KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS
1999 KINCLAIR DRIVE, PASADENA, CA 91107
TUESDAY – JULY 17, 2012
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. **REVIEW EAST-WEST TANK CONNECTOR PIPELINE PRELIMINARY DESIGN REPORT**

4. **RESOLUTION 07-17-2012 —** Resolution documenting verbal resolution approved at June 19, 2012 meeting regarding an amendment to the Rules & Regulations to establish a review procedure for selection of the District's Attorney, Auditor, and Engineer.

5. **REVIEW GENERAL MANAGER'S REPORT**

6. **BROWN WELL FACILITY —** Discuss any further action with regard to the landscaping or other issues regarding this facility based on the General Manager's report and recommendation in the previous agenda item.

7. **REVIEW MINUTES —** June 19, 2012

8. **REVIEW FINANCIAL REPORTS —** June 30, 2012

9. **SCHEDULE 2013 BUDGET WORKSHOP**

10. **ITEMS FOR NEXT AGENDA**

11. **CALENDAR –** August 21, 2012
    September 18, 2012
    October 16, 2012

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. 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.

Kinneloa Irrigation District

East-West Tank Connector Pipeline
Preliminary Design Report

July, 2012

Prepared By:

SA ASSOCIATES

1.0 Introduction

The Kinneloa Irrigation District (District) plans to improve the reliability and service of its water distribution system by connecting the distribution system of its East Tank and West Tank Reservoirs. The District contracted with SA Associates to prepare a Preliminary Design Report (PDR) to determine design parameters, evaluate alignment options, and to provide cost estimates for the construction of a 12-inch water line connecting the distribution systems of its East and West Tanks. In addition to the 12-inch water main, the District also intends to install a 4-inch DIP main alongside the 12-inch DIP main in order to abandon an existing 4-inch waterline that runs through private properties. Included in this report is a detailed description of the existing site conditions as well as exhibits and photographs which highlight the key issues affecting the proposed water main design and construction. The overall work included in this report can be combined as one project segment, or phased into three separate project segments.

2.0 Overall Project Summary (See Exhibit 1)

This project involves the installation of 12-inch Ductile Iron Pipe (DIP) along the route shown in **Map 1** on the following page. The District's West Tank has a capacity of 500,000 gallons and the East Tank has a capacity of 150,000 Gallons. **Figures 1** and **2** show the tanks.

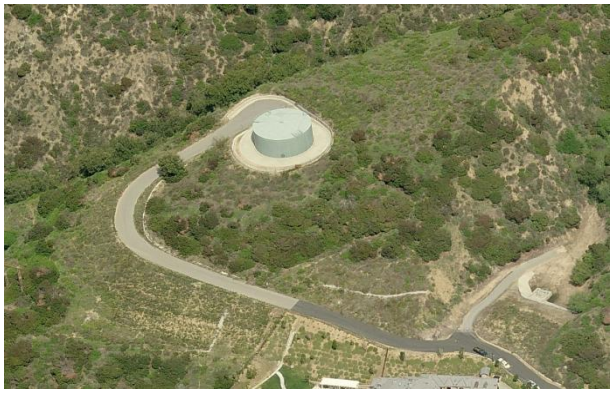
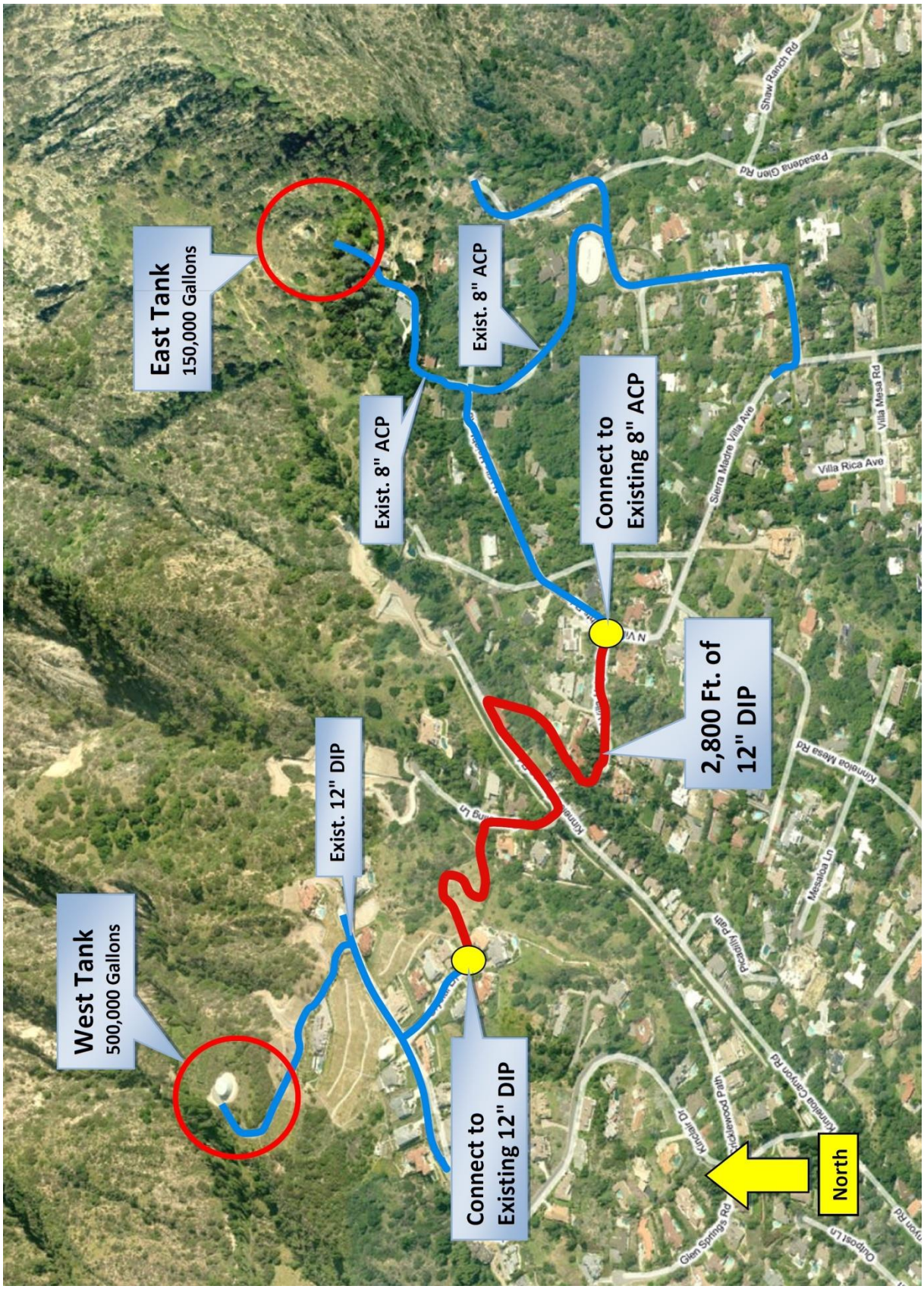


Figure 1: West Tank - 500,000 Gallons

Figure 2: East Tank - 150,000 Gallons

Each tank has a distribution system consisting of a distribution pipeline and several branch pipelines serving the Districts residents. The West Tank has a 12-inch DIP main distribution line connecting to the Tank and extending along a Private Access Road and then along Kinclair Drive in the Northwest portion of the District's service area. The 12-inch main continues down Crystal Lane and dead-ends at the top of a steep access road connecting Crystal Lane to North Brambling Lane. The East Tank has an 8-inch asbestos-cement pipe (ACP) main distribution line connecting to the Tank and extending along unpaved terrain and then along Villa Heights Road in the Northeast portion of the District's service area. The 8-inch main continues down Villa Heights Road before transitioning into 6-inch ACP about 400 feet north of the Western Branch of Villa Heights Road. The Western branch of Villa Heights Road contains existing 4-inch ACP and 6-inch PVC water mains connected to the 6-inch ACP main in Villa Heights Road. The East-West Tank Connector Project consists of the installation of about 2,800 feet of new 12-inch DIP to connect the West Tank's 12-inch DIP distribution line in Crystal Lane to the East Tank's 6-inch ACP distribution line in Villa Heights Road. The project also consists of the realignment of an existing 4-inch steel transmission pipeline from hi/lo pressure tunnels which at this point is located in private property (easement) between North Brambling Lane and Kinneloa Canyon Road as shown in **Exhibit 1:**



Map 1: East-West Tank Connector Pipeline Route

3.0 Segment 1 (See Exhibit 2)

The first segment of the overall project will involve a connection to the existing 12-inch DIP in Crystal Lane. From there the alignment will proceed down a steep access road to North Brambling Lane as shown in **Photos 1** and **2**. There are two existing waterlines along this access road: a 4-inch PVC main and a 8-inch PVC main. The alignment down this access road will have to consider design parameters so as to install the 12-inch DIP without disturbing these mains. It is possible that the 4-inch and/or 8-inch PVC mains may be to be adjusted or relocated along the access road. The total vertical distance from the top of Crystal Lane to the bottom of the access road is estimated to be about 75 feet and blow-off and air-release assemblies will need to be installed at the top and bottom of the access road to maintain proper operation of this segment of pipeline.

Photo 1: Steep Access Road Connecting Crystal Lane to North Brambling Lane

Additionally, due to the steep nature of the road, it may be necessary to install slope anchors. Slope anchors are necessary for slope equal to or greater than 1:3 and field survey will confirm the actual grade of the access road. It is possible that thrust blocks installed at bends in the pipeline along this road will provide proper slope stability. The need for slope anchors will be determined in the design phase of the project.

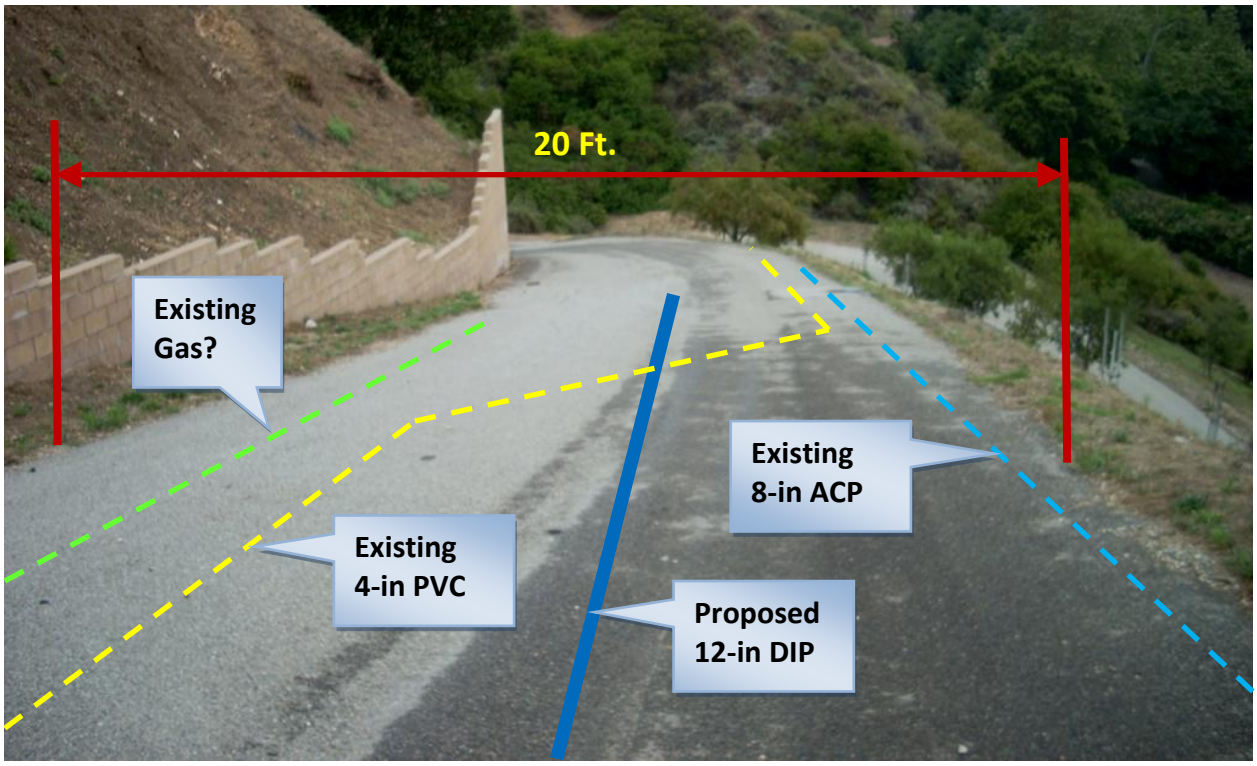


Photo 2: Tight Alignment Along Access Road

At the bottom of the private access road the proposed 12-inch pipeline will cross over a LA County Flood Control District (LACFCD) channel shown below in **Photos 3** and **4**. This crossing will require a permit and will likely impact the duration of the design phase. We will submit drawings and other documents required to satisfy LACFCD permit requirements during the design phase. There are existing holes in the supports on the East and West sides located between the existing 4" PVC and 8" ACP pipes which appear to be a good location for the new 12" DIP for this crossing.

Photo 3: LAFCD Channel Crossing 1

Photo 4: LAFCD Channel Crossing 1

After crossing the LACFCD channel, the proposed 12-inch pipeline will enter North Brambling Lane and change direction to proceed southerly towards Kinneloa Canyon Drive. At this point, the 12-inch main will cross an existing 4-inch ACP tunnel main running parallel with Brambling Lane on the West side. A

new 4-inch DIP main will be installed in the trench for the 12-inch main and will be tied into the 4-inch ACP tunnel main. The 4-inch DIP main will continue in the trench with the 12" DIP main and will replace a portion of the 4-inch ACP tunnel main which crosses through the property at 2210 Brambling Lane.

4.0 Segment 2 (See Exhibit 3)

The second segment of the overall project will involve the installation of new 12-inch DIP and 4" DIP in North Brambling Lane and Kinneloa Canyon Road. Like the private access road, a portion of North Brambling Lane consists of existing 4-inch and 8-inch PVC mains that will affect the alignment of the proposed 12-inch DIP. The alignment down North Brambling Lane will have to consider design parameters so as to install the 12/4 inch DIP mains without disturbing these mains. The final alignment of the proposed 12/4 inch DIP mains will likely be determined by the location of these mains along with the location of the existing gas main. This segment will also involve two connections to an existing 4-inch Steel waterline so that a portion of that waterline which runs through a private property may be abandoned. One of these connections is made at North Brambling Lane and one connection is made at a Private Access Road running East of Kinneloa Canyon Road. The downhill grade of the North Brambling Lane portion shown in **Photo 5** below is approximately 15 degrees and will require a blow-off assembly at the intersection of Kinneloa Canyon Road.

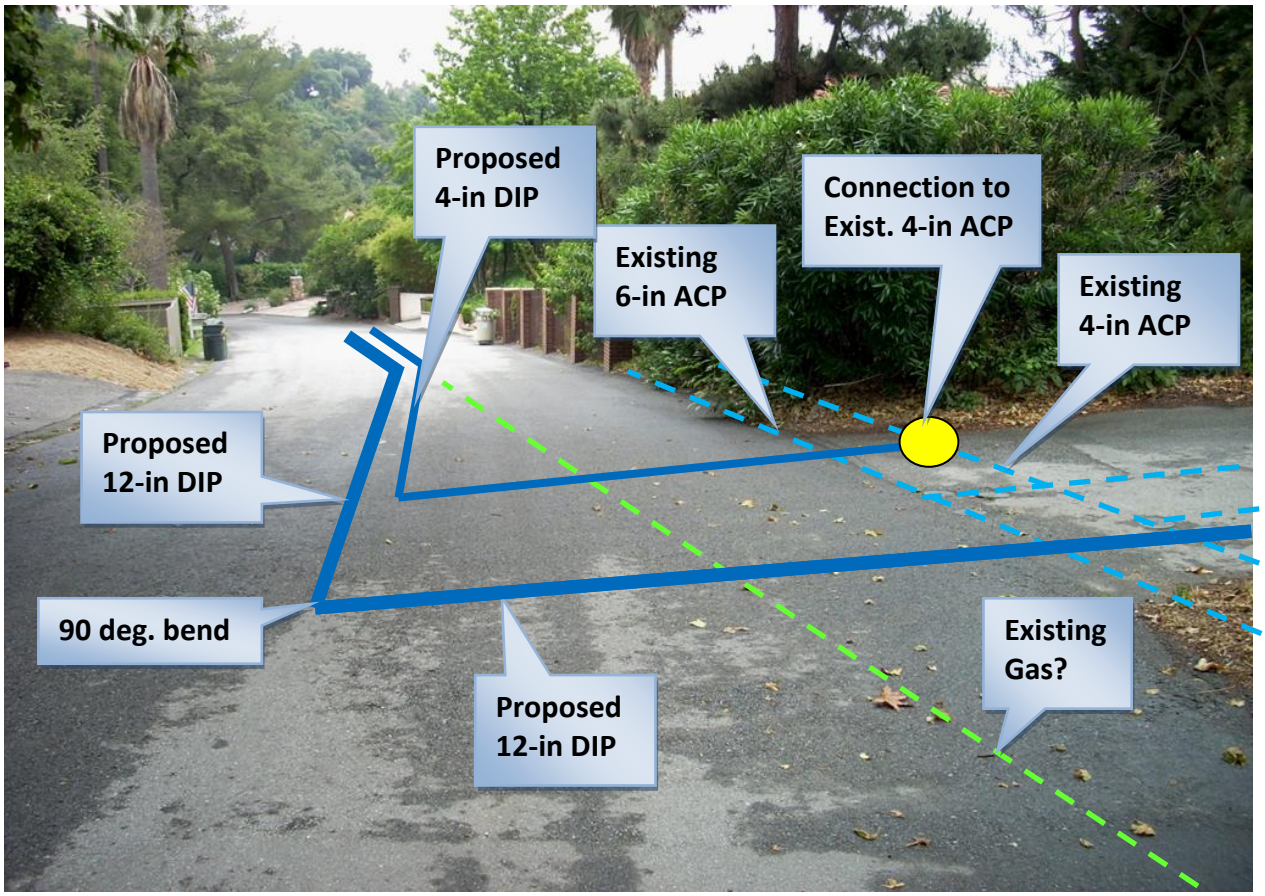


Photo 5: North Brambling Lane: Looking Downhill (Southerly) Towards Kinneloa Canyon Road

At the bottom of North Brambling Lane the proposed 12/4 inch mains will cross over a LACFCD channel shown on the following page in Photos 6 & 7. This crossing will require a permit and will likely impact

the duration of the design phase. However, it is likely that the permit process for this crossing can be completed with the first crossing permit so that the design process need not be delayed any further. Since the existing 6" ACP crosses over the channel on the downstream side of the bridge, the preferred crossing method would be to parallel the 6" ACP main over the channel on the downstream side.

Photo 6: LAFCD Channel Crossing 2

Photo 7: LAFCD Channel Crossing 2

After crossing the LACFCD channel the proposed 12-inch DIP pipeline will turn northerly and proceed up Kinneloa Canyon Road at a 10 degree incline as shown in **Photo 8** below. There is an existing 8-inch ACP main on the East side of the road. The proposed alignment along Kinneloa Canyon Road will parallel the existing 8-inch ACP main. The final alignment of the proposed 12-inch DIP main will be determined by the location of the existing gas main.

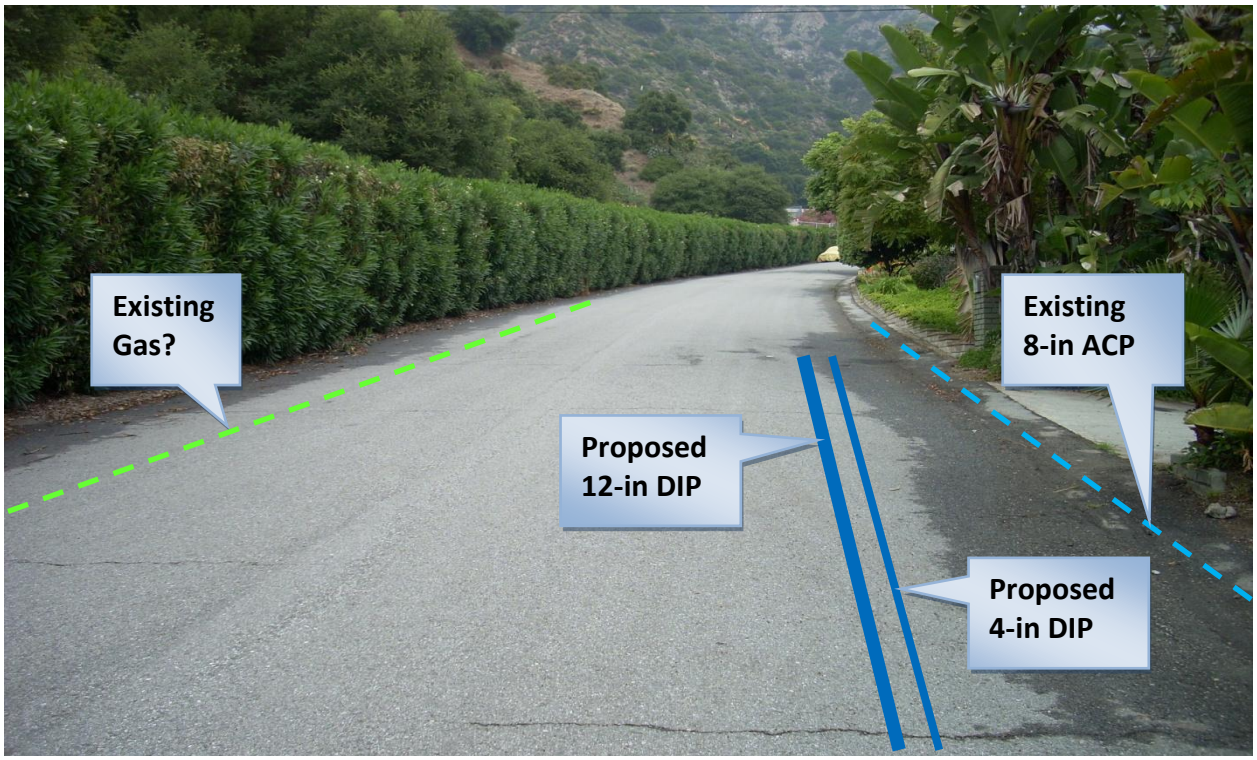


Photo 8: Kinneloa Canyon Road: Looking Uphill (Northerly)

Approximately 400 feet South of the northernmost point of Kinneloa Canyon Road (Cul-de-sac), the proposed 12-DIP pipeline will turn southeasterly and proceed through a private access gate (the first of

two gates) and up a steep private access road. Currently Kinneloa System Maps do not reveal the presence of any utilities in this private access road and it is likely that an easement will be required for this portion of the project.

5.0 Segment 3 (See Exhibit 4)

Throughout the course of this alignment (Segment 3), proper traffic control and driveway access will be ensured in order to maintain residential affairs and to allow for emergency vehicle access.

The final segment of the overall project will involve the installation of 12-inch DIP along a private access road and in Villa Heights Road. Due to the steep nature of the private access road, it may be necessary to install slope anchors. As was the case on the private access road in Segment 1, field survey will confirm the need for slope anchors. From the private access road, the 12-DIP pipeline will pass through a private access gate (the second of two gates -see **Photo 9** below), and proceed easterly along Villa Heights Road as shown in **Photo 10** on the following page.

Photo 9: Villa Heights Road: Looking Westerly Towards Terminus of Private Access Road

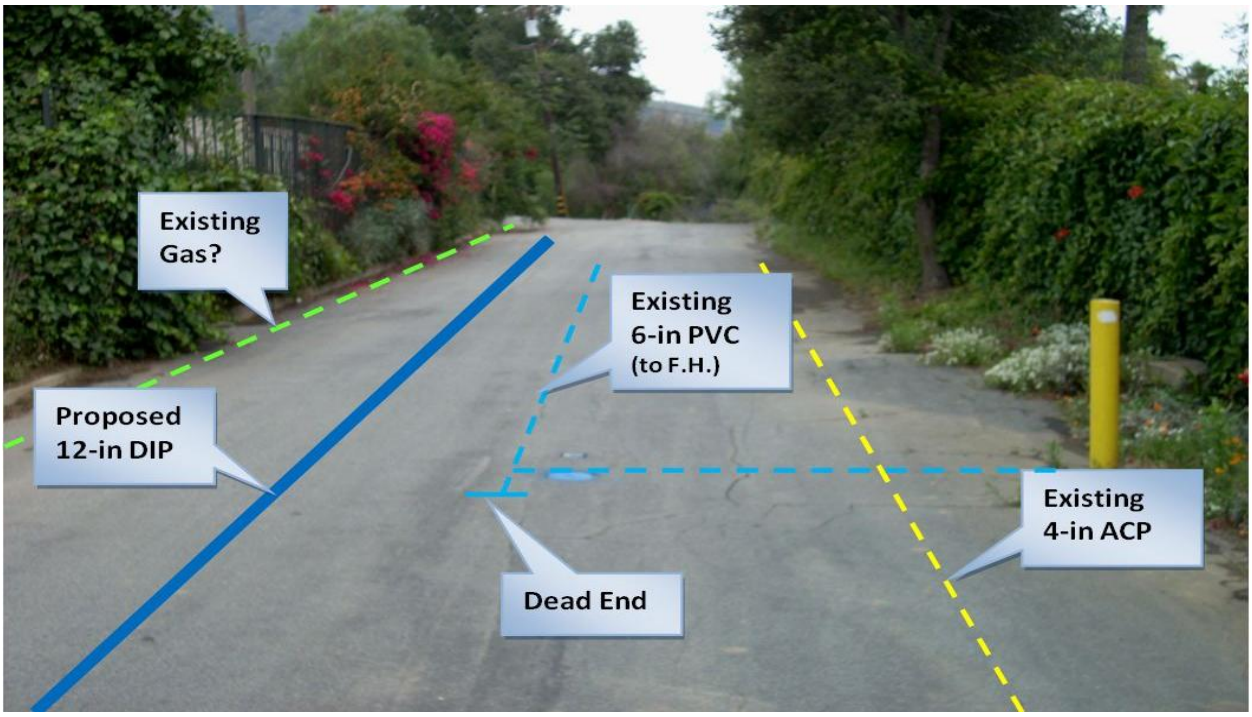


Photo 10: Villa Heights Road Looking Uphill (Easterly)

Like North Brambling Lane, Villa Heights Road consists of two existing mains: (4-inch ACP & 6-inch PVC) that will affect the alignment of the proposed 12-inch DIP. The final alignment of the proposed 12-inch DIP main will be determined by the location of these mains and the location of the existing gas main. This segment will also involve a connection to an existing 6-inch ACP waterline (an East Tank distribution main -see **Photo 11** below) and will be the termination point of the East-West Tank connector pipeline.

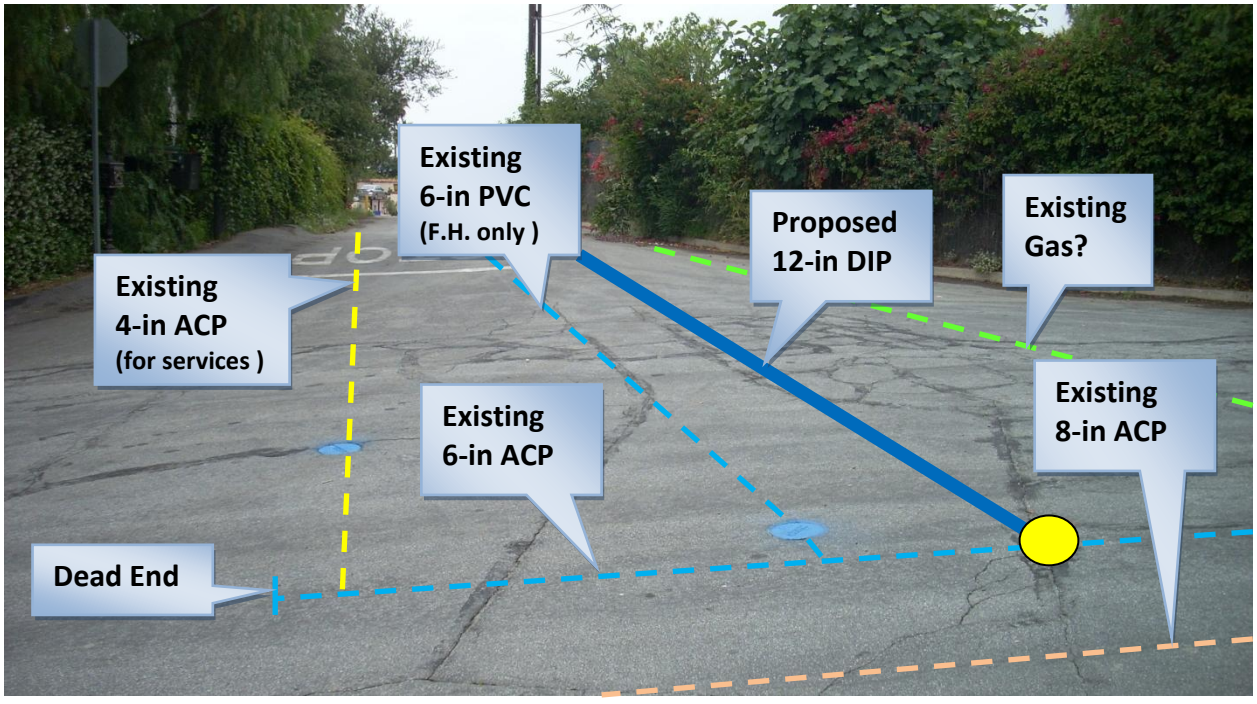


Photo 11: Connection Point in Villa Heights Road

Kinneloa Irrigation District
East-West Tank Connector Pipeline
Overall Construction Cost Estimate

Item	Description	Qty	Unit	Unit Price	Total Price
1	Mobilization Demobilization	1	LS	$40,000	$40,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Trenching and Excavation Safety Measures	1	LS	$3,000	$3,000
4	Furnish and install 12" DIP Main	2,800	LF	$175	$490,000
5	Furnish and install 4" DIP Main	960	LF	$100	$96,000
6	Casing/Tunneling Under Private Driveway	50	LF	$200	$10,000
7	Furnish and install 12" gate valve	6	EA	$4,000	$24,000
8	Furnish and Install 4" gate valve	4	EA	$2,500	$10,000
9	Connection at Crystal Lane including valves & appurtenances	1	EA	$5,000	$5,000
10	Connection at Villa Heights Road including valves & appurtenances	1	EA	$10,000	$10,000
11	Connection to existing 4" steel tunnel line	2	EA	$5,000	$10,000
12	LACFCD Crossings/Permit	2	EA	$10,000	$20,000
13	Furnish and install blow off (12" main)	1	EA	$4,000	$4,000
14	Furnish and install blow off (4" main)	1	EA	$2,500	$2,500
15	Furnish and install 2" air release assembly	2	EA	$4,000	$8,000

	Subtotal	**$737,500**
	10% Contingency	$73,750
	Total Construction Cost	**$811,250**

Kinneloa Irrigation District
East-West Tank Connector Pipeline
Project 1 Construction Cost Estimate

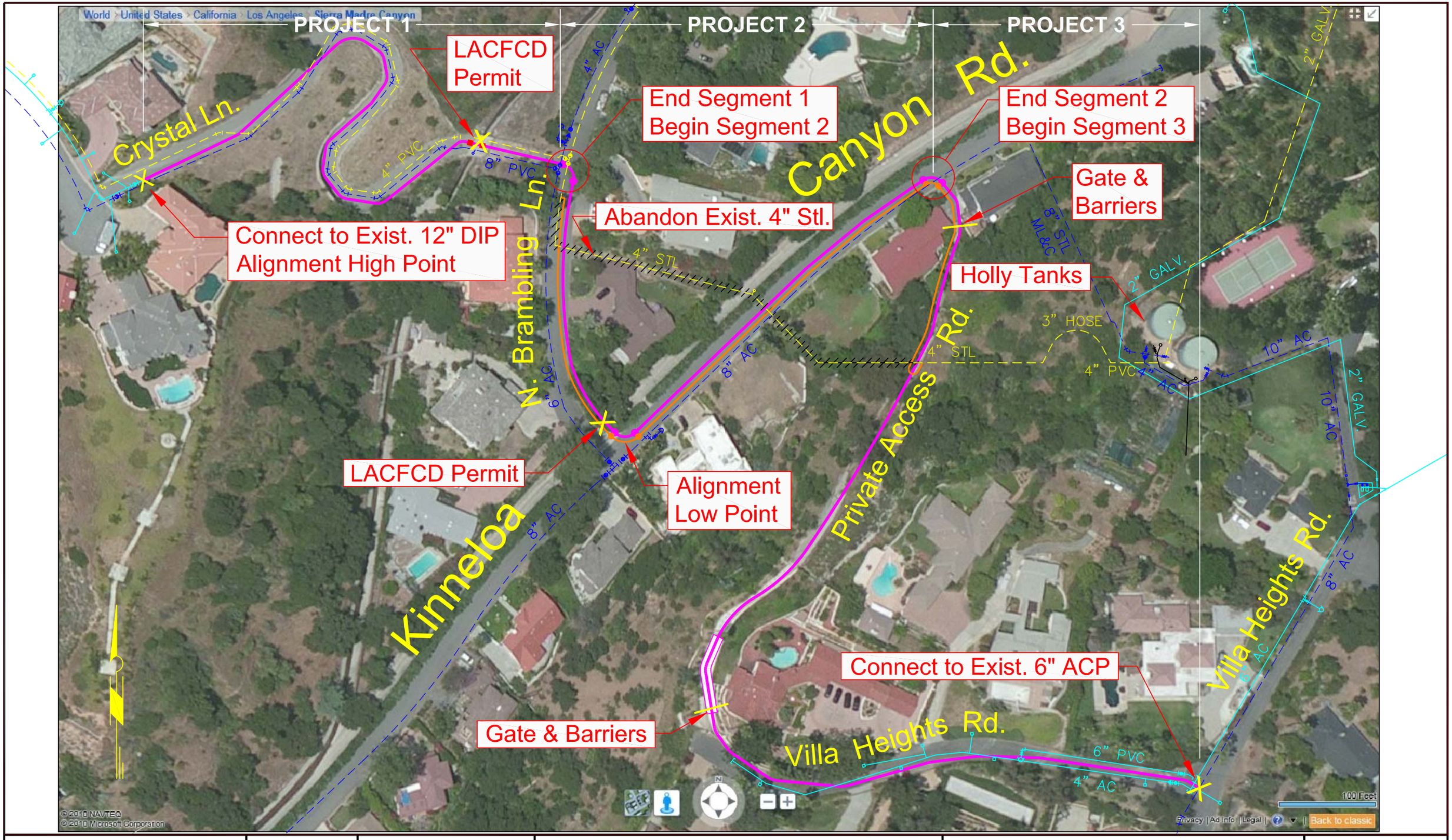
Item	Description	Qty	Unit	Unit Price	Total Price
1	Mobilization Demobilization	1	LS	$40,000	$40,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Trenching and Excavation Safety Measures	1	LS	$3,000	$3,000
4	Furnish and install 12" DIP Main	800	LF	$175	$140,000
5	Furnish and install 12" gate valve	2	EA	$4,000	$8,000
6	Connection at Crystal Lane including valves & appurtenances	1	EA	$5,000	$5,000
7	LACFCD Crossings/Permit	1	EA	$10,000	$10,000
8	Furnish and install 2" air release assembly	1	EA	$3,800	$3,800
			Subtotal	**$215,000**	
			10% Contingency	$21,500	
			Total Construction Cost	**$236,500**	

Kinneloa Irrigation District
East-West Tank Connector Pipeline
Project 2 Construction Cost Estimate

Item	Description	Qty	Unit	Unit Price	Total Price
1	Mobilization Demobilization	1	LS	$40,000	$40,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Trenching and Excavation Safety Measures	1	LS	$3,000	$3,000
4	Furnish and install 12" DIP Main	800	LF	$175	$140,000
5	Furnish and install 4" DIP Main	775	LF	$100	$77,500
6	Furnish and install 12" gate valve	4	EA	$4,000	$16,000
7	Furnish and Install 4" gate valve	4	EA	$2,500	$10,000
8	Connection to existing 4" steel tunnel line	1	EA	$5,000	$5,000
9	LACFCD Crossings/Permit	1	EA	$10,000	$10,000
10	Furnish and install blow off (12" main)	1	EA	$4,000	$4,000
11	Furnish and install blow off (4" main)	1	EA	$2,500	$2,500
			Subtotal		**$313,000**
			10% Contingency		$31,300
			Total Construction Cost		**$344,300**

Kinneloa Irrigation District
East-West Tank Connector Pipeline
Project 3 Construction Cost Estimate

Item	Description	Qty	Unit	Unit Price	Total Price
1	Mobilization Demobilization	1	LS	$40,000	$40,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Trenching and Excavation Safety Measures	1	LS	$3,000	$3,000
4	Furnish and install 12" DIP Main	1,200	LF	$175	$210,000
5	Furnish and install 4" DIP Main	185	LF	$100	$18,500
6	Casing/tunneling under private driveway	50	LF	$200	$10,000
7	Connection at Villa Heights Road including valves & appurtenances	1	EA	$10,000	$10,000
8	Connection to existing 4" steel tunnel line	1	EA	$5,000	$5,000
9	Furnish and install 2" air release assembly	1	EA	$3,800	$3,800
			Subtotal		**$305,500**
			10% Contingency		$30,550
			Total Construction Cost		**$336,050**



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1130 W. Huntington Drive, Unit 12, Arcadia, CA 91007
TEL: 626 821-3456 FAX: 626 445-1461

REGISTERED PROFESSIONAL ENGINEER PHILLIP WEST No. 77453 Exp. 06/31/13 CIVIL STATE OF CALIFORNIA

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SPECIAL DISTRICT · PUBLIC WATER AGENCY
1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107
TELEPHONE (626) 797-8295 · FAX (626) 794-5552

Kinneloa Irrigation District
East-West Tank Connector Pipeline
Preliminary Design Report

Scale: 1" = 45' (Approximate)
Overall Alignment
Segments 1, 2, and 3

Exhibit

1 of 4

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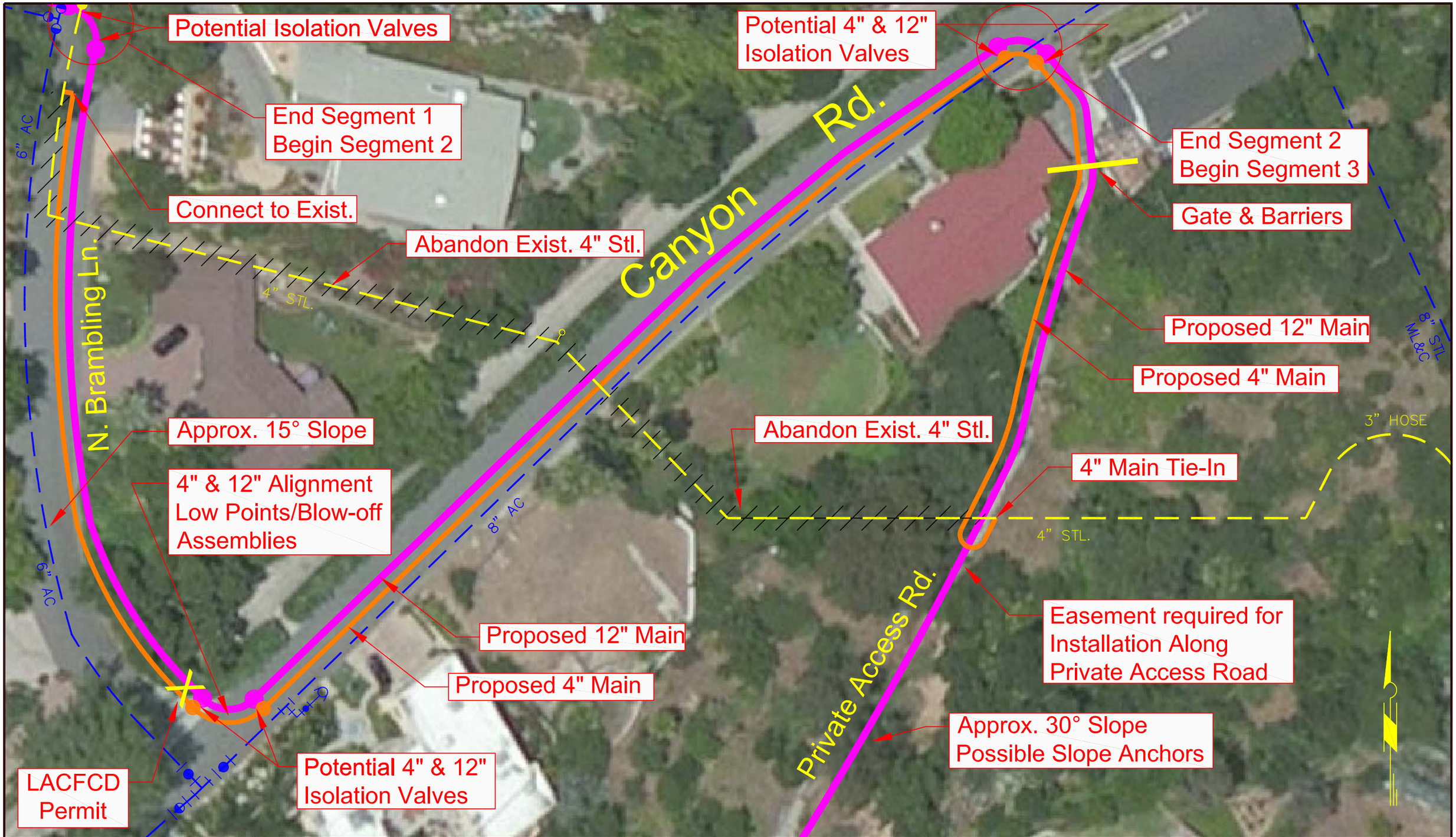
Kinneloa Irrigation District
East-West Tank Connector Pipeline
Preliminary Design Report

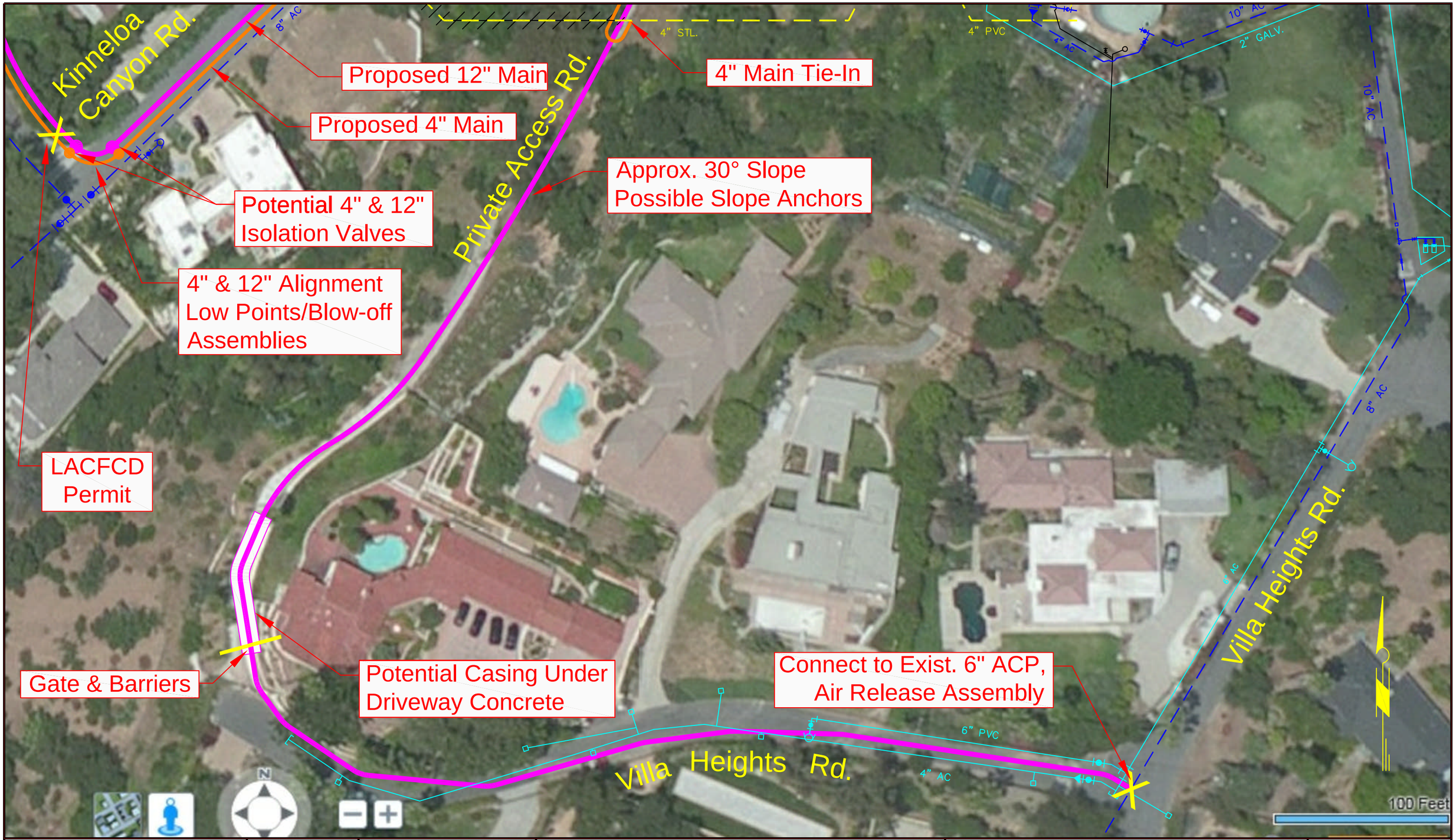
Scale: 1" = 15' (Approximate)
Detailed Alignment
Segment 1

Exhibit

2 of 4



SA ASSOCIATES CONSULTING ENGINEERS 1130 W. Huntington Drive, Unit 12, Arcadia, CA 91007 TEL: 626 821-3456 FAX: 626 445-1461	REGISTERED PROFESSIONAL ENGINEER PHILLIP WEST No. 77453 Exp. 06/31/13 CIVIL STATE OF CALIFORNIA	KINNELOA IRRIGATION DISTRICT SPECIAL DISTRICT - PUBLIC WATER AGENCY 1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107 TELEPHONE (626) 797-8295 - FAX (626) 794-5552	Kinneloa Irrigation District East-West Tank Connector Pipeline Preliminary Design Report	Scale: 1" = 15' (Approximate) Detailed Alignment Segment 2	Exhibit 3 of 4



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Kinneloa Irrigation District
East-West Tank Connector Pipeline
Preliminary Design Report

Scale: 1" = 25' (Approximate)
Detailed Alignment
Segment 3

Exhibit

4 of 4

RESOLUTION 2012-7-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT AMENDING THE RULES AND REGULATIONS POLICY MANUAL

WHEREAS this District has previously established a Rules and Regulations policy manual governing the conduct of the business affairs of the District; and

WHEREAS the Board wishes to modify the Rules and Regulations previously promulgated; and

WHEREAS the Board approved at its June 19, 2012 regular meeting a resolution to modify Appendix G, Section V, subsection 1 to add a review process to the selection of the District's Attorney, Engineer and Auditor;

NOW THEREFORE, IT IS RESOLVED that the Board adopts a modified subsection to read: "The Board shall select an Attorney, Engineer and Auditor to advise and provide services to the Board and the General Manager. The selection of these consultants shall be reviewed every five years in the second quarter of the year starting in 2017"; and

RESOLVED FURTHER, that the General Manager is directed to make the above changes to the Rules and Regulations policy manual maintained by the District and to post a revised copy of the manual on the District's web site.

PASSED, APPROVED AND ADOPTED THIS NINETEENTH DAY OF JULY 2012

SIGNED: _____
Chair

ATTEST: _____
Secretary

General Manager's Report
for the
Board of Directors Meeting on July 17, 2012

I. Capital Improvement, Preventative Maintenance and Repair Projects

A. **East-West Tank Connector Pipeline –** The revised preliminary design report which was prepared by SA Associates has been received and is being presented to the Board for discussion at this meeting. The next steps if we proceed with the project will be to prepare plans and specifications in 2013 and start construction in 2014 if funds are available.

B. **Tank Maintenance –** Utility Services Company has completed repainting the exterior of the Holly Tanks as scheduled in our tank maintenance agreement. The screening on tank vents and overflows was also replaced at several locations to meet new requirements from the CDPH. Additional extra-cost work on the Holly Tanks and East Tank overflow and drain lines is scheduled in the near future.

II. Customer Account Status

A. Delinquent accounts –

21 accounts received late charges in the total amount of $487.37
12 accounts received door hanger shut off notice
1 account was shut off for non-payment
1 account remains off for non-payment

B. Aged Receivables as of June 30, 2012 (excluding City of Pasadena) –

Current	30 days	60 days	90 days or greater	Total
$34,500.04	$2,587.31	$428.26	$246.87	**$37,762.48**

III. General Manager's Projects and Activities

A. Billing System – We successfully completed the first full month of operation on the new system and prepared billing statements on schedule on July 6th. Customized manuals and checklists for the Utility Star system are being prepared by Bernadette and me to facilitate the performance of all necessary daily tasks and the preparation of monthly reports. I also initiated the "Customer Direct" online access link from the "My Account" button on our web site. Customers will now have access to billing and usage information as well as to view their billing statement and make a credit card payment. The message on the recent bills announced this new feature available on our web site.

B. RBMB – A report on the current condition and the trending on the basin water level in the Pasadena sub area of the Raymond Basin was presented to the Pumping and Storage Committee. This was the first analysis of the effect of the voluntary reduction in pumping by the KID and other agencies in the Pasadena sub area that started in 2009. The results show a small (but encouraging) improvement and the committee will recommend to the Board that the program be continued until the 30% reduction in pumping has been achieved in two more years. The Board will also consider a reserve policy that will provide a source of matching funds to support possible basin replenishment projects that are being considered by various water and governmental agencies.

C. City of Pasadena – The District has continued to deliver water to the City of Pasadena per our wholesale water sales agreement that I negotiated in 2005 and which was renewed in 2010 for another five years. Typically we have delivered this water in the January through June time period in an amount equal to our leased water purchased plus any surplus water not needed to meet our customer demand. The goal is use 100% of our pumping rights by the end of the Watermaster fiscal year on June 30th because we are no longer permitted to put surplus water in our RBMB long-term storage "savings" account. These accounts were frozen with regard to additions by the Board in 2009 as part of the voluntary pumping reduction program. The remaining amount in our account can be used if necessary in a drought year or if leased pumping rights are no longer available from other agencies.

This year the City requested that we continue delivering water beyond June 30 in order to help them with a water quality problem they are experiencing with imported MWD water in certain pressure zones adjacent to our system. We have honored their request with the verbal understanding that a modification of the agreement is necessary because of our increased electrical cost to deliver the water at the requested higher-elevation interconnection point than the interconnection point specified in the current agreement. Also delivery of water in the hotter portion of the year when our own demand is high requires that we also use our less-efficient Wilcox Well to provide the increased production needed to serve the City. I am currently discussing the options with Shan Kwan and they are open to renegotiation of the contract and/or allowing us to add a surcharge to the current wholesale rate to cover our increased costs.

D. Brown Well – As requested at last month's meeting, I talked to the property owner adjacent to the Brown Well site with regard to the sod that was placed around the building which subsequently died due to improper installation and lack of water. They stated that they had no involvement in this matter. Furthermore they have no current interest in landscaping the property or acquiring the property because they have screened off the site from view with a tall hedge. They had previously offered to buy the property for $5,000 in November 2004 and subsequently declined our offer of a landscape license agreement with District at no cost other than legal and recording fees.

Based on the preceding information I decided that no further legal action was required and I then personally removed the sod and restored the site to its original condition. Since construction of the new home at 1995 Sierra Madre Villa has been resumed by a new owner and because the Brown site is adjacent to the driveway for this new home, I recommend that we present a landscape license agreement to the new owner of this property so that any needed landscaping to improve the appearance of the Brown site can be incorporated into his landscaping.

E. FMWD – The Board approved the fiscal year 2012-2013 budget and the underlying fees and charges that will be effective January 1, 2013. No capital projects have been approved that benefit the KID. Therefore the only charge invoiced to us will be our share of the administrative fee in the amount of $602.85 per month offset by a credit of $23.41 from previously invoiced capital improvement fees that were not spent.

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JUNE 19, 2012

MEMBERS PRESENT: Directors Barkhurst, Eldridge, Griffith and Kilburn.
Director Sorell was absent due to illness.

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

CALL TO ORDER: The Meeting was called to order by the President, Gerrie Kilburn, at 1935 hours. She noted that there was a quorum present. The Agenda was unanimously approved as presented.

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

REVIEW RISK ASSESSMENT DOCUMENTS:
The **General Manager** presented an overview of the Documents that the District has in the files stating that he did not provide the Documents in detail for security reasons. He noted that he had reviewed the documents and found none that needed major revisions.

DISCUSSION OF BROWN WELL SITE:
Director Kilburn stated that Director Griffith had expressed some concerns about the Brown Well site and that neighbors had complained about the condition of the site to him.
Director Griffith noted that the neighbors had obviously taken matters into their own hands as they had planted some sod on the premises which is now brown due to the lack of water.
The Board requested the General Manager contact the nearby neighbor to determine if they had planted the sod and report back to the Board regarding the matter at the next meeting.

BUDGET PROCESS FOR 2013:
The **General Manager** stated that he would like to start the budget process in July and requested the Board to indicate how they would like to participate in the process.
Director Kilburn stated that she would like to have all the Board Members participate in the process and the other Board Members agreed. The General Manager will schedule a meeting as soon as he has the necessary information available.

REVIEW AUDITOR SELECTION PROCESS:
Director Barkhurst reviewed the background material provided by Director Sorell as to the items that should be considered in the selection of an auditor and whether an auditor should routinely be changed after a certain number of years. He noted that reviewing all of the materials he could find nothing that suggested the District had to change auditors every few years.
Director Kilburn questioned the number of years that the present auditor had prepared the audit for the District and whether it was the same person and the **General Manager** replied that the same auditor had prepared the audit since 2003.
Director Griffith stated that he does prefer changing auditors every five years as sometimes new auditors come up with different questions and suggestions that improve the process and that changing every five years is good business.
Director Eldridge noted that he didn't think changing an Auditor without a sufficient reason should be necessary.

REVIEW AUDITOR SELECTION PROCESS (continued)

Director Barkhurst made the following motion – That the Board adopts a resolution that states "Every five years the Board shall examine its relationship with its Attorney, Engineer, and Auditor to determine if rotation is appropriate or warranted."
Director Eldridge seconded the motion and questioned as to when the process would begin and **Director Barkhurst** replied that it would start five years from this date.
Director Griffith stated that he was still in favor of changing auditors but if the Board wanted to adopt this motion he would not want to wait five years.
Director Barkhurst stated his motion was to start the process in the second quarter of the year 2017.
Director Barkhurst cited Appendix G, Section V, 1 of the Rules and Regulations of the District – "The Board shall select an Attorney, Engineer, and Auditor to advise the Board."
It was M/S/C-(Barkhurst/Eldridge)-2/1) (Director Kilburn declining to vote as Chair) –
"That the Board adopt the following resolution –"That very five years the Board shall examine its relationship with its Attorney, Engineer, and Auditor to determine if rotation is appropriate or warranted."

REVIEW OF THE GENERAL MANAGER'S REPORT:

The report was reviewed by the General Manager and accepted as presented.

REVIEW OF MINUTES:

The minutes of May 23, 2012 were unanimously approved as written.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Reports noting that retail sales were lower this month. He noted that because of a significant rate increase after the recent expiration of the three-year agreement for telephone service negotiated by the General Manager and the unavailability of a similar agreement with our current telephone service provider, the District will be changing vendors in the near future. The Financial Reports were approved for filing.

ITEM FOR NEXT AGENDA:

Discuss Brown Well Site
Review East-West Pipeline Engineer's Report
Schedule Budget Workshop

ADJOURNMENT:

The meeting was adjourned at 2035 hours. The next meeting will be held on July 17, 2012.

Respectfully submitted,

Shirley Burt
Secretary to the Board

Kinneloa Irrigation District
Income Statement for the Six Months Ending June 30, 2012

		Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues					
4000	Water Sales	106,870.52	100,000.00	514,198.37	466,000.00
4015	Wholesale Water Sales	32,802.85	0.00	157,617.31	0.00
4020	Service/Installation Charges	7,866.74	833.33	12,775.16	4,999.98
4035	Interest-Reserve Fund	253.46	333.33	1,908.26	1,999.98
4060	Disaster Assistance	0.00	0.00	2,016.80	0.00
	Total Revenues	**147,793.57**	**101,166.66**	**688,515.90**	**472,999.96**
Expenses					
5005	Electricity	8,801.05	11,000.00	47,788.91	45,100.00
5010	Maintenance Supplies	800.22	2,500.00	14,436.45	15,000.00
5011	Material and Labor for Install	7,852.43	0.00	12,465.12	0.00
5012	Safety Equipment	0.00	133.33	0.00	799.98
5015	Operations & Maintenance Labor	11,633.52	13,500.00	68,960.21	79,500.00
5016	Operations & Maintenance OT	1,562.02	0.00	5,034.80	0.00
5020	Stand-by Compensation	480.00	625.00	3,660.00	3,750.00
5022	Training/Certification	0.00	133.33	0.00	799.98
5025	Water Treatment/Analysis	2,229.83	1,833.33	9,985.16	10,999.98
5030	Maintenance Contractors	8,425.53	9,750.00	73,597.40	58,500.00
5034	Equipment Maintenance	0.00	500.00	3,318.43	3,000.00
5035	Vehicle Maintenance	1,043.83	500.00	1,589.93	3,000.00
5036	Fuel - All Equipment	928.19	1,250.00	5,268.41	7,500.00
5045	Insurance-Workers Compensation	2,638.00	3,000.00	(1,306.00)	6,000.00
5046	Insurance-Liability	1,158.50	1,833.33	6,668.00	10,999.98
5048	Insurance-Property	184.00	208.33	692.81	1,249.98
5049	Insurance-Medical	3,779.41	3,666.67	22,676.46	22,000.02
6000	Engineering Services	0.00	3,750.00	4,990.00	22,500.00
6005	Watermaster Services	878.92	1,000.00	5,273.52	6,000.00
6015	Administrative Salary	10,214.50	10,609.64	60,643.50	61,842.12
6016	Administrative Bonus	0.00	0.00	3,000.00	0.00
6017	Administrative Travel	166.26	416.67	1,514.03	2,500.02
6020	BofD Compensation	300.00	400.00	2,400.00	2,800.00
6021	Administrative & Board Expense	26.62	208.33	551.62	1,249.98
6022	BofD-Election	0.00	0.00	292.60	0.00
6024	Customer/Public Info. Prog.	0.00	333.33	295.30	1,999.98
6025	PERS - KID	1,142.12	1,166.67	6,885.02	7,000.02
6030	Social Security - KID	2,227.67	2,416.67	13,106.63	14,500.02
6035	Office/Computer Supplies	768.75	750.00	3,820.29	4,500.00
6036	Postage/Delivery	544.38	500.00	2,058.79	3,000.00
6040	Professional Dues	552.99	625.00	3,902.94	3,750.00
6045	Legal Services	21.00	1,250.00	1,413.27	7,500.00
6050	Telephone	523.85	458.33	2,838.71	2,749.98
6051	Mobile Telephone	181.51	208.33	1,108.65	1,249.98
6052	Pagers	19.00	20.00	114.00	120.00
6053	Internet Service	84.94	125.00	509.64	750.00
6059	Computer/Software Maintenance	7,237.37	833.33	15,058.70	21,999.98
6061	Office Equipment Maintenance	0.00	83.33	0.00	499.98
6065	Accounting Services	0.00	0.00	0.00	6,000.00
6070	Office & Accounting Labor	4,929.68	4,000.00	27,629.89	24,000.00
6075	Outside Services	690.26	1,666.67	5,027.87	10,000.02
6080	Capital Improvement Fees	277.58	614.08	1,336.50	3,684.48
6081	Permits/Fees	110.00	208.33	8,785.68	1,249.98
6120	Bank Service Charges	258.97	250.00	1,583.86	1,500.00
	Total Expenses	**82,672.90**	**82,327.03**	**448,977.10**	**481,146.46**
	Net Income	**65,120.67**	**18,839.63**	**239,538.80**	**(8,146.50)**

Kinneloa Irrigation District
Income Statement for the Six Months Ending June 30, 2012

		Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Other Expenditures					
1509	Wilcox Well/Wilcox Booster	0.00	0.00	0.00	7,500.00
1511	WaterTreatment Plant	0.00	0.00	5,243.90	5,400.00
1512	Water Meters	12,926.50	1,666.67	19,039.08	10,000.02
1513	Electrical/Electronic Equip.	573.59	2,083.33	573.59	12,499.98
1514	Computer/Office Equipment	0.00	416.67	0.00	2,500.02
1516	Water Company Facilities	0.00	1,666.67	0.00	10,000.02
1527	SCADA Equipment	0.00	1,000.00	0.00	6,000.00
1530	Tools	0.00	200.00	760.03	1,200.00
	Total Other Expenditures	**13,500.09**	**7,033.34**	**25,616.60**	**55,100.04**
	Total Increase or (Drawdown)	**51,620.58**	**11,806.29**	**213,922.20**	**(63,246.54)**

Kinneloa Irrigation District
Balance Sheet
June 30, 2012

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	$ 161,687.12	
1012	Reserve Fund-LAIF	117,721.63	
1014	Reserve Fund-CalTRUST	259,853.51	
1015	Accr. Int./Price Adj.-CalTRUST	(33.60)	
1016	Accrued Interest-LAIF	127.49	
1100	Accts. Receivable-Water Sales	37,762.48	
1101	Accts. Receiv.-Service Charges	137.74	
1102	Accts. Receiv.-Wholesale Water	57,684.97	
1190	Allowance for Bad Debts	(771.48)	
1200	Inventory	20,000.00	
1340	Accrued Water Sales	109,651.82	
1350	Prepaid Insurance	4,498.07	
1360	Prepaid Expenses	13,863.70	
	Total Current Assets		782,183.45

Property and Equipment

1501	Water Rights	52,060.41	
1503	Land Sites	96,700.08	
1504	Water Mains	2,402,367.42	
1505	Water Tunnels	705,985.75	
1506	K-3 Well	82,848.37	
1507	Improvement District #1	602,778.12	
1508	Mountain Property	6,620.00	
1509	Wilcox Well/Wilcox Booster	83,486.82	
1510	Interconnections	14,203.27	
1511	WaterTreatment Plant	179,161.22	
1512	Water Meters	79,709.08	
1513	Electrical/Electronic Equip.	249,162.14	
1514	Computer/Office Equipment	44,172.53	
1515	Vehicles & Portable Equipment	222,084.16	
1516	Water Company Facilities	60,079.20	
1517	KID Office	54,202.92	
1518	Shaw Ranch	280,789.92	
1519	Dove Creek Project	487,383.87	
1520	Glen Reservoir/Booster	24,190.86	
1521	Kinneloa Ridge Project	690,492.58	
1522	Eucalyptus Booster Station	500,288.76	
1526	Vosburg Booster	12,590.00	
1527	SCADA Equipment	196,172.05	
1528	Tanks and Reservoirs	97,944.39	
1529	Holly Tanks	181,113.76	
1530	Tools	3,208.56	
1600	Accum. Depreciation	(2,955,642.12)	
	Total Property and Equipment		4,454,154.12
	Total Assets		$ 5,236,337.57

Kinneloa Irrigation District
Balance Sheet
June 30, 2012

LIABILITIES AND CAPITAL

Current Liabilities				
2000	Accounts Payable	$ 15,085.54		
2272	Job Deposits	5,644.55		
2290	Accrued Vacation	13,894.70		
	Total Current Liabilities			34,624.79
Long-Term Liabilities				
2400	Truck Loan Payable	37,098.29		
	Total Long-Term Liabilities			37,098.29
	Total Liabilities			71,723.08
Capital				
3040	Fund Balance	4,925,075.69		
	Net Income	239,538.80		
	Total Capital			5,164,614.49
	Total Liabilities & Capital		$	5,236,337.57

Kinneloa Irrigation District
Statement of Cash Flow
For the six Months Ended June 30, 2012

		Current Month	Year to Date
Cash Flows from operating activities			
	Net Income	$ 65,120.67	$ 239,538.80
Adjustments to reconcile net income to net cash provided by operating activities			
1100	Accts. Receivable-Water Sales	(12,381.53)	8,462.02
1101	Accts. Receiv.-Service Charges	(750.00)	12,946.72
1102	Accts. Receiv.-Wholesale Water	3,532.17	(57,684.97)
1190	Allowance for Bad Debts	0.00	87.69
1350	Prepaid Insurance	1,342.50	6,024.22
1360	Prepaid Expenses	1,431.91	(1,954.04)
2000	Accounts Payable	(6,157.12)	(2,578.56)
2272	Job Deposits	(6,166.14)	3,144.55
	Total Adjustments	(19,148.21)	(31,552.37)
	Net Cash provided by Operations	**45,972.46**	**207,986.43**
Cash Flows from investing activities			
Used For			
1511	WaterTreatment Plant	0.00	(5,243.90)
1512	Water Meters	(12,926.50)	(19,039.08)
1513	Electrical/Electronic Equip.	(573.59)	(573.59)
1530	Tools	0.00	(760.03)
	Net cash used in investing	(13,500.09)	(25,616.60)
Cash Flows from financing activities			
Proceeds From			
Used For			
	Net cash used in financing	0.00	0.00
	Net increase (decrease) in cash	**$ 32,472.37**	**$ 182,369.83**
Summary			
	Cash Balance at End of Period	$ 649,007.97	$ 649,007.97
	Cash Balance at Beg. of Period	(616,535.60)	(466,638.14)
	Net Increase (Decrease) in Cash	**$ 32,472.37**	**$ 182,369.83**

Kinneloa Irrigation District

Check Register

For the Period From June 1, 2012 to June 30, 2012

Date	Check #	Payee	Amount	Description
6/11/12	6998V	Raymond Basin Mgmt. Brd.	-10,541.00	watermaster services
6/11/12	7007	Alert Communications, Inc.	78.00	answering service
6/11/12	7008	Cook Paging, Inc.	19.00	pagers
6/11/12	7009	Denram Products	1,068.90	2011 annual consumer rpt.; printed window envs.
6/11/12	7010	Equarius Waterworks	788.69	trans. and dist. plant meters
6/11/12	7011	Matt Chlor Inc.	1,161.94	cl2 Vosburg mtring. pump replacmnt. - 2011 fail
6/11/12	7012	Melvin L. Matthews	582.17	mileage; CSDA fall conf. registration reimb.
6/11/12	7013	McMaster Carr	1,209.54	k-3, cl2, tools and maintenance supplies
6/11/12	7014	Monrovia Mailing Comp.	373.83	mail handling and postage
6/11/12	7015	MWH Laboratories	118.80	water sample analysis
6/11/12	7016	National Mtr. & Automation	2,454.16	water meters, conversion to radio read
6/11/12	7017	Perry Thomas Constr. Co.	814.50	Trevon Rd hot tap project
6/11/12	7018	Raymond Basin Mgmt. Brd.	10,541.00	watermaster services
6/11/12	7019	Specialty Services	275.00	janitorial service
6/11/12	7020	Utility Service Co., Inc.	3,651.97	tank maintenance agreement
6/11/12	7021	Western Water Works	1,911.88	1995 Sierra Madre job supplies
6/11/12	EFT1437	AT&T	63.81	SCADA data line
6/11/12	EFT1438	Calif. Public Emp. Ret. Sys.	2,604.58	CalPers- KID and employee (May)
6/11/12	EFT1439	Century Business Solutions	15.00	EBizCharge monthly fee
6/11/12	EFT1440	Pasadena Mun. Services	1,138.97	electricity
6/11/12	EFT1441	Southern Cal. Edison Co.	6,913.57	electricity
6/11/12	EFT1442	Verizon Wireless	180.87	mobile phone
6/15/12	EFT1447	Bernadette C. Allen	589.65	salary
6/15/12	EFT1448	Christopher A. Burt	3,054.83	salary
6/15/12	EFT1449	Shirley L. Burt	1,458.93	salary
6/15/12	EFT1450	Melvin L. Matthews	3,350.85	salary
6/15/12	65208110	Brian L. Fry	1,410.12	salary
6/15/12	65208111	Felix Galindo	488.26	salary
6/15/12	65208112	Chris J. Mellinger	506.98	salary
6/15/12	EFT1451	ADP	57.04	payroll processing
6/15/12	EFT1452	ADP	4,803.09	withholding and taxes
6/15/12	EFT1453	Christopher A. Burt	150.00	salary
6/19/12	7022	James V Coane & Assoc.	750.00	refund on deposit 2012031220
6/19/12	7023	Rosemary Barbus	66.57	20120619cm overpayment refund on closed acct.
6/19/12	7024	A&B Electric	737.56	K-3 well, cl2 building repair
6/19/12	7025	ACWA/JPIA	4,402.05	health insurance - KID and employee
6/19/12	7026	AmeriPride Services	49.82	shop towel service
6/19/12	7027	Athens Services	134.37	trash pick up
6/19/12	7028	Clinical Laboratory, SB	24.00	water sample analysis
6/19/12	7029	Equarius Waterworks	5,573.00	water meters
6/19/12	7030	Foothill Mun. Water Dist.	277.58	capital improvement fee
6/19/12	7031	Lagerlof,Senecal,Gosney &	21.00	recording fees: LA cnty recorder notice of comp.

Kinneloa Irrigation District

Check Register

For the Period From June 1, 2012 to June 30, 2012

6/19/12	7032	McMaster Carr	458.37	cl2 and water treatment supplies
6/19/12	7033	Monrovia Mailing Company	369.25	mail handling and postage
6/19/12	7034	MWH Laboratories	132.00	water sample analysis
6/19/12	7035	National Mtr. & Automation	7,353.50	water meters
6/19/12	7036	Shirley Burt	75.68	mileage reimbursement
6/19/12	EFT1443	Arco Gaspro Plus	928.19	truck gas
6/19/12	EFT1444	AT&T	382.04	telephone
6/19/12	EFT1445	Bank of America Bus. Card	1,774.06	see attached schedule (April)
6/19/12	EFT1446	Charter Communications	79.99	internet service
6/29/12	7037	A&B Electric	270.00	replaced wilcox well starter
6/29/12	7038	Able Software, Inc.	6,677.42	1/3 Utility Star licenses, hosting, support, maint fee
6/29/12	7039	Consol. Electrical Distrib.	101.14	fiberglass step stool
6/29/12	7040	FLOLOC Prod. Internationa	1,180.00	Vosburg resv. valve pit; Windover/SMV pipeline
6/29/12	7041	MWH Laboratories	118.80	water sample analysis
6/29/12	7042	Perry Thomas Constr.Co.	8,539.00	1995 SM Villa trench; 3522 Ranch Top Rd hydrant
6/29/12	7043	Western Water Works	1,899.43	3522 Ranch Top Rd lot 2, fire hydrant repair
6/29/12	EFT1454	Bank of America Bus. Card	2,631.08	see attached schedule (May)
6/29/12	EFT1455	Earthlink Network	4.95	internet service
6/29/12	EFT1456	Verizon Wireless	181.51	mobile phone
6/30/12	EFT1457	Bernadette C. Allen	556.89	salary
6/30/12	EFT1458	Richard L. Barkhurst	94.35	salary
6/30/12	EFT1459	Christopher A. Burt	1,705.45	salary
6/30/12	EFT1460	Shirley L. Burt	1,351.82	salary
6/30/12	EFT1461	Francis J. Griffith	94.35	salary
6/30/12	EFT1462	Gerrie G. Kilburn	94.35	salary
6/30/12	EFT1463	Melvin L. Matthews	3,350.85	salary
6/30/12	EFT1464	Chris J. Mellinger	344.24	salary
6/30/12	65220915	Brian L. Fry	1,485.06	salary
6/30/12	65220916	Felix Galindo	429.67	salary
6/30/12	EFT1465	ADP	76.32	payroll processing
6/30/12	EFT1466	ADP	3,907.66	withholding and taxes
6/30/12	EFT1467	Christopher A. Burt	150.00	salary
6/30/12	EFT1468	Century Business Solutions	10.00	banking service fee
	Total		**100,138.30**	

Credit Card Detail
April
2012

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
5010	Maintenance Supplies	gen'l and yard maintenance supplies			$19.56	$59.76		$79.32
1530	Maintenance Tools							$0.00
5012	Safety Equipment							$0.00
5022	Training/Certification							$0.00
5025	Water Treatment/Analysis							$0.00
5035	Vehicle Maintenance	truck maintenance			$359.34	$651.56		$1,010.90
5036	Fuel							$0.00
6017	Adm. Travel							$0.00
6021	Adm. & Bd. Exp	parking and meals		$26.62				$26.62
6035	Office/Computer Supplies	offices supplies*	$303.36					$303.36
6036	Postage/Delivery	postage		$130.86				$130.86
6040	Professional Dues							$0.00
6051	Mobile Phone							$0.00
6053	Internet Service							$0.00
6059	Computer/ Software Maintenance	Go Daddy website hosting		$223.00				$223.00
6061	Office Equipment Maintenance							$0.00
6081	Permits/Fees							$0.00
								$0.00
TOTAL			$303.36	$380.48	$378.90	$711.32	$0.00	**$1,774.06**

*amount includes accidental personal charge of $193.00, invoiced on 5/15/12, invoice #20120515, reimbursed by check #987 on 5/20/12.

Credit Card Detail
May
2012

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
5010	Maintenance Supplies	gen'l and yard maint supplies			$87.73			$87.73
1530	Maintenance Tools							$0.00
5012	Safety Equipment							$0.00
5022	Training/Certification							$0.00
5025	Water Treatment/Analysis	40 lb solar salt/delivery; K-3,Cl2			733.98	$775.45		$1,509.43
5035	Vehicle Maintenance	08 trucks serv body keys				$32.93		$32.93
5036	Fuel							$0.00
6017	Adm. Travel							$0.00
6021	Adm. & Bd. Exp							$0.00
6035	Office/Computer Supplies	offices supplies; printer cartridges	$94.30	$148.09				$242.39
6036	Postage/Delivery	postage	$188.60					$188.60
6040	Professional Dues							$0.00
6051	Mobile Phone							$0.00
6053	Internet Service							$0.00
6059	Computer/Software Maintenance	Sage 50 software		$460.00				$460.00
6061	Office Equipment Maintenance							$0.00
6081	Permits/Fees	business radio licensing	$110.00					$110.00
								$0.00
TOTAL			$392.90	$608.09	$821.71	$808.38	$0.00	**$2,631.08**