

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, November 16, 2021
3:00 P.M.

AGENDA

This meeting will be conducted by teleconference under the provisions of Executive Order N-29-20 and at the District office. Public comment may be made in person or may be submitted via email to kinneloa@outlook.com prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information: <https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

1. **CALL TO ORDER** – 3:00 P.M.
 - 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
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)

3. **REVIEW OF MINUTES** – October 19, 2021
Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS** – October 31, 2021
Recommended Action: Review and approve motion to file

5. **GENERAL MANAGER’S REPORT** – Information item presented by the General Manager
Recommended Action: General Manager to summarize the report and respond to questions

6. **EVALUATION OF CURRENT MASTER PLAN** – Proposal from John Robinson Consulting, Inc.
Recommended Action: Review proposal and request motion to approve

7. **OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER** – Board to Review General Manager’s Memo and discuss proposal by CV Strategies to prepare quarterly newsletter
Recommended Action: General Manager to answer questions and receive input from the Board for future newsletters and other outreach activities

8. **SYSTEM MAP UPDATE PROJECT** – Progress report by General Manager

9. **BROWN-GLEN PIPELINE REPLACEMENT PROJECT** – Progress report by General Manager

10. SALARY ADJUSTMENTS FOR 2022 –

Recommended Action: Review General Manager’s memo and take appropriate action desired by the Board

11. RESOLUTION 2021-11-16 – A resolution of the Board of Directors formalizing the customer outreach initiatives

Recommended Action: Directors to review resolution and approve motion to accept

12. EMERGENCY RESPONSE PLAN – Report from the ad hoc committee

13. DIRECTOR REPORTS AND/OR COMMENTS –

In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

14. CALENDAR – November 16, 2021 December 21, 2021 January 18, 2022

15. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. 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 <https://kinneloairrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 19, 2021, 3:00 P.M.
MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor’s Executive Orders in response to COVID-19 State of Emergency as well as the District Board room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: Zoom teleconference/videoconference
(In-Person): Stephen Brown, Tim Eldridge, Gordon Johnson & Gerrie Kilburn & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon; Administrative Assistant, Sophia Hansen; Field Staff, Chris Burt & Michele Ferrell.

PUBLIC PRESENT: (In-Person): Donna Matthews

1. CALL TO ORDER:

Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

September 28, 2021 – Gerrie Kilburn motioned to accept the minutes as presented for filing and seconded by Stephen Brown. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

October 5, 2021 – Stephen Brown motioned to accept the minutes as presented for filing and seconded by Tim Eldridge. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

4. REVIEW OF FINANCIAL REPORTS:

Director Dave Moritz reviewed the Financial Reports. Tim Eldridge motioned to approve the financial reports for filing and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

5. GENERAL MANAGER'S REPORT:

The General Manager presented his report.

Director Moritz requested information regarding a proposed project in the Villa Knolls / Edge Cliff service area. Melvin Matthews offered to provide the latest developments regarding the Villa Knolls / Edge Cliff project at the next Board Meeting.

6. PROPOSED BUDGET FOR 2022:

General Manager Mel Matthews presented the Proposed Budget for 2022. Tim Eldridge motioned to accept the Budget as presented and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

7. GENERAL MANAGER'S GOALS AND OBJECTIVES FOR 2021-22:

General Manager Melvin Matthews presented the Kinneloa Irrigation District *Field Checklist & Procedures* and *Emergency Response Plan*.

The Board members discussed the development of the Emergency Response Plan.

Time Eldridge motioned to change the name of the Emergency Preparedness Committee to Emergency Response Plan AD Hoc to better reflect its purpose and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

8. SYSTEM MAP UPDATE:

The General Manager presented an estimated cost to procure the services of SA Associates for the purpose of updating the District's system maps.

9. RESOLUTION 2021-10-19:

The resolution to formalize the customer outreach initiatives will be re-introduced at the next board meeting after minor revisions.

10. DIRECTOR REPORTS AND/OR COMMENTS:

The Board did not present any report or comments

11. ADJOURNMENT

**Director Johnson adjourned the meeting at 4:55 pm.
Prepared and submitted by,**

Martin Aragon

Martin Aragon

Office Manager/Board Clerk

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Kinneloa Irrigation District
Income Statement for the Ten Months Ending October 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	159,314.45	115,000.00	44,314.45	1,551,162.44	1,276,000.00	275,162.44
4015 Wholesale Water Sales	0.00	25,000.00	(25,000.00)	58,033.60	50,000.00	8,033.60
4020 Service/Installation Charges	285.27	833.33	(548.06)	9,562.29	8,333.30	1,228.99
4035 Interest-Reserve Fund	374.62	1,250.00	(875.38)	5,421.56	12,500.00	(7,078.44)
4036 Unrealized Gain(Loss)-CalTRU	(4,924.29)	2,083.33	(7,007.62)	(9,787.43)	20,833.30	(30,620.73)
4050 Capacity Charge	0.00	0.00	0.00	3,000.00	0.00	3,000.00
4070 Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
Total Revenues	155,050.05	144,166.66	10,883.39	1,625,347.54	1,367,666.60	257,680.94
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	16,506.25	12,000.00	4,506.25	148,824.67	105,000.00	43,824.67
5010 Maintenance/Repair Supplies	6,060.09	2,500.00	3,560.09	32,584.08	25,000.00	7,584.08
5011 Material and Labor for Install	75.79	833.33	(757.54)	75.79	8,333.30	(8,257.51)
5012 Safety Equipment	0.00	133.33	(133.33)	2,289.74	1,333.30	956.44
5015 Operations Labor	20,795.60	25,708.33	(4,912.73)	212,362.68	239,083.30	(26,720.62)
5016 Operations OT	2,530.62	1,291.67	1,238.95	15,669.42	12,916.70	2,752.72
5020 Stand-by Compensation	1,080.00	915.00	165.00	9,090.00	9,150.00	(60.00)
5022 Training/Certification	0.00	133.33	(133.33)	1,396.39	1,333.30	63.09
5025 Water Treatment/Analysis	1,656.93	1,833.33	(176.40)	13,124.17	18,333.30	(5,209.13)
5030 Maintenance/Repair Contractors	7,234.10	11,666.67	(4,432.57)	111,892.54	116,666.70	(4,774.16)
5034 Equipment Maintenance	0.00	1,666.67	(1,666.67)	11,496.19	16,666.70	(5,170.51)
5035 Vehicle Maintenance	2,056.39	1,250.00	806.39	13,547.94	12,500.00	1,047.94
5036 Fuel	1,209.39	1,666.67	(457.28)	12,642.16	16,666.70	(4,024.54)
5040 Equipment Rental	0.00	0.00	0.00	13,257.26	0.00	13,257.26
5045 Insurance-Workers Comp.	0.00	0.00	0.00	9,372.15	15,000.00	(5,627.85)
5046 Insurance-Liability	1,471.16	1,333.33	137.83	13,958.38	13,333.30	625.08
5048 Insurance-Property	255.28	208.33	46.95	2,197.36	2,083.30	114.06
5049 Insurance-Medical	4,899.50	8,604.17	(3,704.67)	71,773.45	86,041.70	(14,268.25)
6000 Engineering Services	0.00	3,958.33	(3,958.33)	20,695.00	39,583.30	(18,888.30)
6005 Watermaster Services	1,304.42	1,000.00	304.42	10,438.16	10,000.00	438.16
6015 Administrative Salary	12,063.48	13,216.67	(1,153.19)	120,634.80	132,166.70	(11,531.90)
6017 Administrative Travel	0.00	250.00	(250.00)	1,971.43	2,500.00	(528.57)
6020 Board Compensation	900.00	700.00	200.00	6,600.00	7,000.00	(400.00)
6021 Administrative & Board Exp.	2,175.00	83.33	2,091.67	2,449.36	833.30	1,616.06
6024 Customer/Public Info. Prog.	200.00	166.67	33.33	1,232.00	1,666.70	(434.70)
6025 PERS - KID	3,420.24	3,500.00	(79.76)	35,571.26	35,000.00	571.26
6030 Social Security - KID	2,827.81	2,833.33	(5.52)	28,357.42	28,333.30	24.12
6031 Medicare - KID	661.39	666.67	(5.28)	6,632.20	6,666.70	(34.50)
6035 Office/Computer Supplies	1,108.55	583.33	525.22	7,256.55	5,833.30	1,423.25
6036 Postage/Delivery	293.75	416.67	(122.92)	2,950.40	4,166.70	(1,216.30)
6040 Professional Dues	1,109.00	1,250.00	(141.00)	12,595.60	12,500.00	95.60
6045 Legal Services	5,314.08	1,250.00	4,064.08	11,508.30	12,500.00	(991.70)
6050 Telephone	314.94	375.00	(60.06)	3,217.35	3,750.00	(532.65)

Kinneloa Irrigation District
Income Statement for the Ten Months Ending October 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6051 Mobile Communications	101.10	41.67	59.43	1,247.18	416.70	830.48
6052 Pagers	34.90	41.67	(6.77)	349.99	416.70	(66.71)
6053 Internet Service	134.94	83.33	51.61	2,164.30	833.30	1,331.00
6059 Computer Software Maintenance	482.12	1,000.00	(517.88)	8,370.17	10,000.00	(1,629.83)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	833.30	(833.30)
6065 Accounting Services	0.00	0.00	0.00	7,100.00	7,000.00	100.00
6070 Office & Accounting Labor	9,065.00	10,479.17	(1,414.17)	99,812.11	104,791.70	(4,979.59)
6075 Professional/Contract Services	12,697.82	2,333.33	10,364.49	31,643.33	23,333.30	8,310.03
6080 Administrative Fees	1,036.66	1,036.67	(0.01)	10,283.67	10,366.70	(83.03)
6081 Permits/Fees	323.40	1,250.00	(926.60)	7,485.61	12,500.00	(5,014.39)
6086 Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	2,916.70	(2,916.70)
6088 Interest Expense	0.00	0.00	0.00	28,977.21	28,978.00	(0.79)
6120 Bank Service Charges	1,062.14	750.00	312.14	9,053.16	7,500.00	1,553.16
Total Expenses	122,461.84	119,385.00	3,076.84	1,237,285.93	1,274,963.00	(37,677.07)
Net Income	32,588.21	24,781.66	7,806.55	388,061.61	92,703.60	295,358.01
Other Expenditures						
1504 Water Mains	0.00	0.00	0.00	352,750.25	500,000.00	(147,249.75)
1505 Water Tunnels	0.00	0.00	0.00	8,760.13	10,000.00	(1,239.87)
1511 Water Treatment Plant	0.00	500.00	(500.00)	2,561.50	5,000.00	(2,438.50)
1512 Water Meters	0.00	0.00	0.00	37,149.87	20,000.00	17,149.87
1514 Computer/Office Equipment	0.00	416.67	(416.67)	1,276.00	4,166.70	(2,890.70)
2400 Installment Purchase Agreement	0.00	0.00	0.00	71,123.77	71,124.00	(0.23)
Total Other Expenditures	0.00	916.67	(916.67)	473,621.52	610,290.70	(136,669.18)
Total Increase or (Drawdown)	32,588.21	23,864.99	8,723.22	(85,559.91)	(517,587.10)	432,027.19

Kinneloa Irrigation District
Balance Sheet as of October 31, 2021

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 394,687.23
1012	Reserve Fund-LAIF	128,239.17
1014	Reserve Fund-CalTRUST	1,759,430.70
1016	Accrued Interest-LAIF	48.64
1100	Accts. Receivable-Water Sales	38,898.78
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	160,870.76
1350	Prepaid Insurance	16,678.43
1360	Prepaid Expenses	19,730.74

Total Current Assets

2,537,812.97

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,937,268.35
1505	Water Tunnels	737,834.73
1506	K-3 Well	89,543.06
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	206,015.06
1512	Water Meters	155,885.40
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,654.20
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	54,741.36
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	53,875.00
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	362,117.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,602,579.76)

Total Property and Equipment

5,575,839.94

Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 8,207,338.91

Kinneloa Irrigation District
Balance Sheet as of October 31, 2021

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 53,078.65	
2230	Special Payroll Deduction	353.00	
2272	Job Deposits	12,459.32	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		85,000.59

Long-Term Liabilities

2400	Installment Purchase Agreement	1,523,485.86	
2801	PERS- Net Liability	322,011.14	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,881,338.00
	Total Liabilities		1,966,338.59

Capital

3040	Fund Balance	5,852,938.71	
	Net Income	388,061.61	
	Total Capital		6,241,000.32
	Total Liabilities & Capital		\$ 8,207,338.91

Kinneloa Irrigation District
Statement of Cash Flow
For the Ten Months Ended October 31, 2021

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 36,763.46	\$ 392,236.86
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(4,482.49)	(7,416.80)
1113 Employee Loans	0.00	301.07
1340 Accrued Water Sales	9,448.32	30,063.78
1350 Prepaid Insurance	(15,927.46)	(4,561.49)
1360 Prepaid Expenses	(10,893.99)	1,678.78
2000 Accounts Payable	4,199.22	10,872.30
2230 Special Payroll Deduction	353.00	353.00
2250 PERS Withholding-Employee	2,827.17	2,827.17
2272 Job Deposits	12,459.32	8,859.32
	(2,016.91)	42,977.13
Net Cash Provided by Operations	34,746.55	435,213.99
 Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	0.00	(352,750.25)
1505 Water Tunnels	0.00	(8,760.13)
1511 Water Treatment Plant	0.00	(2,561.50)
1512 Water Meters	0.00	(37,149.87)
1514 Computer/Office Equipment	0.00	(1,321.00)
1530 Tools	(815.01)	(815.01)
	(815.01)	(403,357.76)
Net Cash Used in Investing	(815.01)	(403,357.76)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(71,123.77)
2801 PERS- Net Liability	(2,203.58)	(19,209.26)
	(2,203.58)	(90,333.03)
Net Cash Used in Financing	(2,203.58)	(90,333.03)
Net Increase (Decrease) in Cash	\$ 31,727.96	\$ (58,476.80)
 Summary		
Cash Balance at End of Period	\$ 2,282,405.74	\$ 2,282,405.74
Cash Balance at Beg. of Period	(2,250,677.78)	(2,340,837.54)
Net Increase (Decrease) in Cash	\$ 31,727.96	\$ (58,431.80)

Kinneloa Irrigation District
Check Register
For the Period from October 1, 2021 to October 31 , 2021

Date	Check #	Payee	Amount	Description
10/14/21	9945	Accurate Electric Plumbing/HVAC	10,158.42	HVAC system
10/14/21	9946	Assoc. of Calif. Water Agencies	7,830.00	Annual Agency Membership Dues
10/14/21	9947	ACWA-JPIA	2,431.83	Work Comp. 7/1/21 - 9/30/21
10/14/21	9948	ACWA-JPIA	17,653.90	Deposit Prem. Auto/Gen Liability 10/21 -9/22
10/14/21	9949	ACWA-JPIA	5,552.62	Health Benefits - Nov
10/14/21	9950	Applied Technology Group, Inc.	80.00	PWAG: Handheld Emergency Communication
10/14/21	9951	BrightView Landscape Services	1,490.00	Landscape Maintenance
10/14/21	9952	Byrd Industrial Electronics	130.00	Flo Loc Control AT West Tank
10/14/21	9953	Clinical Lab of San Bernardino	168.00	General Physical & Fluoride Samples
10/14/21	9954	Underground Service Alert	34.75	Digalert
10/14/21	9955	Eurofins Eaton Analytical, Inc.	400.00	Water Sample Analysis
10/14/21	9956	Foothill Municipal Water District	1,036.66	Administrative Fee
10/14/21	9957	Geotab USA, Inc	98.75	Vehicle Maintenance
10/14/21	9958	McMaster Carr	268.14	Fittings & Tools
10/14/21	9959	McMaster Carr	209.98	Parts for Hartwood Point Service Repair
10/14/21	9960	McMaster Carr	276.04	Fittings & Inspection Mirrors
10/14/21	9961	McMaster Carr	251.32	Tools: K3 CL2 Generator
10/14/21	9962	McMaster Carr	342.66	Tools: K3 CL2 Generator / Cooling Fan
10/14/21	9963	McMaster Carr	220.95	Center Punch Tool & Soldering Tool
10/14/21	9964	McMaster Carr	186.47	Extracting Tools
10/14/21	9965	Public Water Agencies Group	1,164.08	PWAG Quarterly Assessment & E.P.P
10/14/21	9966	Red Supply	75.69	Pump
10/14/21	9967	Utility Service Co., Inc.	5,429.10	Sept - Monthly Tank Maintenance
10/14/21	9968	Utility Service Co., Inc.	5,429.10	Oct - Monthly Tank Maintenance
10/14/21	9969*	Western Rooter	1,675.00	Drain Line
10/26/21	9971	Krystle Barba	21.72	Refund on Medical Deduction
10/14/21	EFT4943	CA Public Employees Ret. Sys.	6,034.72	Payroll Taxes & Withholdings
10/14/21	EFT4944	Arco Gaspro Plus	1,209.39	Fleet Fuel
10/14/21	EFT4945	CA Public Employees Ret. Sys.	2,173.25	Unfunded Accrued Liability
10/14/21	EFT4946	CA Public Employees Ret. Sys.	30.33	Unfunded Accrued Liability
10/14/21	EFT4947	Century Business Solutions	15.00	Electronic Business Charge
10/14/21	EFT4948	Pasadena Municipal Services	4,340.82	Electricity - Wilcox Well
10/14/21	EFT4949	Southern California Edison Co.	13,622.58	Electricity - District (Pumping)
10/14/21	EFT4950	Streamline	200.00	Website Service
10/14/21	EFT4951	Umpqua Bank	2,491.29	Credit Card Payment Staff
10/14/21	EFT4952	VeriCheck, Inc.	146.71	E-Check Payment Processing Fee
10/15/21	EFT4953 -	Bernadette C. Allen	557.52	Salary
10/15/21	EFT4954	Arthur M. Aragon	2,117.82	Salary
10/15/21	EFT4955	Stephen Brown	138.53	Salary
10/15/21	EFT4956	Christopher A. Burt	2,742.81	Salary

Kinneloa Irrigation District
Check Register
For the Period from October 1, 2021 to October 31 , 2021

Date	Check #	Payee	Amount	Description
10/15/21	EFT4957	Timothy J. Eldridge	117.42	Salary
10/15/21	EFT4958	Michele M. Ferrell	2,338.33	Salary
10/15/21	EFT4959	Brian L. Fry	1,984.98	Salary
10/15/21	EFT4960	Melvin L. Matthews	3,973.41	Salary
10/15/21	EFT4961	Juan R. Tello	917.06	Salary
10/15/21	EFT4961a	Juan Tello	353.00	Salary
10/15/21	EFT4962	Gerrie G. Kilburn	138.52	Salary
10/15/21	EFT4963	Christopher A. Burt	150.00	Salary
10/15/21	EFT4964	Automatic Data Processing, Inc.	6,817.47	Payroll Taxes & Withholdings
10/31/21	EFT4963a	Bernadette C. Allen	750.21	Salary
10/31/21	EFT4964a	Arthur M. Aragon	1,681.59	Salary
10/31/21	EFT4965	Stephen Brown	138.52	Salary
10/31/21	EFT4966	Christopher A. Burt	2,978.60	Salary
10/31/21	EFT4967	Timothy J. Eldridge	138.53	Salary
10/31/21	EFT4968	Michele M. Ferrell	2,307.11	Salary
10/31/21	EFT4969	Brian L. Fry	1,797.41	Salary
10/31/21	EFT4970	Sophia M. Hansen	1,424.23	Salary
10/31/21	EFT4971	Gerrie G. Kilburn	138.53	Salary
10/31/21	EFT4972	Melvin L. Matthews	4,036.74	Salary
10/31/21	EFT4973	Juan R. Tello	956.96	Salary
10/31/21	EFT4973a	Juan Tello	353.00	Salary
10/31/21	EFT4974	Christopher A. Burt	150.00	Salary
10/31/21	EFT4975	Automatic Data Processing, Inc.	6,946.99	Payroll Taxes & Withholdings
10/31/21	EFT4976	ADP	213.96	Payroll; processing Fee
10/31/21	EFT4977	American Messaging	34.90	Pager Service
10/31/21	EFT4978	AT&T	147.70	Phone
10/31/21	EFT4979	Athens	215.69	Trash Pick up
10/31/21	EFT4984	Century	479.05	Banking Service Fees
10/31/21	EFT4986	Christopher A. Burt	150.00	Salary

TOTAL = 140,265.86

* Gap in check sequence: checks # - # damaged by printer and were not assigned.

9970 Check was skipped inadvertently

Credit Card Detail Umpqua Bank
OCTOBER 2021
(Expenses incurred/billed in Oct. and due/paid in Nov.)

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1505	House Tunnel Project									\$0.00
1511	Water Treatment Plant									\$0.00
1514	Computer/Office Equip.									\$0.00
5010	Maintenance Supplies	BLF: Fittings, Tools, Acetylene, Nitrogen & Heating Nozzle CAB: Lg Batteries, Chargers, Tools, Motor oil			\$870.87	\$454.78				\$1,325.65
5011	Materials for Install	CAB: Fitting s for Job				\$75.79				\$75.79
5012	Safety Equipment									\$0.00
5022	Training/Certification									\$0.00
5025	Water Treatment/Analysis	BLF: CL2 Maint.				\$1,172.93				\$1,172.93
5035	Vehicle Maintenance	MF: Truck #3 Hydraulic Hose & Smog						\$2,056.39		\$2,056.39
5036	Fuel									\$0.00
5030	Maintenance/Repair contractors									\$0.00
6021	Adm. & Bd. Exp.	MLM: ACWA Fall Conference (GM & Two Board Members)		\$2,175.00						\$2,175.00
6024	Customer/Public Info									\$0.00
6035	Office/Computer Supplies	MLM: Toner MA: Binders, Pens, Paper Supplies, Meter Reading Antenna, Calendar		\$425.18			\$683.37			\$1,108.55
6036	Postage/Delivery	MA: Stamps & Certified Mail					\$293.75			\$293.75
6040	Professional Dues									\$0.00
6050	Telephone	MLM: Answering Service (Alert)		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service	MLM: Website		\$34.96						\$34.96
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	\$2,710.14	\$870.87	\$1,703.50	\$977.12	\$2,056.39	\$0.00	\$8,318.02

General Manager's Report for the Board of Directors Meeting on November 16, 2021

I. Customer Account Information and Internet Usage

A. Customer Accounts –

Active accounts: 587
 Delinquent accounts receiving late charges: 10
 Accounts shut off for non-payment: None

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
November 2020	\$31,925.74	\$6,497.96	\$98.72	\$0.00	\$38,522.42
December 2020	\$28,288.75	\$3,101.55	\$91.68	\$0.00	\$31,481.98
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
April 2021	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
May 2021	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99
June 2021	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68
July 2021	\$34,129.88	\$2,694.38	\$1,134.17	653.89	\$38,612.32
August 2021	\$17,411.06	\$1,756.57	\$373.22	\$0.00	\$19,540.85
September 2021	\$32,036.26	\$2,380.03	\$0.00	\$0.00	\$34,416.29
October 2021	\$33,896.61	\$4,370.85	\$631.32	\$0.00	\$38,898.78

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
November 2020	248	591	93	\$29,258.42
December 2020	253	560	110	\$33,318.03
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82
April 2021	274	1,538	106	\$27,464.40
May 2021	292	1,616	112	\$27,299.87
June 2021	262	1,409	109	\$26,067.48
July 2021	251	1,217	120	\$34,674.20
August 2021	374	1,682	105	\$34,635.70
September 2021	291	1,424	115	\$36,546.23
October 2021	287	1,111	114	\$34,577.62

II. General Manager's Projects and Activities

- A. Advanced Meter Infrastructure (AMI) Project** – The system is continuing to work well for our 53 test customers. We are now working with our vendor to develop proposal for a wider implementation.
- B. House Tunnel Pipeline Repair** – Construction of tunnel entrance enclosure is needed before water is delivered to the system.
- C. General Manager's Goals and Objective** – I am reviewing and revising the existing documents identified by the Board and will present information at this and future meetings for the Board's information and input regarding completion.
- D. Eucalyptus Reservoir and Pump Station Painting** – Receiving proposals from contractors.
- E. Activities/Meetings/Webinars/Conferences***
 - 1. KID Staff Meetings
 - 2. KID Board Meetings
 - 3. FMWD Board Meeting (See Appendix)
 - 4. FMWD Managers Meeting
 - 5. LAFCO Board Meeting (See Appendix)
 - 6. Subeca Customer Dashboard Training
 - 7. FMWD Drought Messaging Campaign Meeting
 - 8. Administrative Assistant Candidate Interviews
 - 9. RBMB Quarterly Board Meeting (See Appendix)
 - 10. PGIA Annual Homeowners' Meeting
 - 11. Meetings with painting contractors
 - 12. JPIA Virtual Autumn Human Resources Webinar
 - 13. PWAG Emergency Radio Test
 - 14. PWAG Annual Board and Membership Meeting (See Appendix)

* Organization Acronyms:

ACWA – Association of California Water Agencies
ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
AMI – Advanced Meter Infrastructure
AWWA – American Water Works Association
CalTRUST – Investment Trust of California Joint Powers Authority
CSDA – California Special Districts Association
CUEA – California Utilities Emergency Association
FMWD – Foothill Municipal Water District
KCA – Kinneloa Canyon Association
KEPOA – Kinneloa Estates Property Owners' Association
KID – Kinneloa Irrigation District
LAFCO – Local Agency Formation Commission of Los Angeles County
NKRPOA – North Kinneloa Ranch Property Owners' Association
PGIA – Pasadena Glen Improvement Association
PWAG – Public Water Agencies Group
RBMB – Raymond Basin Management Board
RCAC – Rural Community Assistance Corporation
SCADA – Supervisory Control and Data Acquisition System
SMVA – Sierra Madre Villa Avenue

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
4	0	0	0	5	

* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, inquiries about water bills, requests for leak checks and general questions.

B. Current and Completed Capital Improvement, Facilities Improvement, Maintenance and Repair Projects and Activities –

1. Routine daily and monthly activities
 - a. Operator training
 - b. Meter and transmitter maintenance and replacement
 - c. Water samples
 - d. Vehicle and equipment maintenance and testing
 - e. Facility cleanup
 - f. Production meter readings and report to RBMB
 - g. Chlorine generator maintenance
 - h. Meter reading
 - i. Customer service calls
 - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance
 - a. K-3 Cl2 generator power supply fan replacement
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress) *
 - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Completed) (CIP, EP, OPS)
 - b. Reservoir inspection and washout (Completed) (MR)
 - c. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 53 locations (Completed) (CIP, OPS, MR)
 - d. Annual service on six generators (Completed) (MR)
 - e. Efficiency tests and preventative maintenance on all pumps and motors (Completed) (MR)
 - f. Production meter tests for accuracy (Completed) (MR)
 - g. House Tunnel Pipeline repair (In Progress) (MR)
 - h. System Maps Update (In Progress) (EP, OPS)
 - i. Painting at Eucalyptus Reservoir (Contract awarded) (MR)

C. Future Capital Improvement Projects, Facilities Improvement, Maintenance and Repair Projects* –

1. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
2. High/Low Tunnel Pipeline inspection and repair if needed (MR)
3. Truck replacement – Replace one pickup truck that is 22 years old (CIP)

*Project Categories

CIP – Capital improvement or replacement of equipment or facilities at end of useful life

EP – Emergency preparedness

OPS – Operational improvement

MR – Maintenance and repair

IV. Water Supply Summary as of September for the Watermaster Year July 2021 through June 2022

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	13
Prior Year Carryover	52	Far Mesa	8
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges**	207	House	
Prior Year Spreading	77	Holly High/Low	9
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	742		
Less Water Extracted YTD This Watermaster Year	-211	Year to Date Tunnel Production	31
Remaining Allowable Groundwater Extractions through June 2022	531	Remaining Estimated Tunnel Production through June 2022	100
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022)		631 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2022		-458 Acre Feet	
Estimated Surplus Water through June 2022*		173 Acre Feet	

* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2020-2021 year, 103 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2021-2022 and 45 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 767 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply, we do not plan to use or sell this water now.

** Expected lease of groundwater pumping rights for 2021-2022.

V. Appendix – Meeting Agendas and Information

A. The following comments are offered regarding key items on the agenda for the October 20, 2021, Regular Board Meeting of the Raymond Basin Management Board:

Agenda Item No. 4 - Receive and File Audit of Financial Statements for Fiscal Year 2020-21
Egan and Egan reviewed RBMB financials and deemed them in compliance with standard accounting practices.

Recommended Action: Receive and File

Agenda Item No. 7 - City of Arcadia's Request to Consider Paul Cranmer to Replace Retiring Tom Tait as RBMB Board Member and Officer
Board Member and Officer, Tom Tait has submitted his resignation effective October 1, 2021, and is requesting to consider Paul Cranmer as his replacement.

Recommended Action: The Board approve the appointment

Agenda Item No. 8 - Consideration and Adoption of the Annual Report for Watermaster Service in the Raymond Basin for fiscal year 2020-21
The primary discussion on this item will be regarding the Summary of Historical Management of the Raymond Basin. The report is not included for size considerations but is available for complete viewing on RBMB's website at raymondbasin.org.

Recommended Action: The Board Adopt the Report

Agenda Item No. 9 - Annual Review of Alternative Management Scenario I for the Pasadena Subarea Performance Evaluation
A staff report is included for review, and staff will be present to answer any questions.

Recommended Action: Receive and File

Agenda Item No. 10 - Evaluation of the Sustainable Groundwater Yield of the Monk Hill Subarea in the Raymond Groundwater Basin
A staff report is included for review, and staff will be present to answer any questions.

Recommended Action: Next steps and approval of expenditures

Agenda Item No. 11 - Annual Water Balance/Budget for the Monk Hill, Pasadena, and Santa Anita Subareas
A staff report is included for review, and staff will be present to answer any questions.

Recommended Action: Next steps

Agenda Item No. 12 - Consideration of Scope of Work to Update RBMB Model
A staff report is included for review, and staff will be present to answer any questions.

Recommended Action: The Board approve the Scope of Work

Agenda Item No. 13 - Consideration of Approval for City of Pasadena's Application to Drill Explorer Well
A staff report is included for review. The City of Pasadena has submitted an application to drill Explorer Well. The RBMB staff has reviewed the application according to RBMB Well Guidelines and determined it is in compliance.

Recommended Action: The Board receive and file City of Pasadena's application to drill Explorer Well.

B. Foothill Municipal Water District A G E N D A

REGULAR MEETING OF THE

BOARD OF DIRECTORS

October 18, 2021

1. Call to Order and Determination of a Quorum

2. Preliminary Matters

2.1. Adoption of Resolution No. 922-1021 pertaining to the use of teleconferencing for meetings.

2.2. Additions to Agenda (as required by Gov. Code 54954.2)

3. Public Comments

3.1. Opportunity for members of the public to address the board directly on items of public interest that are within the subject matter jurisdiction of the board (as required by Gov. Code 54954.3(a)). Speakers may be limited to two minutes each at the discretion of the President of the Board.

4. Special Procedures

4.1. Public Hearing to consider Board of Directors Per Diem Compensation Increase.

5. Consent Calendar

5.1. Action approving the Minutes of the September 20, 2021 Regular Meeting of the Board of Directors.

5.2. Action approving the Financial Statements for September 2021; monthly Director Compensation, Expense Report and Treasurer's Report.

5.3. Action approving ACWAJPIA Auto & General Liability Invoice

6. Directors' Oral Reports

6.1. Reports and appropriate action on ACWA, MWD, and other association and organization activities.

7. Action Calendar

7.1. Discussion and action regarding ACWA Proxy Designation (action).

7.2. Discussion and action regarding authorization to award pipeline inspection and rehab program – La Crescenta / La Canada (action).

7.3. Discussion and action regarding authorization to award the La Crescenta East and West Reservoir Rehabilitation and Coating Project (action).

7.4. Discussion and action regarding Main Pump station Booster 2-East Replacement Project (action).

8. Information Item

8.1. Reviewing Emergency Resolution 906-0420 in response to COVID-19

9. Staff and Committee Reports

General Manager Nina Jazmadarian: Reports and appropriate action on administrative and operating projects and activities:

9.1. Operations/Sales Summary

9.2. Water Supply Update

9.3. Education & Conservation Updates

9.4. Conservation Rebate Activity

9.5. Great Pacific Securities

9.6. Other

Engineering Report, Ken Herman: Report on capital improvement projects. Report attached.

Operations Report, Jay Bobnes: Report on maintenance projects and system

operations. Report attached.

MWD Representative Richard Atwater: Report regarding MWD activities.

Attorney: Report on legal and related matters relevant to the District.

Water Resources Committee: Report regarding Water Resources Committee meeting.

Engineering and Operations Committee: Report regarding Engineering and Operations Committee meeting.

10. Closed Session

- 10.1. Conference with legal counsel: Existing litigation - Gov't code section 54956.9
San Diego County Water Authority v. Metropolitan Water District of Southern California

11. Other Business

Related to general operations, administration and policy items, future agenda items, and concerns of Board members.

Next Board meetings:

Monday, November 15, 2021 @ 3PM

Monday, December 20, 2021 @ 3 PM

12. Adjournment

C. LAFCO

Notes and Disclosures for the October 12, 2021 Commission (LAFCO) Virtual Meeting:

NOTE: There are no disclosures for this meeting.

Begin Consent Agenda (6.a. through 6.c)

6.a. – Consent Agenda

6.c.: THREE standard consent agenda items: Minutes (September 8th Meeting); Check Register (September, 2021); and Pending Proposals Update.

End of Consent Agenda

Regular Agenda, continued (7 through 16)

7.a. Annexation No. 2018-06 to the San Gabriel Valley Mosquito and Vector Control District and Amendment to the San Gabriel Valley Mosquito and Vector Control District Sphere of Influence (SOI); and California Environmental Quality Act (CEQA) exemption.

- This item was continued from the September 8th Commission meeting without discussion.
- This is the proposed annexation of approximately 77.55± acres of inhabited territory, located at the north end of the City of Azusa, into the SGVMVCD, as well as the associated SOI amendment.
- This is the first in a series of annexations to identify and annex “gaps” in vector control district coverage.
- Staff did not receive any significant comments from landowners, registered voters, or any public agencies.
- Given the recommendation, and the lack of public comment, I expect no controversy nor public comment.

9.a. Annual Election of Commission Officers

- As required by the Rules of the Commission, this is the annual election of Commission officers; currently, the positions are held by Jerry Gladbach (Chair), Don Dear (First Vice Chair), and Gerard McCallum (Second Vice Chair).
- Customarily, the Chair asks the Executive Officer to conduct the meeting for purposes of nominations and voting.

9.b. Potential Cancellation of the December 8, 2021 Meeting

- Staff is asking the Commission to cancel the regular meeting in December, as the Commission has traditionally done in prior years.
- I expect no controversy nor public comment.

10.a. Legislative Update

- The Legislative Update summarizes several bills of interest.
- Because the deadline for the Governor to act on legislation expired on October 10th, I will provide a short verbal update.

D. PWAG Agenda

**AGENDA FOR ANNUAL MEETING OF
PUBLIC WATER AGENCIES GROUP
TUESDAY, OCTOBER 26, 2021 – 9:00 a.m.**

1. Welcome and Introductions Mr. Coleman

2. Annual Meeting of Public Water Agencies Group Mr. Ciampa
 - Election of Directors – 3 seats (Coleman, Hitchman & Matthews)
 - Chairman’s Report Mr. Coleman
 - Conservation & Outreach Program (Non-Core Service)
 - Treasurer’s Report

3. Approval of Minutes of August 25, 2021 Meeting Mr. Coleman

4. Emergency Preparedness Report (including COVID-19 issues) Mr. Holmes
 - Presentation: Cybersecurity Overview (Mike Parra, CEO, Highroad Information Technology)
 - Any operational concerns?
 - COVID-19 Update
 - American Water Infrastructure Act Follow-up
 - Follow-up re: Updated Mutual Assistance Directory
 - Training Update
 - Emergency Response Readiness: Subject Matter Experts
 - Radio Communications
 - Hazardous Mitigation Plan Grant Funding
 - PWAG Directory and Website
 - Introduction of the new PWAG Emergency Management Coordinator—Ms. Alix Stayton

5. Legislative Update Mr. Ciampa

6. Constitutional Initiative on Taxes & Fees Mr. Ciampa

7. COVID-19 Arrearages Plan & Service Termination Issues Mr. Ciampa
 - Status of Extension of Program Benefits

8. AQMD Emergency Generator Rule Actions Mr. Ciampa

9. State Water Project & Cal. Water Fix Report Mr. Hills

10. ACWA Report Mr. Ciampa

11. Other Business Mr. Coleman

12. Scheduling of Next Meeting Mr. Coleman

13. Adjournment Mr. Coleman



November 8, 2021

Mr. Melvin L. Matthews, General Manager
Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, CA 91107-1017

Reference: Evaluation of Current Water Master Plan

Dear Mr. Matthews:

John Robinson Consulting, Inc. (JR Consulting) is pleased to provide Kinneloa Irrigation District (District) with this letter proposal for consulting services for the evaluation of the existing District's Water Master Plan.

Per our meeting on Monday, November 1, 2021, the District's Board of Directors are wanting to explore expanding and/or developing a completely new Water Master Plan that not only includes capital improvement projects but also addresses potential water supply and delivery risks and upcoming regulations that might affect the District. As we discussed the development of a new Water Master Plan can be very expensive and since Civiltec has control of the District's hydraulic model of the District's water infrastructure system few consultants would pursue this opportunity.

As an alternative to development of a Request for Proposal (RFP) for a new Water Master Plan, JR Consulting would evaluate the existing Water Master Plan for the concepts outlined above by the Board as well as a number of items outlined below in the scope of service. Summarized below is our proposed scope of services, schedule and compensation for the effort to complete an evaluation of the existing Water Master Plan.

Scope of Services

Task 1 - Review of Existing Information - JR Consulting is to review the District's 2018 Water Master Plan that completed a Revision 4 on June 20, 2018 and was adopted by the Board of Directors on July 31, 2018 so an evaluation can be completed.

Task 2 – Evaluation of Water Master Plan – JR Consulting develop a Technical Memorandum that will outline the evaluation of the Water Master Plan. The evaluation will include the following scope of services:

- Prioritizing capital improvement projects and potential funding
- Address potential water supply
 - Interconnections with Pasadena Water & Power
 - Connection to Metropolitan Water District of Southern California
 - Drilling and equipment of a new well
- Address delivery risks
 - Planned and Unplanned Shutdown
 - Water Quality issues with K-3 Wells

- Discussion on potential demands from densification (i.e. Accessory Dwelling Units)
- Discussion on upcoming regulations that might affect the District's CIP, Operations and Maintenance
- Table of Contents for a Revised Water Master Plan along with potential costs and list of local consultants to prepare the Revised Water Master Plan.

Task 3 – Draft/Final Technical Memorandum - After submitting the Draft Technical Memorandum, JR Consulting would conduct a meeting with District's staff and Board of Directors in order to obtain present the Draft Technical Memorandum. JR Consulting will obtain from the District staff any comments as well as recommended deletions and/or additions to the Draft Technical Memorandum. Once the comments have been received and incorporated, JR Consulting would provide an electronic copy of the Final Technical Memorandum with the deletions removed and additions incorporated into the Final Technical Memorandum.

Deliverable:

- An electronic PDF version of the **Draft Technical Memorandum** for review and comment by District staff.
- JR Consulting will provide an electronic Word and PDF version of the **Final Technical Memorandum** to District staff in order to distribute to the Board of Directors for review and adoption.

Schedule

JR Consulting will complete **Draft Technical Memorandum** within 60 days from the Notice to Proceed. JR Consulting will provide a schedule for the **Final Technical Memorandum** deliverable once comments have been received from the District staff.

Compensation

The task associated with this project is estimated at a not-to-exceed price ceiling of \$6,000. The charges will be on a time and material basis at an hourly rate of \$150 per hour. We appreciate the opportunity to submit this proposal to the District in order to assist in evaluating the District's Water Master Plan.

If you have any questions regarding this letter proposal, please do not hesitate to call me at (626) 375-9389 or email me at jrobinson@johnrobinsonconsulting.com.

Very truly yours,

John Robinson Consulting, Inc.

John Robinson, Principal



Memo

Date: November 5, 2021
To: Board of Directors
From: Mel Matthews
Subject: Customer and Public Outreach Program

I met with Shawn Harkness and Tara Bravo of CV Strategies to review our existing program that is done in-house by the staff and me to get some input on the effectiveness our effort and get a rate schedule for their services and proposal for a quarterly email newsletter using their services.

Prior to the meeting Shawn and Tara reviewed and evaluated our website and Facebook page and reviewed the past newsletters posted on the site. They said that the “open rate” of our recent email newsletters is excellent and the quality of our website is comparable to much larger districts. Our Facebook page did not have very many “followers,” so more frequent posts are recommended to improve the effectiveness of this social media.

Shawn and Tara felt that E-blast newsletters was the best way of reaching our customers and the public because of the substantial number of email addresses in our database. CV Strategies services are available on an hourly basis, and they provided an estimate for pro four quarterly newsletters.

The Board can decide whether the expense of professional services is desirable and justified for our small number of customers to improve the quality of our newsletters.

October 14, 2021

Melvin Matthews
 General Manager
 Kinneloa Irrigation District
 1999 Kinclair Drive
 Pasadena, CA 91107-1017

Project Goal: *Develop creative and compelling digital assets to educate and inspire Kinneloa Irrigation District customers.*

Professional Services Estimate: E-blast newsletters

OUTREACH STRATEGY	DESCRIPTION	Cost
E-blasts to customers	<ul style="list-style-type: none"> « Produce four (4) quarterly email newsletters for distribution to customers and stakeholders of Kinneloa Irrigation District. « Collaborate with District staff on newsletter topics to ensure CV Strategies focuses on developing timely and relevant content. « Create compelling written articles promoting district news, conservation, and other relevant messages pertaining to water quality, supply, and use. « Craft dynamic General Manager letter « Build engaging infographics designed to educate « Promote Kinneloa Irrigation District website and social media accounts to share timely information and encourage further engagement with customers. « Incorporate graphics, icons, photos, and other images to design a colorful and visually appealing layout that captures attention. « Facilitate the distribution of each e-blast. 	\$9,500
Customer Communication Survey	<ul style="list-style-type: none"> « Create a brief email survey to collect basic demographic information, including household size, languages spoken, and preferred methods of communication. « Compile responses to provide greater insight into customers of Kinneloa Irrigation District. « Utilize demographic information to better tailor communications and more effectively reach the intended audience. 	\$500
Subtotal		\$10,000
Total Cost (Not to exceed)		\$10,000

..... **Rates for Communication Services**

- | | |
|---|--------------------------------------|
| » President – \$225/hour | » Graphics/Design/Video – \$150/hour |
| » Vice-President – \$200/hour | » Photographer – \$125/hour |
| » Account Manager/Specialist – \$175/hour | » Translator – \$125/hour |
| | » Support Staff – \$100/hour |

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Memo

Date: November 1, 2021
 To: Board of Directors
 From: Mel Matthews
 Subject: Information for Discussion of Salary Increases

Background

The purpose of a cost-of-living increase is to adjust for inflation that decreases an employee's effective compensation. The purpose of a merit or performance increase is to recognize the employee for achieving financial and physical goals and/or accepting greater job responsibilities. An increase in salary may include both components.

The Board is not required to consider and approve cost of living increases for all employees. However, such increases may be considered and approved by the Board at its discretion. The Board does have the responsibility to establish the salary of the General Manager. The General Manager has the authority to approve increases for individual staff members when warranted for cost-of-living and by excellent performance, acceptance of new responsibilities or to adjust for compensation trends in our area for similar positions, job descriptions and length of service.

The Board previously discussed and acted on a cost-of-living increase in June 2015 and authorized a non-retroactive increase of 2% effective in July of 2015 based on the annual Consumer Price Index (CPI) for all items for the Los Angeles-Riverside-Orange County index for urban consumers for the year ended in December 2014. There was no Board consideration of an increase in 2016 based on 2015 data or for subsequent years through 2020. However, the General Manager did consider the annual CPI was adjusting the salaries of individual staff members. Although the Board may have taken the CPI into account, there has been no adjustment in the General Manager's salary specifically for cost-of-living increases since 2015.

The Board considered a cost-of-living increase for all employees in 2017 but did not take any action.

Summary and Possible Action

The approved 2021 budget includes an allowance for a salary increase for staff members on an individual basis based on the CPI and performance reviews by the General Manager to fairly compensate the staff based on all factors.

The budget also includes a recommended increase for the General Manager, but it will require action by the Board to approve the increase.

RESOLUTION 2021-11-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT
FORMALIZING THE CUSTOMER OUTREACH INITIATIVES**

WHEREAS this District has previously conducted customer outreach and public relations on an informal basis managed by the General Manager; and

WHEREAS the Board wishes to formalize this effort using outside resources if needed.

NOW THEREFORE, IT IS RESOLVED that the Board acknowledges that the following outreach initiatives are important in achieving effective communications with our customers and the public:

Capital Projects

- Letters to customers impacted by major capital improvement projects prior to bidding to explain the need for the project and the anticipated duration for completing the project
- Meeting(s) with homeowners’ associations and other neighborhood groups that are impacted, prior to bidding
- Meeting(s) with all necessary property owners to resolve all right of way owners prior to bidding
- A second letter, briefer in content after the contract has been awarded and 30 days before the estimated start date for the project
- A third and final letter 5-7 days prior to the anticipated start date of the project

Newsletters

- Regularly paced newsletters to highlight District activities and projects, profiles of KID staff and directors and topics suggested by the Board or General Manager
- Distribution will be by electronic and printed means as well as posting on the District’s website and Facebook or other social media
- Preparation by General Manager and KID staff and/or by using outside professional resources

Website, Social Media and Email

- Continue to use the District’s website, social media and email as an effective outreach tool
- Use outside professional resources if necessary to maximize the impact

Homeowners’ Associations and Neighborhood Groups

- Prepare a master list of homeowners’ associations and neighborhood groups so that the General Manager and Directors can make regular and appropriate contact as ambassadors to our neighbors

RESOLVED FURTHER, that the General Manager is directed to insert additional items in the existing internal checklists to assure that these outreach objectives are carried out by the staff and/or outside professional resources.

PASSED, APPROVED AND ADOPTED THIS SIXTEENTH DAY OF NOVEMBER 2021.

SIGNED: _____
Chair

ATTEST: _____
Secretary