

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – December 16, 2014  
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. **PUBLIC HEARING** – Proposed water rates for 2015
4. **WATER RATES** – Discussion and adoption of water rates for 2015
5. **GENERAL MANAGER’S REPORT**
6. **REVIEW MINUTES** – November 18, 2014
7. **REVIEW FINANCIAL REPORTS** – November 30, 2014
8. **ITEMS FOR NEXT AGENDA**
9. **CALENDAR** – January 20, 2015  
February 17, 2015  
March 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 <http://www.kinneloairrigationdistrict.info>.



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017  
TELEPHONE (626) 797-6295 • FAX (626) 794-5552  
WEBSITE: [kinneloairrigationdistrict.info](http://kinneloairrigationdistrict.info)

October 6, 2014

## **Public Hearing Notice**

Dear Property Owners and Customers,

Pursuant to the requirements set forth in Article 13D of the California Constitution, we are notifying you that the Kinneloa Irrigation District's Board of Directors will consider establishing water rates for 2015, as described below, at a public hearing to be held at 7:30 p.m. on December 16, 2014, at the District's office, 1999 Kinclair Drive, Pasadena. These rates will be applicable for water supplied to all parcels in the District's boundaries. The Board will consider oral and written comments from the public at this meeting prior to adopting any change in the District's rates, and you may submit a written protest to the proposed rates at the address set forth above either prior to or at the public hearing.

Since water sales revenue is the only source of income to the District, water rates need to be periodically raised to provide funding for system improvements and preventative maintenance projects as well as for increases in general and operating costs. Each year, we review and refine our Master Plan to determine what projects should be undertaken in the immediately coming years, as well as perform an annual review of operating expenses in preparation of the budget. That review has demonstrated that the District's existing commodity water rate and daily service charge are not sufficient to meet the District's revenue requirements for necessary ongoing operations and capital improvements, and that additional funding of approximately \$70,000 is needed to meet the required revenue. District management calculated how much of an increase in the commodity water rate and daily service charge would be necessary by using the typical average annual water usage within the District and determining the incremental increase needed to produce the additional revenue. The Master Plan of the District, which lists the necessary capital improvement projects the District will be undertaking, can be viewed at <http://www.kinneloairrigationdistrict.info>. This plan, which was originally developed after the 1993 Kinneloa firestorm, lists projects that improve the District's ability to store and provide sufficient water for firefighting and to maintain water service after other natural disasters, such as earthquakes and windstorms; as well as to ensure the District continues to provide its customers with safe and healthful drinking water. Many of the recommended projects listed in the Master Plan have already been completed but over \$4 million in additional beneficial projects will not be completed until the necessary funding is obtained. Although the District's self-funding of \$2.5 million in projects over the past ten years has saved the District's customers significant debt service costs, two major projects in 2015 will require supplemental financing that will require annual payments in future years to service the debt.

The Board of Directors of the Kinneloa Irrigation District approved the budget for the calendar year of 2015 at its regular meeting on August 19, 2014, subject to further discussion and approval of water rates for 2015 at a future meeting in full compliance with the California Constitution's requirements. At the regular meeting on September 16, 2014, the Board proposed an increase in the District's commodity (water usage) charge from \$3.35 to \$3.52 per unit (one unit equals 100 cubic feet or 748 gallons) and an increase in the District's fixed daily service charge from \$1.68 to \$1.76. Your billing and usage history is available online by registering your account at the District's Internet site at <http://www.kinneloirrigationdistrict.info> or by mail upon request.

The proposed rate increase for 2015 is necessary to meet the projected revenue and capital improvement requirements of the 2015 budget. In 2015, the Kinneloa Irrigation District will be constructing a new pipeline to connect two reservoirs and replacing an obsolete booster pumping station to provide additional fire protection and operational redundancy in the event of a natural disaster. These two major projects are estimated to cost \$1.5 million and will be funded out of our capital reserve and supplemental financing as needed. In addition to these major projects, the District continues to complete scheduled preventative maintenance and improvement projects.

The effect of this proposed rate increase on your monthly water bill can be offset by adoption of one or more of the water saving tips at <http://www.kinneloirrigationdistrict.info> and by applying at <http://www.socalwatersmart.com> for rebates on appliances, weather-based irrigation controllers and turf removal.

Sincerely,

Kinneloa Irrigation District Board of Directors

Kinneloa Irrigation District 2015 Budget

Account	Account Description	2015
4000	Water Sales	1,400,000
4015	Wholesale Water Sales	0
4020	Service Charges	10,000
4035	Interest-Reserve Fund	4,000
<b>Total Income</b>		<b>1,414,000</b>
5000	Leased Water Rights	63,135
5005	Electricity	126,500
5010	Maintenance Supplies	25,000
5011	Material and Labor for Installs	10,000
5012	Safety Equipment	1,600
5015	Operations & Maintenance Labor	160,000
5016	Operations & Maintenance OT	15,000
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	75,000
6000	Engineering Services	45,000
6005	Watermaster Services	12,000
6015	Administrative Salary	130,000
6017	Administrative Travel	3,000
6020	Board of Directors Compensation	4,200
6021	Administrative & Board Expenses	1,000
6022	Board of Directors Election	0
6024	Customer/Public Information	1,000
6025	PERS - KID	23,670
6030	Social Security - KID	32,000
6035	Office/Computer Supplies	7,000
6036	Postage/Delivery	5,000
6040	Professional Dues	9,000
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	85,700
6075	Outside Services	20,000
6080	Administrative Fees	8,900
6081	Permits/Fees	10,000
6120	Bank Service Charges	5,000
<b>Total Expenses</b>		<b>1,136,045</b>
<b>NET REVENUES</b>		<b>277,955</b>

<b>Water Sales, Units</b>	311,012
<b>Rate Per Unit</b>	\$3.35
<b>Annual Commodity Revenue</b>	\$1,041,891
<b>Daily Service Charge</b>	\$1.68
<b>Annual DSC Revenue</b>	\$358,109
<b>Annual Water Sales</b>	\$1,400,000
<b>Wholesale Water Sales</b>	\$0
<b>Other Annual Revenue</b>	\$14,000
<b>Total Revenue</b>	\$1,414,000
<b>Total Expenses</b>	\$1,136,045
<b>Net Revenues</b>	\$277,955
<b>Capital Improvement Projects</b>	\$268,800
<b>Annual Net Cash Flow</b>	\$9,155
<b>Average Monthly Charge for Low Usage</b>	\$85
<b>Average Monthly Charge for Medium Usage</b>	\$219
<b>Average Monthly Charge for High Usage</b>	\$386
<b>Reserve Fund Balance (Beginning)*</b>	\$1,268,006
<b>Reserve Fund Balance (Year End)*</b>	\$1,277,161

\*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 of 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

Recommended Expenditures for Improvement Projects

1504	Water Mains	40,500
1504	Water Mains	25,000
1504	Water Mains	18,300
1505	Water Tunnels	7,000
1505	Water Tunnels	6,000
1511	Water Treatment Plant	6,000
1512	Water Meters	5,000
1513	Electrical/Electronic Equipment	25,000
1514	Computer/Office Equipment	5,000
1515	Vehicles/Portable Equipment	40,000
1516	Water Company Facilities	50,000
1526	Vosburg Booster Station	25,000
1527	SCADA	13,000
1530	Tools	3,000
<b>Total Other Expenditures</b>		<b>268,800</b>
<b>NET CASH FLOW</b>		<b>9,155</b>

Estimated cost for replacement of 4" steel main in East Clarmeya East-West Tank Connector Pipeline - Est. construction cost \$920,000  
Valve replacement - Kinneloa Canyon Road/Brambling; East Vosburg hydrant  
Replace damaged Delores Tunnel 3" hose with PVC pipe (back of Falls Tunnel)  
Hi-Lo Pressure Tunnel 4" steel line leak repair at Kinneloa Canyon Road crossing  
Normal maintenance and upgrades  
Only replacement meters needed  
Includes cell repeaters at 2 sites and electrical upgrades at multiple sites  
Includes replacement of 2 computers and updated software  
Purchase two 72KVA generators and accessories (Sell two PACO pumps)  
Repairs and maintenance - Actual projects to be determined at a later date  
Estimated construction cost for entire project is \$412,500  
Replace East Tank SCADA pack and add programming for Sage generator  
Major tools and instruments

# General Manager's Report for the Board of Directors Meeting on December 16, 2014

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

- 30 accounts received past-due notice
- 29 accounts received late charges in the total amount of \$463.54
- 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 2014	\$21,534.89	\$1,251.61	\$16.32	\$0.00	\$22,802.82
February 2014	\$45,508.72	\$1,631.05	\$216.50	\$16.32	\$47,372.59
March 2014	\$34,460.40	\$3,123.69	\$773.48	\$232.82	\$38,590.39
April 2014	\$21,542.73	\$1,986.53	\$386.45	\$213.03	\$24,128.74
May 2014	\$41,789.99	\$3,373.77	\$238.42	\$419.11	\$45,821.29
June 2014	\$48,926.12	\$3,045.41	\$371.59	\$315.24	\$52,658.36
July 2014	\$46,766.47	\$3,382.59	\$317.21	\$499.79	\$50,966.06
August 2014	\$52,304.50	\$1,515.94	\$305.10	\$609.94	\$54,735.48
September 2014	\$51,281.18	\$4,517.83	\$214.65	\$600.85	\$56,614.51
October 2014	\$37,459.56	\$1,363.71	\$282.00	\$480.11	\$39,585.38
November 2014	\$57,144.24	\$2,914.27	\$254.12	\$476.14	\$60,788.77
December 2014					

### C. Internet Usage –

Month	Visitors	Page Views	Online Payments	Online Amount
January 2014	106	459	32	\$5,380.79
February 2014	117	403	29	\$4,356.27
March 2014	133	346	40	\$6,556.36
April 2014	143	446	26	\$3,963.75
May 2014	127	352	37	\$6,869.92
June 2014	140	409	31	\$7,374.51
July 2014	183	520	41	\$8,116.83
August 2014	170	445	41	\$8,716.54
September 2014	187	580	38	\$7,068.16
October 2014	181	526	38	\$7,098.46
November 2014	205	501	44	\$8,716.02
December 2014				
<b>Year to Date</b>	<b>1692</b>	<b>4987</b>	<b>397</b>	<b>\$74,217.61</b>

## II. General Manager's Projects and Activities

- A. **Review ACWA/JPIA Insurance Coverage for 2015-2016** – I completed the annual review of coverage and deductibles and submitted the changes to ACWA/JPIA.
- B. **ACWA/JPIA** – I conducted the annual physical inspection of our facilities with the ACWA/JPIA risk consultant and discussed objectives for 2015 to increase safety and reduce risk.
- C. **Projects for 2015** – The initial list of 2015 projects was presented and approved at the November meeting. Discussed with Chris the scheduling and priorities of the proposed projects.
- D. **Activities/Meetings/Webinars/Conferences for November 2014**

Subject	Location	Start	End	Purpose
<b>Devil's Gate Reservoir Sediment Removal and Management Project</b>	Jackson Elementary School	Mon 11/3/2014 6:30 PM	Mon 11/3/2014 8:00 PM	I spoke in favor of the Devil's Gate Reservoir Sediment Removal and Management Project and adoption of the final Environmental Impact Report (EIR)
<b>RBMB</b>	Azusa	Thu 11/6/2014 2:00 PM	Thu 11/6/2014 4:00 PM	Pumping and Storage Committee meeting to discuss proposal for reinstating a storage program
<b>FMWD Pipeline Committee</b>	Teleconference	Thu 11/6/2014 4:00 PM	Thu 11/6/2014 4:30 PM	Review of the main inspection and repair/replacement program
<b>FMWD Managers Meeting</b>	La Canada	Mon 11/10/2014 9:00 AM	Mon 11/10/2014 10:30 AM	Discussed items for upcoming board meeting
<b>Devil's Gate Reservoir Sediment Removal and Management Project</b>	County Board of Supervisors (view via streaming video)	Wed 11/12/2014 9:30 AM	Wed 11/12/2014 4:30 PM	Discussion and approval of final EIR for the Devil's Gate Reservoir Sediment Removal and Management Project
<b>Emergency Preparedness Webinar</b>	Webinar	Thu 11/13/2014 11:00 AM	Thu 11/13/2014 12:00 PM	Emergency Preparedness Webinar Sponsored by EPA
<b>Vosburg Bid Opening</b>	Office	Fri 11/14/2014 2:00 PM	Fri 11/14/2014 2:30 PM	Vosburg Bid Opening
<b>FMWD Board Meeting</b>	La Canada	Mon 11/17/2014 3:00 PM	Mon 11/17/2014 5:00 PM	Regular FMWD board meeting. Complete agenda available at <a href="http://www.fmwd.com">http://www.fmwd.com</a>
<b>ACWA/JPIA Inspection</b>	KID office and various facilities	Wed 11/19/2014 9:30 AM	Wed 11/19/2014 12:00 PM	Annual ACWA/JPIA inspection to identify safety hazards and goals for facilities improvement
<b>Interpreting the New PERS Actuarial Reports</b>	Webinar	Thu 11/20/2014 10:00 AM	Thu 11/20/2014 10:30 AM	Review new report needed for complying with audit procedures information
<b>Aging Infrastructure: Impact on Water Loss</b>	Webinar	Thu 11/20/2014 10:30 AM	Thu 11/20/2014 12:00 PM	Procedures for identifying leaks and methods for reducing water loss

### III. Informational Items

#### A. PASADENA GLEN FIRE SAFE COUNCIL – Report from Mala Arthur, October-November 2014:

1. We held a “Firescaping” workshop (drought-tolerant, native and fire-safe) on Sunday Nov. 16. There were 15 attendees for the garden workshops around the Glen and about 11 for the potluck. It was well-attended for segments about planning, choosing plants, irrigation, planting trees and bushes, dealing with slopes, planting and growing under oak trees and more. Native Plants will again be available in the fall (for free).
2. The CCC finished their Prop 40 and their paid streambed work in the Glen and we had a farewell luncheon for the crew. Another CCC crew, under Roger, will return to do maintenance or whatever we would like on Dec 2, 3, 4 (included in Prop 40 and streambed project at no further cost).
3. We received our Oak Tree Permit for the requested work in the entire Glen. Since it requires that oak tree trimming be done while it’s still hot, we will not be able to trim the oak trees at this time (or on this grant). We will still remove oaks, along with trimming and removing other trees.
4. The Sacramento NPR piece about fire did not include much about the PGFSC. It did include Terry McGough speaking about the fire of ’93 and the aftermath. The set of pieces are here: <http://www.californiaburning.org/>, we are “SoCal Fire Threat” in the menu on the left.
5. Mala is still working on Q6 report but has completed re-do’s of Q1, 2, 3, 4 and 5 reports. Q7 will be due in November. Major revamp of reporting process also gives potential for application to extend grant term beyond Feb 28, 2015. We prefer not to do this but we may need to depending on the weather and our progress.
6. For Firewise Community status, Mala needs to reformat the assessment that J. Lopez did several years ago to fit a template that the Firewise application now requires. Four insurance companies have reduced rates for homes in Firewise communities, but none of those companies are here in So Cal (except one for vets only). However negotiations are underway with other insurance companies, so we will hope for the best.
7. The CCC has now completed all Prop 40 and paid streambed work. They will return for follow-up work of our choice on Dec 2, 3&4. We will get another Athens bin for the debris.
8. We have our oak tree permit for work to be done on oak trees (trimming or removal), which must be done “while it is hot” (that is when they are dormant). Since it’s now past the appropriate time to trim oak trees, we will still be able to remove the permitted removals but not trim oaks. Other trees and bushes will be removed or trimmed. The project will also form a basis for our Community Wildfire Protection Plan, and help us get “Firewise” status. We will pay for this with grant dollars. We have at least 2 and possibly 4 tree trimming companies who want to bid on the work, which will be done hopefully soon. We are including some work that is required for fire compliance for homeowners who have not been able to take care of the items. Mala worked with J. Lopez to get a process together for extensions of fire inspection citations, so FSC work can complete the required work without the property owners being fined.
9. We will invite LA Co. FD Station 66 personnel and Pasadena FD to view the changes wrought by the CCC. We especially need to tour new Station 66 people to ask about address numbers, street signage, what is recommended and for help with our CWPP.
10. We have received a total of \$52,000 out of our total \$85,000 grant. Mala has applied for \$30,000 more, since the tree trimming companies will work very quickly and expect to be paid immediately.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
NOVEMBER 18, 2014**

**MEMBERS PRESENT:** Chair - Secretary, Gordon Johnson  
Directors - Griffith, Eldridge, Sorell  
Director Kilburn was absent due to a family emergency.

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

**CALL TO ORDER:**

The meeting was called to order by the Chair, Gordon Johnson, at 1930 hours. He declared a quorum was present. The Agenda was approved as presented.

**PUBLIC COMMENT:** No persons desired to speak.

**REVIEW VOSBURG BOOSTER PROJECT BIDS AND CONSIDER AWARD OF CONTRACT:**

**Terry Kerger**, the District's Engineer, reported that four companies had responded to the request for bids and that two of those companies had submitted bids—Pacific Hydrotech Corporation with a bid of \$1,325,860 and R. C. Foster with a bid of \$1,179,995.80. He reviewed the comparison of the two bids and recommended that the bid be awarded to R. C. Foster Corporation. He then provided answers to multiple questions from the Board Members regarding various items included in the bids. **Director Johnson** asked the General Manager for his opinion regarding the project and he replied that although he was disappointed that the bids were not closer to the original or revised engineer's estimates he thought it was a very worthwhile project and that there were sufficient funds in the bank to complete this project. It was M/S/C-(Eldridge/Sorell)-

**"That the contract for the Vosburg Pump Station Replacement be awarded to the R. C. Foster Corporation for the sum of \$1,179,995.80."**

Directors Eldridge, Griffith, Johnson, Sorell voted Aye.

**REVIEW AND APPROVE PROJECTS FOR YEAR 2015:**

The **General Manager** reviewed the project list noting that the total spent for projects completed since the year 2002 was \$4,369,924. He then reviewed projects #98 through #107 and asked for approval of these projects for the year 2015 noting that completion of all of them might require consideration of additional funding from an outside source.

It was M/S/C-(Griffith/Sorell)-

**"That project items #98 through #107 are approved for the year 2015."**

Directors Eldridge, Griffith, Johnson, Sorell voted Aye.

**GENERAL MANAGER'S REPORT:**

The **General Manager** reviewed his report that was included in the Board Packet and the report was accepted by the Board.

**REVIEW OF MINUTES:**

The minutes of October 21, 2014, were reviewed and approved for filing with the following correction to Item 3-Discussion of Southern California Gas Company Proposal, last line which should read-  
"Directors Eldridge, Johnson, Kilburn and Sorell voted Aye. Director Griffith voted Nay."



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
NOVEMBER 18, 2014**

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**REVIEW OF FINANCIAL REPORTS:**

Director Sorell reviewed the reports for September 30, 2014, and they were accepted for filing as presented.

**POSSIBLE ITEMS FOR NEXT AGENDA:**

Public Meeting setting water rates for year 2015

**ADJOURNMENT:**

The meeting was adjourned at 2055 hours. The next meeting will be on December 16, 2014.

Respectfully submitted,

Shirley Burt  
Secretary to the Board

DRAFT



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017  
TELEPHONE (626) 797-6295 • FAX (626) 794-5552  
WEBSITE: kinneoloairrigationdistrict.info

# Memo

Date: December 11, 2014  
To: Board of Directors  
From: Mel Matthews  
Subject: Financial Review for November 2014

**Total Revenues** for the month were \$96,092.11 as compared to the budgeted amount of \$101,166.66. Retail water sales were \$94,588.84 as compared to the budgeted amount of \$100,000.00. The total revenues for the eleven months year to date were \$1,374,171.98 as compared to the budgeted amount of \$1,238,833.26 which is a favorable variance of \$135,338.72. **Total Expenses** for the month were \$74,459.17 as compared to the budgeted amount of \$84,959.14. Total expenses for the eleven months year to date were \$953,591.07 as compared to the budgeted amount of \$970,850.54 which is a favorable variance of \$17,259.47. The General Ledger amounts that were significantly different than the budgeted amounts for the month are as follows:

GL Acct.	Description	Actual	Budgeted	Difference	Comments
4000	Water Sales	94,588.84	100,000.00	-5,411.16	Decreased sales due to rainfall, cooler temperatures and a shorter billing cycle
5005	Electricity	14,291.66	9,000.00	5,291.66	Includes SCE K-3 expense of \$4,011.58 not billed in October
5030	Maintenance Contractors	7,421.67	10,416.67	-2,995.00	Budgeted evenly over year -- not a predictable expense

**Net Income** was \$21,632.94 as compared to the budgeted amount of \$16,207.52 which is a favorable variance of \$5,425.43. Net income for the eleven months year to date was \$420,580.91 as compared to the budgeted amount of \$267,982.72 which is a favorable variance of \$152,598.19. There was \$755.00 in **Other Expenditures** for the purchase of a fire hydrant sock. The year to date amount spent for projects and equipment is \$132,485.97. The total budgeted amount for 2014 projects is \$129,300.00. The projects performed and the scheduling of the projects is contingent on available reserve funds and the amount of the net surplus to be retained for future major projects.

Total cash in our checking and reserve accounts excluding Pasadena Glen Fire Safe Council funds is \$1,429,551.14 as of November 30, 2014. The net decrease in cash for the month was \$674.49 and year to date increase is \$256,218.87.

**Kinneloa Irrigation District**  
**Income Statement for the Eleven Months Ending November 30, 2014**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
4000 Water Sales	94,588.84	100,000.00	1,332,490.66	1,151,000.00
4015 Wholesale Water Sales	0.00	0.00	0.00	75,000.00
4020 Service/Installation Charges	658.54	833.33	30,018.72	9,166.63
4025 Asset Sale/Miscellaneous	0.00	0.00	350.00	0.00
4035 Interest-Reserve Fund	624.48	333.33	6,107.31	3,666.63
4050 Capacity Charge	0.00	0.00	3,000.00	0.00
4070 Misc. Income	220.25	0.00	2,205.29	0.00
<b>Total Revenues</b>	<b>96,092.11</b>	<b>101,166.66</b>	<b>1,374,171.98</b>	<b>1,238,833.26</b>
<b>Expenses</b>				
5005 Electricity	14,291.66	9,000.00	110,562.10	102,000.00
5010 Maintenance Supplies	2,525.96	2,000.00	25,790.47	23,000.00
5011 Material and Labor for Install	0.00	833.33	17,646.13	9,166.63
5012 Safety Equipment	0.00	133.33	74.67	1,466.63
5015 Operations & Maintenance Labor	11,919.31	12,916.67	135,779.68	142,083.37
5016 Operations & Maintenance OT	1,028.78	1,166.67	17,906.99	12,833.37
5020 Stand-by Compensation	720.00	625.00	6,900.00	6,875.00
5022 Training/Certification	0.00	133.33	260.00	1,466.63
5025 Water Treatment/Analysis	1,309.55	1,833.33	17,234.27	20,166.63
5030 Maintenance Contractors	7,421.67	10,416.67	151,271.30	114,583.37
5034 Equipment Maintenance	0.00	833.33	6,398.07	9,166.63
5035 Vehicle Maintenance	0.00	500.00	5,526.57	5,500.00
5036 Fuel - All Equipment	690.90	1,000.00	13,336.89	14,000.00
5045 Insurance-Workers Compensation	0.00	0.00	6,988.84	9,000.00
5046 Insurance-Liability	1,180.91	1,833.33	7,914.68	20,166.63
5048 Insurance-Property	180.83	208.33	1,610.89	2,291.63
5049 Insurance-Medical	6,049.54	5,951.25	66,544.94	65,463.75
6000 Engineering Services	195.00	3,750.00	32,168.45	41,250.00
6005 Watermaster Services	900.58	1,000.00	9,778.92	11,000.00
6015 Administrative Salary	10,523.00	10,833.33	114,721.20	119,166.63
6017 Administrative Travel	46.76	250.00	2,256.57	2,750.00
6020 BofD Compensation	200.00	400.00	3,100.00	5,200.00
6021 Administrative & Board Expense	20.00	104.17	644.97	1,145.87
6022 BofD-Election	0.00	0.00	11,790.38	12,500.00
6024 Customer/Public Info. Prog.	0.00	125.00	66.76	1,375.00
6025 PERS - KID	1,817.33	1,833.33	18,832.62	20,166.63
6030 Social Security - KID	2,191.31	2,583.33	26,878.65	28,416.63
6035 Office/Computer Supplies	495.52	583.33	4,127.73	6,416.63
6036 Postage/Delivery	234.08	416.67	3,479.35	4,583.37
6040 Professional Dues	748.48	625.00	8,477.44	6,875.00
6045 Legal Services	150.00	1,250.00	4,143.04	13,750.00
6050 Telephone	338.38	333.33	3,890.52	3,666.63
6051 Mobile Telephone	36.99	125.00	761.26	1,375.00
6052 Pagers	21.96	20.00	231.43	220.00
6053 Internet Service	55.00	83.33	892.64	916.63
6059 Computer/Software Maintenance	582.48	750.00	4,466.57	8,250.00
6061 Office Equipment Maintenance	0.00	83.33	276.49	916.63
6065 Accounting Services	0.00	0.00	6,200.00	7,000.00
6070 Office & Accounting Labor	6,587.47	6,946.25	75,280.89	76,408.75
6075 Outside Services	727.95	1,666.67	9,011.04	18,333.37
6080 Administrative Fees	600.84	604.17	6,587.84	6,645.87
6081 Permits/Fees	290.00	833.33	9,284.79	9,166.63
6120 Bank Service Charges	376.93	375.00	4,495.03	4,125.00
<b>Total Expenses</b>	<b>74,459.17</b>	<b>84,959.14</b>	<b>953,591.07</b>	<b>970,850.54</b>
<b>Net Income</b>	<b>21,632.94</b>	<b>16,207.52</b>	<b>420,580.91</b>	<b>267,982.72</b>

**Kinneloa Irrigation District**  
**Income Statement for the Eleven Months Ending November 30, 2014**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Other Expenditures</b>				
1504 Water Mains	0.00	0.00	39,605.22	25,000.00
1509 Wilcox Well/Wilcox Booster	0.00	0.00	0.00	10,300.00
1511 Water Treatment Plant	0.00	0.00	0.00	6,000.00
1512 Water Meters	0.00	416.67	573.10	4,583.37
1513 Electrical/Electronic Equip.	0.00	2,083.33	15,309.77	22,916.63
1514 Computer/Office Equipment	0.00	416.67	2,132.30	4,583.37
1516 Water Company Facilities	0.00	1,000.00	5,672.00	11,000.00
1526 Vosburg Booster	0.00	0.00	56,727.80	25,000.00
1527 SCADA Equipment	0.00	1,083.33	10,008.74	11,916.63
1530 Tools	755.00	250.00	2,457.04	2,750.00
<b>Total Other Expenditures</b>	<b>755.00</b>	<b>5,250.00</b>	<b>132,485.97</b>	<b>124,050.00</b>
<b>Total Increase or (Drawdown)</b>	<b>20,877.94</b>	<b>10,957.52</b>	<b>288,094.94</b>	<b>143,932.72</b>

**Kinneloa Irrigation District**  
**Balance Sheet**  
**November 30, 2014**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 340,151.06
1011	Checking-PGFSC	39,957.59
1012	Reserve Fund-LAIF	118,538.35
1014	Reserve Fund-CalTRUST	970,861.73
1015	Accr. Int./Price Adj.-CalTRUST	(45.66)
1016	Accrued Interest-LAIF	62.87
1100	Accts. Receivable-Water Sales	60,788.77
1101	Accts. Receiv.-Service Charges	231.23
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	94,718.92
1350	Prepaid Insurance	10,919.03
1360	Prepaid Expenses	14,565.82
		<hr/>
	Total Current Assets	1,669,978.23

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,463,422.24
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	184,940.70
1512	Water Meters	78,941.79
1513	Electrical/Electronic Equip.	261,214.32
1514	Computer/Office Equipment	62,204.83
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	65,751.20
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
1526	Vosburg Booster	86,121.80
1527	SCADA Equipment	236,593.65
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	7,566.57
1600	Accum. Depreciation	(3,447,963.12)
		<hr/>
	Total Property and Equipment	4,224,565.85
		<hr/>
	Total Assets	\$ 5,894,544.08
		<hr/> <hr/>

**Kinneloa Irrigation District**  
**Balance Sheet**  
**November 30, 2014**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 23,803.76	
2011	Accounts Payable PGFSC	20,150.23	
2210	Soc.Sec./Medicare Tax Payable	(0.01)	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	2,700.00	
2274	PGFSC Grant	19,807.36	
2290	Accrued Vacation	17,933.70	
	Total Current Liabilities		85,245.04

**Long-Term Liabilities**

	Total Long-Term Liabilities		0.00
	Total Liabilities		85,245.04

**Capital**

3040	Fund Balance	5,382,953.13	
3900	Prior Year Adjustments	5,765.00	
	Net Income	420,580.91	
	Total Capital		5,809,299.04
	Total Liabilities & Capital		\$ 5,894,544.08

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Eleven Months Ended November 30, 2014**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 21,632.94	\$ 420,580.91
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(21,203.39)	(12,224.13)
1101 Accts. Receiv.-Service Charges	114.66	37.54
1350 Prepaid Insurance	1,361.74	(888.79)
1360 Prepaid Expenses	2,239.06	272.04
2000 Accounts Payable	(6,358.48)	(61,855.37)
2011 Accounts Payable PGFSC	19,998.00	19,729.23
2210 Soc.Sec./Medicare Tax Payable	0.00	(0.01)
2260 Med./Dental-Withhold-Employee	0.00	78.57
2271 Deposits-Construction Meters	850.00	850.00
2272 Job Deposits	2,389.00	2,700.00
2274 PGFSC Grant	(20,943.02)	19,424.85
	(21,552.43)	(31,876.07)
<b>Net Cash Provided by Operations</b>	<b>80.51</b>	<b>388,704.84</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1504 Water Mains	0.00	(39,605.22)
1512 Water Meters	0.00	(573.10)
1513 Electrical/Electronic Equip.	0.00	(15,339.53)
1514 Computer/Office Equipment	0.00	(2,132.30)
1516 Water Company Facilities	0.00	(5,672.00)
1526 Vosburg Booster	0.00	(56,727.80)
1527 SCADA Equipment	0.00	(10,008.74)
1530 Tools	(755.00)	(2,457.04)
	(755.00)	(132,515.73)
<b>Net Cash Used in Investing</b>	<b>(755.00)</b>	<b>(132,515.73)</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>\$ (674.49)</b>	<b>\$ 256,189.11</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 1,564,244.86	\$ 1,564,244.86
Cash Balance at Beg. of Period	(1,564,919.35)	(1,308,025.99)
	(1,564,919.35)	(1,308,025.99)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (674.49)</b>	<b>\$ 256,218.87</b>

**Kinneloa Irrigation District**  
**Check Register**  
For the Period from November 1, 2014 to November 30, 2014

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
11/7/14	EFT2259	Bank of America Business Card	2,281.71	see attached schedule - September replace buss bar clips, main breaker Glen Res.;
11/7/14	7764	A&B Electric	1,362.50	replace/upgrade power monitor relay Euc. booster
11/7/14	7765	Assoc. of Calif. Water Agencies	5,165.00	2015 annual agency membership dues
11/7/14	7766	ACWA/JPIA	7,136.32	December health insurance - KID/employee
11/7/14	7767	American Messaging Services	21.96	paggers
11/7/14	7768	AmeriPride Services	63.37	shop towel service
11/7/14	7769	California Special Districts Assoc	3,412.00	CA Special Districts Assoc. membership dues 2014
11/7/14	7770	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis
11/7/14	7771	Foothill Municipal Water District	600.84	administrative fee
11/7/14	7772	Melvin L. Matthews	98.67	mileage reimbursement
11/7/14	7773	McMaster Carr	486.79	facility and maintenance supplies, tools
11/7/14	7774	Perry Thomas Construction Co.	5,508.22	Euc. Tun. mtr. location remove/replace piping/valv
11/7/14	7775	Pump Man	315.00	Sage Paco pump repair, clean and service Title 22 monitoring, lab fees April 2014;
11/7/14	7776	Raymond Basin Mgmt. Board	510.00	monitoring, sampling & admin June 2014
11/7/14	7777	Red Supply	52.03	copper sweat joint fittings
11/7/14	7778	Shirley Burt	61.68	mileage and postage reimbursement
11/7/14	7779	Specialty Services	300.00	janitorial service
11/7/14	7780	Utility Service Co., Inc.	4,053.70	tank maintenance agreement
11/15/14	EFT2260	Bernadette C. Allen	879.84	salary
11/15/14	EFT2261	Christopher A. Burt	2,224.16	salary
11/15/14	EFT2262	Shirley L. Burt	1,359.49	salary
11/15/14	EFT2263	Melvin L. Matthews	3,288.68	salary
11/15/14	10124642	Brian L. Fry	1,358.62	salary
11/15/14	10124643	Felix Galindo	315.17	salary
11/15/14	10124644	Chris J. Mellinger	363.28	salary
11/15/14	EFT2264	Christopher A. Burt	150.00	salary
11/15/14	EFT2265	Automatic Data Processing, Inc.	70.63	payroll processing
11/15/14	EFT2266	Automatic Data Processing, Inc.	4,788.68	withholding and taxes
11/18/14	EFT2267	Arco Gaspro Plus	690.90	truck gas
11/18/14	EFT2268	Calif. Public Employees Retirement	3,643.29	CalPERS - October KID/employee
11/18/14	EFT2269	Century Business Solutions	130.90	banking service fee
11/18/14	EFT2270	Century Business Solutions	15.00	monthly service fee
11/18/14	EFT2271	Pasadena Municipal Services	1,350.56	electricity
11/18/14	EFT2272	Southern California Edison Co.	6,026.93	electricity
11/18/14	EFT2273	Verizon Wireless	36.99	mobile phone
11/18/14	7781	GEI Development Inc.	705.00	net refund on fire flow engineering study deposit
11/18/14	7782	Athens Services	132.57	trash pick up
11/18/14	7783	Byrd Industrial Electronics	677.36	Eucalyptus level sensor
11/18/14	7784	Civiltec Engineering, Inc.	195.00	fire flow test 3475 Barhite
11/18/14	7785	Clinical Laboratory, SB	309.00	water sample analysis



**Kinneloa Irrigation District**  
**Check Register**  
For the Period from November 1, 2014 to November 30, 2014

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
11/18/14	7786	Lagerlof,Senecal,Gosney & Krus	150.00	revised risk transfer provisions from ACWA-JPIA
11/18/14	7787	Monrovia Mailing Company	377.99	October water statement mailing and postage
11/18/14	7788	Western Water Works	1,448.94	valve and meter maint. parts; air vac enclosures (4)
11/26/14	EFT2274	Charter Communications	318.38	internet and telephone
11/30/14	EFT2275	Bernadette C. Allen	863.76	salary
11/30/14	EFT2276	Christopher A. Burt	2,432.76	salary
11/30/14	EFT2277	Shirley L. Burt	1,359.48	salary
11/30/14	EFT2278	Francis J. Griffith	92.35	salary
11/30/14	EFT2279	Steven G. Sorell	57.35	salary
11/30/14	10139471	Brian L. Fry	1,709.39	salary
11/30/14	10139472	Felix Galindo	387.40	salary
11/30/14	10139473	Chris J. Mellinger	363.29	salary
11/30/14	EFT2280	Christopher A. Burt	150.00	salary
11/30/14	EFT2281	Automatic Data Processing, Inc.	74.32	payroll processing
11/30/14	EFT2282	Automatic Data Processing, Inc.	4,920.33	withholding and taxes
11/30/14	EFT2283	Melvin L. Matthews	3,467.22	salary
	<b>Total</b>		<b><u>78,446.80</u></b>	

**Credit Card Detail  
September 2014**

(Expenses incurred in September, billed in October, due in October, paid in October, payment processed in November.)

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
1513	Electrical/Electronic Equipment	directional antenna; Euc. Res. Warrick fittings (returned/reordered adj.)		\$614.74		\$405.87		\$1,020.61
5010	Maintenance Supplies	yard and gen'l maint. supplies; pump guards, facility tools, batteries, company shirts			\$84.43	\$435.70		\$520.13
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.							\$0.00
6035	Office/Computer Supplies	office supplies	\$150.99					\$150.99
6036	Postage/Delivery	postage; UPS ground delivery	\$147.00			\$39.29		\$186.29
6040	Professional Dues							\$0.00
6050	Telephone	answering service October		\$75.00				\$75.00
6051	Mobile Phone							\$0.00
6053	Internet Service							\$0.00
6059	Computer/Software Maintenance	LogMeIn Pro yearly subsc., Microsoft monthly subsc.		\$328.69				\$328.69
6061	Office Equipment Maintenance							\$0.00
6075	Outside Services							\$0.00
6081	Permits/Fees							\$0.00
<b>TOTAL</b>			\$297.99	\$1,018.43	\$84.43	\$880.86	\$0.00	<b>\$2,281.71</b>

**Kinneloa Irrigation District - PGFSC Grant Account**  
**Check Register**  
**For the Period from November 1, 2014 to November 30, 2014**

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<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
11/18/14	001040	Mala Arthur	561.56	reimb. firescaping wrkshp potluck/plant cards supplies
11/18/14	001041	United Site Services of CA, Inc.	152.23	portable toilet rental costs
11/24/14	001042	Kinneloa Irrigation District	<u>231.23</u>	October admn., bookkeeping, reporting services
	<b>Total</b>		<u><u>945.02</u></u>	

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