**

(Aye-Eldridge, Griffith, Johnson, Kilburn, Sorell/No-0/Abstain-0)

**GENERAL MANAGER'S REPORT:** The General Manager reviewed his report as submitted in the packet and the following items were discussed in detail.

**Drought Related Activities:** **Director Johnson** questioned as to the restrictions for nurseries and schools and the General Manager explained that there are no restrictions on those agencies as this time. **Director Johnson** suggested that the General Manager contact these Agencies and request they not water in the daytime.

**Multiple Agency Rate Schedule:** The Board reviewed the rate schedule of eight nearby water companies and requested that the General Manager obtain the number of services for each agency and also write out the full name of the companies.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
JULY 21, 2015**

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**REVIEW OF MINUTES:** The Minutes of June 16, 2015, were reviewed and approved as presented.

**FINANCIAL REPORTS:** **Director Johnson** reviewed the Financial Reports for June 30, 2015. He requested that more detail be presented regarding the expenditures from the Community Bank Project Account and questioned whether the amount of overtime had been included in the project budget.

**Director Sorell** questioned why the amount of overtime and the **Facilities Supervisor** explained that it is less expensive for staff to provide the inspection for the project, that there are two other projects requiring staff attention and, in addition, the normal daily operations of the District need to be performed. He noted that these activities cannot always be accomplished in an eight hour day.

**Director Johnson** inquired as to when the system map upgrade project would be completed and the **Facilities Supervisor** replied that for the moment the last invoice for the project has been received but that there would need to be additional work in the future.

**ITEMS FOR NEXT AGENDA:**

Update on Easements for the East-West Pipeline  
Update on Barhite Street Pipeline Project  
Mutual Aide Agreement  
One Call System  
2016 Draft Budget

**ADJOURNMENT:** The meeting was adjourned at 2050 hours. The next meeting will be on August 18, 2015, and may include an Executive Session.

Respectfully submitted,

Shirley Burt  
Secretary to the Board



**Kinneloa Irrigation District**  
**Income Statement for the Seven Months Ending July 31, 2015**

	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Current Month Variance</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Year to Date Variance</b>	<b>Comments</b>
<b>Revenues</b>							
4000	Water Sales	103,783.16	155,000.00	(51,216.84)	690,794.63	790,000.00	(99,205.37) Lower sales due to: 29 day billing cycle, cooler temperatures, and conservation
4015	Wholesale Water Sales	0.00	0.00	0.00	6,947.49	0.00	6,947.49
4020	Service/Installation Charges	11,488.03	833.33	10,654.70	16,736.23	5,833.31	10,902.92 Charges breakdown: \$649.77 service ; \$838.26 fire flow; \$10,000 engineering study
4035	Interest-Reserve Fund	814.87	333.33	481.54	4,758.00	2,333.31	2,424.69
4070	Misc. Income	90.83	0.00	90.83	1,126.21	0.00	1,126.21
	<b>Total Revenues</b>	<b>116,176.89</b>	<b>156,166.66</b>	<b>(39,989.77)</b>	<b>720,362.56</b>	<b>798,166.62</b>	<b>(77,804.06)</b>
<b>Expenses</b>							
5005	Electricity	10,160.94	12,500.00	(2,339.06)	62,300.12	71,000.00	(8,699.88)
5010	Maintenance/Repair Supplies	1,227.16	2,083.33	(856.17)	14,752.49	14,583.31	169.18
5011	Material and Labor for Install	0.00	833.33	(833.33)	0.00	5,833.31	(5,833.31)
5012	Safety Equipment	0.00	133.33	(133.33)	414.72	933.31	(518.59)
5015	Operations Labor	12,292.92	13,333.33	(1,040.41)	79,948.22	93,333.31	(13,385.09)
5016	Operations OT	3,314.67	1,250.00	2,064.67	18,352.47	8,750.00	9,602.47 Variance due to OT for Vosburg Project which was not expected or budgeted
5017	Operations Bonus	0.00	0.00	0.00	2,469.07	0.00	2,469.07
5020	Stand-by Compensation	660.00	625.00	35.00	4,020.00	4,375.00	(355.00)
5022	Training/Certification	0.00	133.33	(133.33)	0.00	933.31	(933.31)
5025	Water Treatment/Analysis	1,661.06	1,833.33	(172.27)	9,114.56	12,833.31	(3,718.75)
5030	Maintenance/Repair Contractors	4,658.70	10,416.67	(5,757.97)	57,261.06	72,916.69	(15,655.63)
5034	Equipment Maintenance	0.00	833.33	(833.33)	9,632.26	5,833.31	3,798.95
5035	Vehicle Maintenance	0.00	500.00	(500.00)	1,320.59	3,500.00	(2,179.41)
5036	Fuel	703.18	1,250.00	(546.82)	5,827.00	8,750.00	(2,923.00)
5045	Insurance-Workers Compensation	0.00	0.00	0.00	5,464.00	6,000.00	(536.00)
5046	Insurance-Liability	1,180.91	1,333.33	(152.42)	8,266.37	9,333.31	(1,066.94)
5048	Insurance-Property	166.50	208.33	(41.83)	1,208.53	1,458.31	(249.78)
5049	Insurance-Medical	6,206.56	6,250.00	(43.44)	43,445.92	43,750.00	(304.08)
6000	Engineering Services	8,205.00	3,750.00	4,455.00	37,090.50	26,250.00	10,840.50 \$800.00 fire flow; \$6,180.00 engineering study; \$1,225.00 system maps upgrade
6005	Watermaster Services	927.58	1,000.00	(72.42)	6,331.10	7,000.00	(668.90)
6015	Administrative Salary	10,838.70	10,833.33	5.37	73,976.70	75,833.31	(1,856.61)
6016	Administrative Bonus	0.00	0.00	0.00	1,894.14	0.00	1,894.14
6017	Administrative Travel	127.25	250.00	(122.75)	831.93	1,750.00	(918.07)
6020	Board Compensation	300.00	350.00	(50.00)	1,900.00	2,450.00	(550.00)
6021	Administrative & Board Expense	550.00	83.33	466.67	557.30	583.31	(26.01)
6024	Customer/Public Info. Prog.	0.00	83.33	(83.33)	414.81	583.31	(168.50)
6025	PERS - KID	2,126.54	1,972.50	154.04	13,469.26	13,807.50	(338.24)
6030	Social Security - KID	2,181.44	2,158.33	23.11	14,515.08	15,108.31	(593.23)
6031	Medicare - KID	510.17	508.33	1.84	3,394.63	3,558.31	(163.68)

**Kinneloa Irrigation District**  
**Income Statement for the Seven Months Ending July 31, 2015**

	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Current Month Variance</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Year to Date Variance</b>	<b>Comments</b>
6035 Office/Computer Supplies	853.56	583.33	270.23	2,610.83	4,083.31	(1,472.48)	
6036 Postage/Delivery	529.48	416.67	112.81	2,800.93	2,916.69	(115.76)	
6040 Professional Dues	790.81	750.00	40.81	5,535.75	5,250.00	285.75	
6045 Legal Services	225.00	1,250.00	(1,025.00)	6,624.55	8,750.00	(2,125.45)	
6050 Telephone	387.23	375.00	12.23	2,469.23	2,625.00	(155.77)	
6051 Mobile Telephone	37.33	125.00	(87.67)	323.58	875.00	(551.42)	
6052 Pagers	21.98	20.00	1.98	155.39	140.00	15.39	
6053 Internet Service	59.99	83.33	(23.34)	394.98	583.31	(188.33)	
6059 Computer Software Maintenance	660.35	750.00	(89.65)	4,409.89	5,250.00	(840.11)	
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	448.27	583.31	(135.04)	
6065 Accounting Services	0.00	0.00	0.00	6,200.00	7,000.00	(800.00)	
6070 Office & Accounting Labor	7,778.14	7,141.67	636.47	50,278.84	49,991.69	287.15	
6071 Office & Accounting Bonus	0.00	0.00	0.00	1,275.02	0.00	1,275.02	
6075 Professional/Contract Services	753.15	1,666.67	(913.52)	19,413.11	11,666.69	7,746.42	
6080 Administrative Fees	736.73	741.67	(4.94)	5,021.22	5,191.69	(170.47)	
6081 Permits/Fees	2,446.78	833.33	1,613.45	7,571.51	5,833.31	1,738.20	operating/emission/permit fees for 3 sites
6120 Bank Service Charges	455.11	416.67	38.44	2,903.06	2,916.69	(13.63)	
<b>Total Expenses</b>	<b>83,734.92</b>	<b>89,742.46</b>	<b>(6,007.54)</b>	<b>596,608.99</b>	<b>624,697.22</b>	<b>(28,088.23)</b>	
<b>Net Income</b>	<b>32,441.97</b>	<b>66,424.20</b>	<b>(33,982.23)</b>	<b>123,753.57</b>	<b>173,469.40</b>	<b>(49,715.83)</b>	
<b>Other Expenditures</b>							
1504 Water Mains	0.00	0.00	0.00	21,496.00	21,500.00	(4.00)	
1511 WaterTreatment Plant	0.00	0.00	0.00	457.36	500.00	(42.64)	
1512 Water Meters	0.00	500.00	(500.00)	863.85	2,500.00	(1,636.15)	
1516 Water Company Facilities	0.00	0.00	0.00	4,671.00	4,700.00	(29.00)	
1523 Constr. in Progress-Vosburg	87,437.65	0.00	87,437.65	390,354.27	0.00	390,354.27	Expected \$360,723.14 - Change Orders \$17,571.28 - Unexpected Engineering/Legal \$12,059.85
1524 Constr. in Progress-East/West	0.00	0.00	0.00	15,549.06	25,000.00	(9,450.94)	
1526 Vosburg Booster	0.00	0.00	0.00	7,255.96	8,000.00	(744.04)	
1527 SCADA Equipment	0.00	0.00	0.00	3,999.09	4,100.00	(100.91)	
2400 Installment Purchase Agreement	0.00	0.00	0.00	(2,300,000.00)	0.00	(2,300,000.00)	
<b>Total Other Expenditures</b>	<b>87,437.65</b>	<b>500.00</b>	<b>86,937.65</b>	<b>(1,855,353.41)</b>	<b>66,300.00</b>	<b>(1,921,653.41)</b>	
<b>Total Increase or (Drawdown)</b>	<b>(54,995.68)</b>	<b>65,924.20</b>	<b>(120,919.88)</b>	<b>1,979,106.98</b>	<b>107,169.40</b>	<b>1,871,937.58</b>	

Favorable variances are shown in GREEN and unfavorable variances are shown in RED.

**Kinneloa Irrigation District**  
**Balance Sheet**  
**July 31, 2015**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 204,458.08
1011	Checking-PGFSC	50,070.16
1012	Reserve Fund-LAIF	118,774.27
1014	Reserve Fund-CalTRUST	1,124,892.82
1015	Accr. Int./Price Adj.-CalTRUST	1,096.72
1016	Accrued Interest-LAIF	42.72
1050	Project Escrow Account	1,893,139.64
1100	Accts. Receivable-Water Sales	28,317.98
1101	Accts. Receiv.-Service Charges	269.88
1102	Accts. Receiv.-Wholesale Water	6,947.49
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	103,701.99
1350	Prepaid Insurance	2,080.39
1360	Prepaid Expenses	16,597.17

Total Current Assets

3,569,617.83

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,484,918.24
1505	Water Tunnels	705,985.75
1506	K-3 Well	82,848.37
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	185,398.06
1512	Water Meters	79,232.54
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	61,889.72
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	70,422.20
1517	KID Office	54,202.92
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1523	Constr. in Progress-Vosburg	390,354.27
1524	Constr. in Progress-East/West	15,549.06
1526	Vosburg Booster	99,436.52
1527	SCADA Equipment	240,592.74
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	6,811.57
1600	Accum. Depreciation	(3,713,616.64)

Total Property and Equipment

4,403,678.87

Total Assets

\$ 7,973,296.70

**Kinneloa Irrigation District**  
**Balance Sheet**  
**July 31, 2015**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 13,750.57	
2011	Accounts Payable PGFSC	164.42	
2272	Job Deposits	950.00	
2274	PGFSC Grant	49,905.74	
2290	Accrued Vacation	14,768.70	
	Total Current Liabilities		79,539.43

**Long-Term Liabilities**

2400	Installment Purchase Agreement	2,300,000.00	
	Total Long-Term Liabilities		2,300,000.00
	Total Liabilities		2,379,539.43

**Capital**

3040	Fund Balance	5,464,238.70	
3900	Prior Year Adjustments	5,765.00	
	Net Income	123,753.57	
	Total Capital		5,593,757.27
	Total Liabilities & Capital		\$ 7,973,296.70

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Seven Months Ended July 31, 2015**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 32,441.97	\$ 123,753.57
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	319.09	1,597.63
1101 Accts. Receiv.-Service Charges	0.00	(269.88)
1102 Accts. Receiv.-Wholesale Water	(6,947.49)	(6,947.49)
1350 Prepaid Insurance	1,347.41	7,476.90
1360 Prepaid Expenses	(2,847.95)	(793.49)
2000 Accounts Payable	(103,912.98)	(26,138.87)
2011 Accounts Payable PGFSC	0.00	112.90
2272 Job Deposits	(9,950.00)	50.00
2274 PGFSC Grant	(265.74)	30,570.32
	(122,257.66)	5,658.02
<b>Net Cash Provided by Operations</b>	<b>(89,815.69)</b>	<b>129,411.59</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1504 Water Mains	0.00	(21,496.00)
1511 Water Treatment Plant	0.00	(457.36)
1512 Water Meters	0.00	(863.85)
1516 Water Company Facilities	0.00	(4,671.00)
1523 Constr. in Progress-Vosburg	(87,437.65)	(390,354.27)
1524 Constr. in Progress-East/West	0.00	(15,549.06)
1526 Vosburg Booster	0.00	(7,399.72)
1527 SCADA Equipment	0.00	(3,999.09)
	(87,437.65)	(444,790.35)
<b>Net Cash Used in Investing</b>	<b>(87,437.65)</b>	<b>(444,790.35)</b>
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
2400 Installment Purchase Agreement	0.00	2,300,000.00
<i>Used for</i>		
<b>Net Cash Used in Financing</b>	0.00	2,300,000.00
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (177,253.34)</b>	<b>\$ 1,984,621.24</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 3,496,176.40	\$ 3,496,176.40
Cash Balance at Beg. of Period	(3,673,429.74)	(1,511,411.40)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (177,253.34)</b>	<b>\$ 1,984,765.00</b>

**Kinneloa Irrigation District**  
**Check Register**  
For the Period from July 1, 2015 to July 31, 2015

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/3/15	EFT2474	Automatic Data Processing, Inc.	76.12	payroll processing
7/7/15	EFT2475	CA Public Employees Ret. Sys.	3,551.93	calPERS - June KID & employees contributions
7/7/15	EFT2476	Century Business Solutions	176.08	banking service fee
7/7/15	EFT2477	Southern California Edison Co.	7,882.24	electricity
7/7/15	7980	ACWA/JPIA	2,867.00	2nd quarter 2015 workers' compensation
7/7/15	7981	ACWA/JPIA	7,321.30	August health insurance - KID/employee
7/7/15	7982	Bernadette Allen	12.71	mileage reimbursement
7/7/15	7983	American Messaging Services	21.98	paggers
7/7/15	7984	AmeriPride Services	43.75	shop towel service
7/7/15	7985	American Water Works Assoc.	413.00	membership dues 9/1/13-8/31/14
7/7/15	7986	Eurofins Eaton Analytical, Inc.	158.40	water sample analysis
7/7/15	7987	Brian Fry	40.35	truck fuel reimbursement
7/7/15	7988	Matt Chlor Inc.	1,284.44	LMI elect. metering pump PVDF - Vosburg Res. CI2
7/7/15	7989	McMaster Carr	596.86	maintenance supplies/tools, replacement filters
7/7/15	7990	Perry Thomas Construction Co.	7,693.31	\$3716.81 Fairpoint leak repair; \$3976.50 Windover hedge removal/locate valve/cap lines
7/7/15	7991	Perry Thomas Construction Co.	605.00	Larmona leak repair
7/7/15	7992	Red Supply	75.58	maintenance parts
7/7/15	7993	Shirley Burt	64.52	mileage reimbursement
7/7/15	7994	Specialty Services	300.00	janitorial service
7/7/15	7995	Utility Service Co., Inc.	4,053.70	tank maintenance agreement
7/7/15	7996	Western Water Works	1,264.29	resetter and parts for stock/service repairs
7/15/15	EFT2478	Bernadette C. Allen	995.91	salary
7/15/15	EFT2479	Christopher A. Burt	3,291.94	salary
7/15/15	EFT2480	Shirley L. Burt	1,506.48	salary
7/15/15	EFT2481	Melvin L. Matthews	3,377.39	salary
7/15/15	10343878	Brian L. Fry	1,594.87	salary
7/15/15	10343879	Chris J. Mellinger	290.34	salary
7/15/15	EFT2482	Christopher A. Burt	150.00	salary
7/15/15	EFT2483	Automatic Data Processing, Inc.	5,913.57	withholding and taxes
7/17/15	EFT2484	Automatic Data Processing, Inc.	72.23	payroll processing
7/21/15	7997	Jason Hayes	61.74	net refund on fire flow deposit 20150515cm
7/21/15	EFT2485	Arco Gaspro Plus	703.18	truck gas
7/21/15	EFT2486	Athens Services	149.22	trash pick up
7/21/15	EFT2487	CA Public Employees Ret. Sys.	5,174.00	KID Unfunded Accrued Liability Lump Sum Prepayment
7/21/15	EFT2488	Pasadena Municipal Services	1,398.67	electricity
7/21/15	EFT2489	Verizon Wireless	80.59	mobile phone
7/21/15	7998	Civiltec Engineering, Inc.	6,180.00	KID system upgrades E. Barhite

**Kinneloa Irrigation District**  
**Check Register**  
For the Period from July 1, 2015 to July 31, 2015

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/21/15	7999	Civiltec Engineering, Inc.	800.00	fire flow test
7/21/15	8000	Clinical Laboratory, SB	324.00	water sample analysis
7/21/15	8001	County of Los Angeles	512.69	LAFCO net operating cost allocation 2015-2016
7/21/15	8002	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis
7/21/15	8003	Foothill Municipal Water District	736.73	administrative fee
7/21/15	8004	Lagerlof, Senecal, Gosney & Kruse	737.40	election notices/Vos. project/landscaping
7/21/15	8005	Pulsar Process Measurement, Inc.	1,334.46	Cl2 genr. chlortecs IMP Lite 6m PVDF; PC software
7/21/15	8006	Western Water Works	191.81	parts for stock
7/30/15	EFT2490	Bank of the West Business Card	2,238.87	see attached schedule - June 2015
7/30/15	EFT2491	Charter Communications	335.92	internet and telephone
7/30/15	8007	South Coast AQMD	1,221.32	permit fee: Baldor generator 3000 New York Dr.
7/30/15	8008	South Coast AQMD	121.44	emissions fee: 2999 New York Dr.
7/30/15	8009	South Coast AQMD	346.54	annual operating fees: 1939 Kinneloa Canyon Rd.
7/30/15	8010	South Coast AQMD	346.54	annual operating fees: 2999 New York Dr.
7/30/15	8011	South Coast AQMD	121.44	emissions fee: 1939 Kinneloa Canyon Rd.
7/30/15	8012	Eurofins Eaton Analytical, Inc.	242.40	water sample analysis
7/30/15	8013	SA Associates	1,225.00	system maps upgrades engineering 5/11/15-6/30/15
7/30/15	8014	Western Water Works	826.71	parts for stock
7/31/15	EFT2492	Bernadette C. Allen	1,099.11	salary
7/31/15	EFT2493	Christopher A. Burt	3,203.15	salary
7/31/15	EFT2494	Shirley L. Burt	1,616.36	salary
7/31/15	EFT2495	Francis J. Griffith	92.35	salary
7/31/15	EFT2496	Gerrie G. Kilburn	92.35	salary
7/31/15	EFT2497	Melvin L. Matthews	3,377.39	salary
7/31/15	EFT2498	Steven G. Sorell	57.35	salary
7/31/15	10356463	Brian L. Fry	1,590.72	salary
7/31/15	10356464	Chris J. Mellinger	451.64	salary
7/31/15	EFT2499	Christopher A. Burt	150.00	salary
7/31/15	EFT2500	Automatic Data Processing, Inc.	6,178.79	withholding and taxes
7/31/15	EFT2501	Century Business Solutions	15.00	monthly service fee
<b>Total</b>			<b><u>99,162.17</u></b>	

**Credit Card Detail Bank of the West**

**June 2015**

(Expenses incurred/billed in June and due/paid/processed in July.)

<b>Acct. No.</b>	<b>Account Description</b>	<b>Additional Description</b>	<b>BCA</b>	<b>CAB</b>	<b>SLB</b>	<b>BLF</b>	<b>MLM</b>	<b>CJM</b>	<b>TOTAL</b>
1360	Prepaid Expenses	postage deposit to Meridian Graphics			\$240.21				\$240.21
5010	Maintenance Supplies	maintenance supplies, irrigation supplies, fan				\$141.35			\$141.35
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis								\$0.00
5035	Vehicle Maintenance								\$0.00
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.	CSDA Conference					\$550.00		\$550.00
6035	Office/Computer Supplies	office supplies; ink/toner cartridges, paper			\$166.91		\$686.65		\$853.56
6036	Postage/Delivery	postage			\$294.00				\$294.00
6040	Professional Dues								\$0.00
6050	Telephone	answering service July					\$111.30		\$111.30
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.	adapter/converters					\$48.45		\$48.45
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
<b>TOTAL</b>			\$0.00	\$0.00	\$701.12	\$141.35	\$1,396.40	\$0.00	<b>\$2,238.87</b>



**Kinneloa Irrigation District - Project Escrow Account**

**Check Register**

**For the Period from July 1, 2015 to July 31, 2015**

<b>Date</b>	<b>Check #*</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/2/15	3638	R.C. Foster Corporation	90,369.97	Vosburg Pump Station Replacement Project Pay Request #004
7/16/15	3648	Civiltec Engineering, Inc.	3,615.00	Vosburg Pump Station Replacement - Construction Management
7/31/15	3650	R.C. Foster Corporation	83,310.25	Vosburg Pump Station Replacement Project Pay Request #005
<b>Total</b>			<b><u>177,295.22</u></b>	

\* Check numbers assigned by the banking institution and may not be consecutive.

**Kinneloa Irrigation District - PGFSC Grant Account**

**Check Register**

**For the Period from June 1, 2015 to June 30, 2015**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
6/16/15	001061	Kinneloa Irrigation District	162.87	May admn., bookkeeping, reporting services
6/16/15	001062	United Site Services of CA, Inc.	<u>164.42</u>	portable toilet rental costs
	Total		<u><u>327.29</u></u>	

**Kinneloa Irrigation District - PGFSC Grant Account**

**Check Register**

**For the Period from July 1, 2015 to July 31, 2015**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/21/15	001063	United Site Services of CA, Inc.	164.42	portable toilet rental costs
7/30/15	001064	Kinneloa Irrigation District	<u>101.32</u>	June admn., bookkeeping, reporting services
	Total		<u><u>265.74</u></u>	