

KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS
1999 KINCLAIR DRIVE, PASADENA, CA 91107
TUESDAY – FEBRUARY 16, 2016 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. **APPOINTMENT OF JPIA DIRECTOR** – Select Board Member and alternate to serve on JPIA Board of Directors
4. **PROJECT PROPOSAL** – Consideration of proposal from Utility Service Company to install mixer at West Tank
5. **GENERAL MANAGER’S REPORT**
6. **REVIEW OF MINUTES** – January 19, 2016
7. **REVIEW OF FINANCIAL REPORTS** – January 31, 2016
8. **CALENDAR** – March 15, 2016
 April 19, 2016
 May 17, 2016
9. **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.



Memo

Date: February 12, 2016

To: Board of Directors

From: Mel Matthews

Subject: West Tank Mixer

Recommended Action: Approve proposal from Utility Service Company for \$20,097.00

Background

West Tank with a capacity of 500,000 gallons is located at the top of Kinclair Drive in the Kinneloa Ridge development and is a valuable asset at the highest elevation of our system. It is an essential facility for meeting current standards for fire flow storage. However, this pressure zone currently only serves the 21 homes and common areas in this development. In order to maintain chlorine residuals and overall water quality, we are not able to use the full storage capacity of this facility due to the relatively low demand and turnover of the water stored in this tank. Although the completion of the East-West pipeline and the combining of the pressure zones at this elevation will increase the overall demand and mixing, it will still be necessary to install a tank mixer to allow us to utilize the full capacity of this tank throughout the entire year.

West Tank is scheduled to have the interior coating re-applied later this month as specified in our steel tank maintenance agreement with Utility Service Company. In anticipation of this work, we budgeted \$25,500 this year for installation of a mixer while the tank is empty. Utility Service company has submitted a proposal to do this work for \$20,097.00. The proposal requires the KID at its expense to provide an electrician to install the electrical circuit to power the mixer.

Summary and Conclusion

This project is an important part of the overall East-West pipeline and Vosburg Pump Station projects in order to fully utilize the capacity of the combined pressure zone. In order to maintain the benefit of single-source responsibility for the continuing maintenance of West Tank, it is recommended that the Board approve the proposal from Utility Service for \$20,097.00. The total cost including the electrical work is within the budget for this item.



Proposal From
UTILITY SERVICE COMPANY, INC.

1230 Peachtree St NE · Suite 1100 - Promenade · Atlanta, GA 30309
 Toll-free: 855-526-4413 | Fax: 478-987-2991
 utilityservice.com

Date: 2-11-15

Submitted by: **KEITH MYERS**

Local Phone: **916-869-4464**

SFID:41168

CN:

SO: 47196

Proposal Submitted To: Kinneloa Irrigation District			Phone Number: 626-798-2379		Fax Number:
Street Address: 1999 Kinclair Drive			Description of Work to be Performed: PAX Install – PWM100		
City: Pasadena	State: CA	Zip Code: 91107	Tank Name: West Tank		
Accounts Payable Contact Name: Mel Matthews	Email: mel@kinneloa Irrigation District.info		Job Site Address: 3150 KINCLAIR DRIVE		
Job Contact (Inspection Reports): Mel Matthews	Email: mel@kinneloa Irrigation District.info		County / Parish: Los Angeles	Tank Size: 500KG	Tank Style: GST

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

1. A date shall be coordinated by both parties for the Owner to make the tank available for installation.
2. Utility Service Co., Inc. shall furnish and install one (1) NSF Approved PAX Submersible Active Mixing system – PWM100, together with all necessary components for a complete and operable active mixing system.
3. Owner will be required to provide 120 VAC, 15 Amp GFCI – Protected, 15 Amp Circuit power supply at the tank with a disconnect switch, and will be required to supply a certified electrician to make the final connection between the PAX Mixer and the power supply during the installation.
4. Owner will be responsible for any & all trenching, conduit, and electrical connections outside the tank, unless otherwise specified by this agreement.
5. Upon completion of PAX installation, USG will power up the PAX Active Mixing system and complete electrical system check/IAR on PAX unit to verify proper operation.

Please sign and date this proposal and fax one copy to our office.

Twenty Thousand Ninety Seven and -----00/100 Dollars \$20,097.00

Payment to be made as follows:

Payment in Full Completion of Work – plus all applicable taxes

Remittance Address: Utility Service Co., Inc., P O Box 674233, Dallas, TX 75267-4233

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen’s Compensation Insurance.

Authorized
USG Signature

Note: This proposal may be withdrawn by us if not accepted within Sixty (60) days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Fiscal Yr Beginning Month _____

Signature _____

Date of Acceptance _____

Printed Name _____

General Manager's Report for the Board of Directors Meeting on February 16, 2016

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 22 accounts received past-due notice
- 22 accounts received late charges in the total amount of \$352.78
- 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	\$22,255.81	\$1,007.70	\$153.64	\$111.49	\$23,528.64
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

C. Internet Usage –

Month	Visitors	Page Views	Online Payments	Online Amount
January	277	599	52	\$9,147.90
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Year to Date	277	599	52	\$9,147.90

II. General Manager's Projects and Activities

- A. Customer Water Usage Report** – The annual report for 2015 and the comparison report for usage in 2013, 2014 and 2015 were included with the February billing statements.
- B. Water Supply Summary** – As requested by Director Johnson, I prepared the table included in this report as Section V in order to give the Board a snapshot of our water supply availability. This table is based on the Watermaster year ending June 30 and will be updated and included in my future monthly reports.
- C. Website Enhancements** – I continue to make incremental changes to the website based on internal and external feedback. The “Meetings” page now includes just the agenda packets and minutes for the current year and the previous year. A new “Documents” page includes all current documents and archived documents from previous years. I have also completed the initial design and testing of our new cloud-based financial reporting, analysis and transparency tool. I will be providing a demonstration to the Board at a future meeting before going “live” as a link on our website.
- D. Audit** – The field work for the 2015 audit is scheduled with Egan CPA’s for February 19, 2016.
- E. Activities/Meetings/Webinars/Conferences**

Subject	Location	Start	End	Purpose
CPR/AED training	FMWD	Wed 1/6/2016 8:00 AM	Wed 1/6/2016 12:00 PM	I received CPR/AED training and renewal of my certification
KID Special Board Meeting		Mon 1/11/2016 7:30 PM	Mon 1/11/2016 8:00 PM	KID Special Board Meeting – Vosburg project change orders
OpenGov Financial Tools	Web conference	Tue 1/12/2016 11:00 AM	Tue 1/12/2016 12:00 PM	First report overview and data upload
Form 700	Webinar	Thu 1/14/2016 10:00 AM	Thu 1/14/2016 10:30 AM	Training on completion and submittal of electronic Form 700
OpenGov Financial Tools	Web conference	Tue 1/19/2016 9:00 AM	Tue 1/19/2016 10:00 AM	Chart of accounts review and upload training
Special Foothill Board Meeting	La Canada	Tue 1/19/2016 3:00 PM	Tue 1/19/2016 5:00 PM	Review and approve Altadena main repairs and improvement change order
KID Board Meeting	KID Office	Tue 1/19/2015 7:30 PM	Tue 1/19/2015 9:00 PM	Regular Board Meeting
ACWA JPIA	via WebEx	Wed 1/20/2016 9:00 AM	Wed 1/20/2016 3:00 PM	ACWA JPIA HR Meeting
RBMB Quarterly Meeting	Azusa	Wed 1/20/2016 2:30 PM	Wed 1/20/2016 4:00 PM	RBMB Quarterly Meeting
OpenGov Financial Tools	Web conference	Mon 1/25/2016 9:00 AM	Mon 1/25/2016 10:00 AM	Final Upload training, configuration and internal launch of website
PWAG	Rowland Heights	Wed 1/27/2016 10:30 AM	Wed 1/27/2016 12:00 PM	Quarterly meeting of public water agency group

III. System and Facility Activities and Incidents

A. Water Leaks/Water Waste

Location	Type	Date	Description
None			

B. Scheduled 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.
4. Flow at tunnels measured.
5. Completed installation of replacement water service line for KID office.

C. Unscheduled Facility and Equipment Failures, Maintenance and Repairs

1. Interconnect valve to the City of Pasadena at Kinneloa Canyon Road and Outpost Lane partially opened due to failure of control system and unintentionally delivered a small amount of water to the City. The valve was repaired and the City was billed for the water received as part of our intended wholesale delivery of water during February.
2. A check valve on the K3 chlorine delivery system failed and was replaced.

IV. Projects

- A. Vosburg Booster Replacement Project** – The project is completed except for final performance testing and a punch list of minor items for correction. The station is in service. Pictures of the completed paving are attached.
- B. East-West Pipeline Project** – A final set of plans and specifications is still being reviewed by the KID. The revised engineer’s estimate for the project is \$673,000. The notice inviting bids has been prepared and approximately 14 potential bidders have been identified to receive the notice.

V. Water Supply Summary (Watermaster Year July through June)

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	3
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges	207	House	0
Prior Year Spreading	93	Holly High/Low	3
Short Term Storage	33		
Current Year Spreading	0		
Total Allowable Extractions	746		
Less Extracted through Current Month	-281	Current Tunnel Monthly Production	10
Remaining Allowable Groundwater Extractions through June	465	Remaining Estimated Tunnel Production through June	50
Total Available Water Supply through June		515 Acre Feet	
Less Forecasted Retail Water Sales through June		-255 Acre Feet	
Forecasted Surplus Water through June*		260 Acre Feet	
Long-Term Storage**		790 Acre Feet	
Total Available Water through June		1,070 Acre Feet	

* Forecasted surplus water is available for sale this year and/or carryover to next year subject to carryover limits established by the Raymond Basin Management Board.

** Long-term storage is considered by KID staff to be an emergency supply and there is no plan to use or sell this water in the current Watermaster year. Additions to long-term storage are no longer permitted by the Raymond Basin Management Board.



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JANUARY 19, 2016**

MEMBERS PRESENT: Directors– Griffith, Johnson, Kilburn
Director Eldridge was out of District

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 Director Johnson, Treasurer, at 1930 hours.
A quorum of Board Members was present and the Agenda was approved as presented.

PUBLIC COMMENT: Mr. William Opel was present but did not wish to comment at this time.

ELECTION OF KINNELOA IRRIGATION DISTRICT OFFICERS FOR YEAR 2016:

Director Johnson called for nominations for the office of Chair for the year 2016.

It was M/S/C- (Johnson/Griffith-3/0)

“That Director Kilburn serve as Chair for the year 2016.”

(Aye-Griffith, Johnson, Kilburn/Nay-0/Abstain-0)

Director Johnson turned the meeting over to Director Kilburn.

Director Kilburn called for nominations for the office of Secretary for the year 2016.

It was M/S/C-(Griffith/Johnson-3/0)

“That Director Eldridge serve as Secretary for the year 2016.”

(Aye-Griffith, Johnson, Kilburn/Nay-0/Abstain-0)

Director Kilburn then called for nominations for the office of Treasurer for the year 2016.

It was M/S/C-(Griffith/Kilburn-3/0)

“That Director Johnson serve as Treasurer for the year 2016.”

(Aye-Griffith, Johnson, Kilburn/Nay-0/Abstain-0)

APPOINTMENT OF DIRECTOR FOR DIVISION FIVE:

Director Kilburn thanked Mr. Opel for having submitted his application to be considered for the position of Director of Division Five.

It was M/S/C-(Johnson/Griffith-3/0)

“That Mr. William Opel be appointed as Director of Division Five of the Kinneloa Irrigation District.”

(Aye-Griffith, Johnson, Kilburn/Nay-0/Abstain-0)

APPOINTMENT OF DIRECTOR FOR JOINT POWERS INSURANCE AGENCY:

This item was tabled due to the absence of Director Eldridge.

NOMINATION OF LOCAL AGENCY FORMATION COMMISSION REPRESENTATIVE:

The Board reviewed the resume of the three applications submitted.

It was M/S/C-(Johnson/Griffith-3/0)

“That Melvin Matthews be nominated for the position of Representative.”

(Aye-Griffith, Johnson, Kilburn/Nay-0/Abstain-0)

ACCOUNTS PAYABLE PROCEDURES:

This item was tabled due to the absence of Director Eldridge.

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JANUARY 19, 2016**

Page 2:

GENERAL MANAGER'S REPORT:

The General Manager reviewed his report and responded to questions from the Board.

REVIEW OF MINUTES:

The minutes of December 15, 2015, were reviewed and approved as submitted.

The minutes of January 11, 2016, were reviewed and approved as submitted.

REVIEW OF FINANCIAL REPORT:

The Financial Reports for December 31, 2015, were reviewed and approved for filing as submitted.

ADJOURNMENT:

The meeting was adjourned at 2030 hours. The next meeting will be on February 16, 2016.

Director Johnson stated that he will not be available for the meeting in February.

Respectfully submitted,

Shirley Burt
Secretary to the Board

DRAFT

Kinneloa Irrigation District 2016 Financial Summary (Forecasted)

Account	Account Description	2016 Budget	2016 FYE Forecasted	Deviation from Budget	
				Amount	Percent
4000	Water Sales	1,379,616	1,359,204	-20,412	-1%
4015	Wholesale Water Sales-Pasadena	0	2,285	2,285	
4020	Service/Installation Charges	10,000	10,587	587	6%
4025	Asset Sale/Miscellaneous	0	125	125	
4035	Interest-Reserve Fund	8,000	8,281	281	4%
4050	Capacity Charge	0	0	0	
4070	Misc. Income	0	197	197	
	Total Income	1,397,616	1,380,678	-16,938	-1%
	Expenditures				
5000	Leased Water Rights.	63,135	63,135	0	0%
5005	Electricity	120,000	118,863	-1,138	-1%
5010	Maintenance/Repair Supplies	25,000	25,245	245	1%
5011	Material & Labor for Installations	10,000	9,167	-833	-8%
5012	Safety Equipment	1,600	3,166	1,566	98%
5015	Operations & Maintenance Labor	145,000	144,046	-954	-1%
5016	Operations & Maintenance OT	15,500	18,531	3,031	20%
5017	Operations Bonus	0	0	0	
5020	Stand-by Compensation	7,500	7,385	-115	-2%
5022	Training/Certification	1,600	1,467	-133	-8%
5025	Water Treatment/Analysis	22,000	23,043	1,043	5%
5030	Maintenance/Repair Contractors	125,000	129,319	4,319	3%
5034	Equipment Maintenance	10,000	9,167	-833	-8%
5035	Vehicle Maintenance	6,000	8,585	2,585	43%
5036	Fuel	15,000	14,225	-775	-5%
5040	Equipment Rental	500	500	0	0%
5045	Insurance-Workers Comp.	12,000	12,000	0	0%
5046	Insurance-Liability	16,000	15,842	-158	-1%
5048	Insurance-Property	2,500	2,458	-42	-2%
5049	Insurance-Medical	76,500	76,485	-15	-0%
6000	Engineering Services	45,000	42,050	-2,950	-7%
6005	Watermaster Services	12,000	11,928	-72	-1%
6015	Administrative Salary	132,000	131,839	-161	-0%
6016	Administrative Bonus	0	0	0	
6017	Administrative Travel	3,000	2,873	-127	-4%
6020	BofD Compensation	4,200	4,250	50	1%
6021	Administrative & Board Exp.	1,000	917	-83	-8%
6022	B of D Election	12,500	12,500	0	0%
6024	Customer/Public Info. Prog.	1,000	917	-83	-8%
6025	PERS - KID	24,000	24,042	42	0%
6030	Social Security - KID	25,000	25,046	46	0%
6031	Medicare - KID	6,000	5,998	-2	-0%
6035	Office/Computer Supplies	7,000	6,931	-69	-1%

Account	Account Description	2016 Budget	2016 FYE Forecasted	Deviation from Budget	
				Amount	Percent
6036	Postage/Delivery	5,000	4,783	-217	-4%
6040	Professional Dues	11,000	11,004	4	0%
6045	Legal Services	15,000	13,750	-1,250	-8%
6050	Telephone	4,500	4,475	-25	-1%
6051	Mobile Telephone	1,500	1,413	-87	-6%
6052	Pagers	240	242	2	1%
6053	Internet Service	1,000	977	-23	-2%
6059	Computer/Software Maintenance	9,000	8,793	-207	-2%
6061	Office Equipment Maintenance	1,000	917	-83	-8%
6065	Accounting Services	7,000	7,000	0	0%
6070	Office & Accounting Labor	91,000	90,561	-439	-0%
6071	Office & Accounting Bonus	0	0	0	
6075	Professional/Contract Services	20,000	20,232	232	1%
6080	Administrative Fees	8,900	8,895	-5	-0%
6081	Permits/Fees	10,000	9,459	-541	-5%
6088	Interest Expense	80,293	80,293	0	0%
6120	Bank Service Charges	5,000	5,093	93	2%
	Total Expenses	1,217,968	1,219,804	1,836	0%
	NET REVENUES	179,648	160,873	-18,774	-10%
	Other Expenditures and Adjustments				
1504	Water Mains	0	0	0	
1505	Water Tunnels	7,000	7,000	0	0%
1511	Water Treatment Plant	6,000	6,000	0	0%
1512	Water Meters	12,900	12,900	0	0%
1513	Electrical/Electronic Equipment	10,000	10,000	0	0%
1514	Computer/Office Equipment	5,000	5,000	0	0%
1515	Vehicles/Portable Equipment	20,000	20,000	0	0%
1516	Water Company Facilities	25,000	25,000	0	0%
1523	Constr. in Progress-Vosburg	0	55,848	55,848	
1524	Constr. in Progress-East/West	0	0	0	
1526	Vosburg Booster Station	0	0	0	
1527	SCADA	12,000	12,000	0	0%
1528	Tanks and Reservoirs	25,500	25,500	0	0%
1530	Tools	3,000	3,000	0	0%
2400	Installment Purchase Agreement	119,909	119,909	0	0%
	Total Other Expenditures	246,309	302,157	55,848	23%
	NET CASH FLOW	-66,661	-141,284	-74,623	-112%

Kinneloa Irrigation District
Income Statement for the One Month Ending January 31, 2016

	Current Month Actual	Current Month Budget*	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Comments
Revenues							
4000	Water Sales	74,587.73	95,000.00	(20,412.27)	74,587.73	95,000.00	(20,412.27) lower sales due to conservation
4015	Wholesale Water Sales	2,285.16	0.00	2,285.16	2,285.16	0.00	2,285.16 wholesale water sales was not budgeted
4020	Service/Installation Charges	1,419.90	833.33	586.57	1,419.90	833.33	586.57 budgeted evenly: service charges for construction meter and fire flows
4025	Asset Sale/Miscellaneous	125.00	0.00	125.00	125.00	0.00	125.00 1 lot used meters sold for salvage
4035	Interest-Reserve Fund	947.39	666.67	280.72	947.39	666.67	280.72 budgeted evenly: higher balance in reserve fund than anticipated
4070	Misc. Income	196.57	0.00	196.57	196.57	0.00	196.57 Pasadena Glen Fire Safe Council accounting work
	Total Revenues	79,561.75	96,500.00	(16,938.25)	79,561.75	96,500.00	(16,938.25)
Expenses*							
5005	Electricity	6,862.50	8,000.00	(1,137.50)	6,862.50	8,000.00	(1,137.50) Vosburg site not included in billing
5010	Maintenance/Repair Supplies	2,328.23	2,083.33	244.90	2,328.23	2,083.33	244.90
5011	Material and Labor for Install	0.00	833.33	(833.33)	0.00	833.33	(833.33) work not invoiced until completed
5012	Safety Equipment	1,699.00	133.33	1,565.67	1,699.00	133.33	1,565.67 AED purchased
5015	Operations Labor	11,129.42	12,083.33	(953.91)	11,129.42	12,083.33	(953.91)
5016	Operations OT	4,322.64	1,291.67	3,030.97	4,322.64	1,291.67	3,030.97 OT for Vosburg project was not budgeted
5020	Stand-by Compensation	510.00	625.00	(115.00)	510.00	625.00	(115.00)
5022	Training/Certification	0.00	133.33	(133.33)	0.00	133.33	(133.33)
5025	Water Treatment/Analysis	2,876.45	1,833.33	1,043.12	2,876.45	1,833.33	1,043.12 \$1,574 Title 22 lab/sampling/admin. fees, July - Oct. 2015
5030	Maintenance/Repair Contractors	14,735.85	10,416.67	4,319.18	14,735.85	10,416.67	4,319.18 \$1,680 gate repair; \$8,878 replace water main at District office
5034	Equipment Maintenance	0.00	833.33	(833.33)	0.00	833.33	(833.33)
5035	Vehicle Maintenance	3,085.45	500.00	2,585.45	3,085.45	500.00	2,585.45 2008-02 brake pads/shocks; '99 Ford steering column
5036	Fuel	475.48	1,250.00	(774.52)	475.48	1,250.00	(774.52) lower gas prices
5046	Insurance-Liability	1,175.58	1,333.33	(157.75)	1,175.58	1,333.33	(157.75)
5048	Insurance-Property	166.50	208.33	(41.83)	166.50	208.33	(41.83)
5049	Insurance-Medical	6,359.74	6,375.00	(15.26)	6,359.74	6,375.00	(15.26)
6000	Engineering Services	800.00	3,750.00	(2,950.00)	800.00	3,750.00	(2,950.00) work not invoiced until completed
6005	Watermaster Services	927.58	1,000.00	(72.42)	927.58	1,000.00	(72.42)
6015	Administrative Salary	10,838.70	11,000.00	(161.30)	10,838.70	11,000.00	(161.30)
6017	Administrative Travel	122.62	250.00	(127.38)	122.62	250.00	(127.38)
6020	Board Compensation	400.00	350.00	50.00	400.00	350.00	50.00
6021	Administrative & Board Expense	0.00	83.33	(83.33)	0.00	83.33	(83.33)
6024	Customer/Public Info. Prog.	0.00	83.33	(83.33)	0.00	83.33	(83.33)
6025	PERS - KID	2,042.35	2,000.00	42.35	2,042.35	2,000.00	42.35
6030	Social Security - KID	2,129.42	2,083.33	46.09	2,129.42	2,083.33	46.09
6031	Medicare - KID	498.01	500.00	(1.99)	498.01	500.00	(1.99)
6035	Office/Computer Supplies	514.14	583.33	(69.19)	514.14	583.33	(69.19)
6036	Postage/Delivery	199.67	416.67	(217.00)	199.67	416.67	(217.00)

Kinneloa Irrigation District
Income Statement for the One Month Ending January 31, 2016

	Current Month Actual	Current Month Budget*	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Comments
6040 Professional Dues	920.23	916.67	3.56	920.23	916.67	3.56	
6045 Legal Services	0.00	1,250.00	(1,250.00)	0.00	1,250.00	(1,250.00)	
6050 Telephone	349.64	375.00	(25.36)	349.64	375.00	(25.36)	
6051 Mobile Telephone	38.01	125.00	(86.99)	38.01	125.00	(86.99)	
6052 Pagers	22.12	20.00	2.12	22.12	20.00	2.12	
6053 Internet Service	59.99	83.33	(23.34)	59.99	83.33	(23.34)	
6059 Computer Software Maintenance	543.30	750.00	(206.70)	543.30	750.00	(206.70)	
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	83.33	(83.33)	
6070 Office & Accounting Labor	7,144.78	7,583.33	(438.55)	7,144.78	7,583.33	(438.55)	
6075 Professional/Contract Services	1,898.23	1,666.67	231.56	1,898.23	1,666.67	231.56	
6080 Administrative Fees	736.73	741.67	(4.94)	736.73	741.67	(4.94)	
6081 Permits/Fees	292.50	833.33	(540.83)	292.50	833.33	(540.83)	
6120 Bank Service Charges	509.50	416.67	92.83	509.50	416.67	92.83	\$95.00 annual compliance fee
Total Expenses	86,714.36	84,878.30	1,836.06	86,714.36	84,878.30	1,836.06	
Net Income	(7,152.61)	11,621.70	(18,774.31)	(7,152.61)	11,621.70	(18,774.31)	
Other Expenditures							
1514 Computer/Office Equipment	1,358.28	1,360.00	(1.72)	1,358.28	1,360.00	(1.72)	additional office SCADA computer purchased
1523 Constr. in Progress-Vosburg	55,848.28	0.00	55,848.28	55,848.28	0.00	55,848.28	contract: \$30,576.51; change orders: \$25,271.77
Total Other Expenditures	57,206.56	1,360.00	55,846.56	57,206.56	1,360.00	55,846.56	
Total Increase or (Drawdown)	(64,359.17)	10,261.70	(74,620.87)	(64,359.17)	10,261.70	(74,620.87)	

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

* All expense accounts listed were budgeted evenly for 2016.

Kinneloa Irrigation District
Balance Sheet
January 31, 2016

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 230,243.09
1011	Checking-PGFSC	48,137.75
1012	Reserve Fund-LAIF	118,979.92
1014	Reserve Fund-CalTRUST	1,129,805.34
1015	Accr. Int./Price Adj.-CalTRUST	1,208.07
1016	Accrued Interest-LAIF	51.42
1050	Project Escrow Account	1,067,892.21
1100	Accts. Receivable-Water Sales	23,528.64
1101	Accts. Receiv.-Service Charges	477.43
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	76,568.43
1350	Prepaid Insurance	8,124.17
1360	Prepaid Expenses	17,372.26

Total Current Assets

2,741,617.25

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	81,358.21
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	63,248.00
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	1,293,834.41
1524	Constr. in Progress-East/West	15,549.06
1526	Vosburg Booster	92,180.56
1527	SCADA Equipment	247,315.96
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	6,811.57
1600	Accum. Depreciation	(3,979,270.64)

Total Property and Equipment

5,044,456.22

Total Assets

\$ 7,786,073.47

Kinneloa Irrigation District
Balance Sheet
January 31, 2016

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 85,812.46	
2272	Job Deposits	13,500.00	
2274	PGFSC Grant	48,137.75	
2290	Accrued Vacation	14,768.70	
	Total Current Liabilities		162,218.91

Long-Term Liabilities

2400	Installment Purchase Agreement	2,241,644.02	
	Total Long-Term Liabilities		2,241,644.02
	Total Liabilities		2,403,862.93

Capital

3040	Fund Balance	5,383,598.15	
3900	Prior Year Adjustments	5,765.00	
	Net Income	(7,152.61)	
	Total Capital		5,382,210.54
	Total Liabilities & Capital		\$ 7,786,073.47

Kinneloa Irrigation District
Statement of Cash Flow
For the One Month Ended January 31, 2016

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ (7,152.61)	\$ (7,152.61)
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	6,134.07	6,134.07
1101 Accts. Receiv.-Service Charges	242.45	242.45
1350 Prepaid Insurance	1,342.08	1,342.08
1360 Prepaid Expenses	2,884.80	2,884.80
2000 Accounts Payable	7,748.34	7,748.34
2271 Deposits-Construction Meters	(850.00)	(850.00)
2272 Job Deposits	6,200.00	6,200.00
2274 PGFSC Grant	(371.97)	(371.97)
	23,329.77	23,329.77
Total Adjustments	23,329.77	23,329.77
Net Cash Provided by Operations	16,177.16	16,177.16
Cash Flows from Investing Activities		
<i>Used for</i>		
1514 Computer/Office Equipment	(1,358.28)	(1,358.28)
1523 Constr. in Progress-Vosburg	(55,848.28)	(55,848.28)
	(57,206.56)	(57,206.56)
Net Cash Used in Investing	(57,206.56)	(57,206.56)
Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
	0.00	0.00
Net Cash Used in Financing	0.00	0.00
Net Increase (Decrease) in Cash	\$ (41,029.40)	\$ (41,029.40)
Summary		
Cash Balance at End of Period	\$ 2,672,886.23	\$ 2,672,886.23
Cash Balance at Beg. of Period	(2,713,915.63)	(2,713,915.63)
	(41,029.40)	(41,029.40)
Net Increase (Decrease) in Cash	\$ (41,029.40)	\$ (41,029.40)

Kinneloa Irrigation District
Check Register
For the Period from January 1, 2016 to January 31, 2016

Date	Check #	Payee	Amount	Description
1/11/16	EFT2635	Arco Gaspro Plus	475.48	truck gas
1/11/16	EFT2636	CA Public Employees Ret. Sys.	3,426.94	CalPERS Dec. KID & employee contributions
1/11/16	EFT2637	Southern California Edison Co.	7,460.25	electricity
1/11/16	8139	ACWA/JPIA	2,806.00	4th quarter 2015 workers' compensation
1/11/16	8140	ACWA/JPIA	7,499.02	February health insurance - KID/employee
1/11/16	8141	American Messaging Services	22.12	paggers
1/11/16	8142	Consolidated Electrical Distributors	210.35	generator SCADA plugs & receptacles
1/11/16	8143	Eurofins Eaton Analytical, Inc.	282.00	water sample analysis
1/11/16	8144	Foothill Municipal Water District	736.73	administrative fee
1/11/16	8145	Melvin L. Matthews	26.05	mileage reimbursement
1/11/16	8146	Red Supply	96.20	glue, primer, maintenance supplies
1/11/16	8147	Shirley Burt	47.67	mileage reimbursement
1/11/16	8148	Stump Fence Co.	1,680.00	gate repair, Glen and Holly Res.
1/11/16	8149	Underground Service Alert	33.00	dig alert and prepay for future months
1/11/16	8150	Utility Service Co., Inc.	4,177.85	tank maintenance agreement
1/11/16	8151	ValleyCrest Landscape Maintenanc	1,490.00	landscape maintenance
1/15/16	EFT2638	Bernadette C. Allen	1,025.18	salary
1/15/16	EFT2639	Christopher A. Burt	3,398.87	salary
1/15/16	EFT2640	Shirley L. Burt	1,508.18	salary
1/15/16	EFT2641	Francis J. Griffith	92.35	salary
1/15/16	EFT2642	Gerrie G. Kilburn	92.35	salary
1/15/16	EFT2643	Melvin L. Matthews	3,379.76	salary
1/15/16	30368314	Brian L. Fry	1,453.04	salary
1/15/16	30368315	Chris J. Mellinger	341.96	salary
1/15/16	EFT2644	Christopher A. Burt	150.00	salary
1/15/16	EFT2645	Automatic Data Processing, Inc.	5,937.76	withholding and taxes
1/15/16	EFT2646	Automatic Data Processing, Inc.	72.23	payroll processing
1/19/16	EFT2647	Automatic Data Processing, Inc.	111.50	year end processing
1/19/16	EFT2648	Athens Services	134.88	trash pick up
1/19/16	EFT2649	Century Business Solutions	253.49	banking service fee
1/19/16	EFT2650	Pasadena Municipal Services	1,528.85	electricity
1/19/16	EFT2651	Verizon Wireless	37.95	mobile phone
1/19/16	8152	Susan Kertenian	661.92	net refund on deposit 20151216cm
1/19/16	8153	Edward Charles	460.96	net refund on deposit 20151124cm
1/19/16	8154	Sean Monahan Design	460.96	net refund on deposit 20151123cm
1/19/16	8155	AmeriPride Services	48.00	shop towel service
1/19/16	8156	Civiltec Engineering, Inc.	800.00	fire flows on Villa Heights and Country lane
1/19/16	8157	Clinical Laboratory, SB	24.00	water sample analysis
1/19/16	8158	McMaster Carr	1,180.05	facility maintenance supplies, battery storage, equip covers, rain coat/boots

Kinneloa Irrigation District
Check Register
For the Period from January 1, 2016 to January 31, 2016

Date	Check #	Payee	Amount	Description
1/31/16	EFT2652	Automatic Data Processing, Inc.	76.12	payroll processing
1/31/16	EFT2653	Bank of the West Business Card	822.52	see attached schedule January
1/31/16	EFT2654	Century Business Solutions	15.00	monthly service fee
1/31/16	EFT2655	Charter Communications	334.63	internet and telephone
1/31/16	EFT2656	Bernadette C. Allen	886.45	salary
1/31/16	EFT2657	Christopher A. Burt	3,176.41	salary
1/31/16	EFT2658	Shirley L. Burt	1,398.30	salary
1/31/16	EFT2659	Francis J. Griffith	92.35	salary
1/31/16	EFT2660	Gerrie G. Kilburn	92.35	salary
1/31/16	EFT2661	Melvin L. Matthews	3,379.76	salary
1/31/16	30402072	Brian L. Fry	1,575.34	salary
1/31/16	30402073	Chris J. Mellinger	374.23	salary
1/31/16	EFT2662	Christopher A. Burt	150.00	salary
1/31/16	EFT2663	Automatic Data Processing, Inc.	<u>5,685.31</u>	withholding and taxes
Total			<u>71,682.67</u>	

**Credit Card Detail Bank of the West
December 2015**

(Expenses incurred/billed in December and due/paid in January.)

Acct. No.	Account Description	Additional Description	BCA	CAB	SLB	BLF	MLM	CJM	TOTAL
5010	Maintenance Supplies	batteries		\$352.29					\$352.29
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	Cl tests		\$107.02					\$107.02
5035	Vehicle Maintenance								\$0.00
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6035	Office/Computer Supplies	Sharpies,pens,pencils; paper,notepads; 1099s		\$58.97	\$192.25		\$13.11		\$264.33
6036	Postage/Delivery								\$0.00
6040	Professional Dues								\$0.00
6050	Telephone	answering service January					\$75.00		\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service	email storage upgrade					\$23.88		\$23.88
6059	Computer/Software Maint.								\$0.00
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$0.00	\$518.28	\$192.25	\$0.00	\$111.99	\$0.00	\$822.52

Kinneloa Irrigation District - Project Escrow Account
Check Register
For the Period from January 1, 2016 to January 31, 2016

Date	Check #*	Payee	Amount	Description
1/6/16	3790	R.C. Foster Corporation	60,323.34	Vosburg Pump Station Replacement Project Pay Request #010
1/11/16	3796	Generator Services Co.	1,283.50	Baldor generator switch/controller
Total			<u>61,606.84</u>	

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

Kinneloa Irrigation District - PGFSC Grant Account
Check Register
For the Period from January 1, 2016 to January 31, 2016

Date	Check #	Payee	Amount	Description
1/29/16	001076	Kinneloa Irrigation District	207.55	Dec. admn. bookkeeping, reporting services
1/29/16	001077	United Site Services of CA, Inc.	164.42	portable toilet rental costs
	Total		<u><u>371.97</u></u>	