

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – OCTOBER 21, 2014  
7:30 P.M.

**AGENDA**

1. **CALL TO ORDER**
  - A. Declaration of a Quorum
  - B. Review of Agenda
2. **PUBLIC COMMENT** – Comments from the public regarding items on the Agenda or other items within the jurisdiction of the District.
3. **PROPOSAL FROM SOUTHERN CALIFORNIA GAS COMPANY FOR INSTALLATION OF ADVANCED METER DATA COLLECTION UNIT ON DISTRICT PROPERTY –**

Recommended action: Discuss proposal and authorize General Manager to execute grant of easement for approximately twenty-eight (28) square feet (a 6' diameter circle) at the Vosburg Reservoir for erection of a 31 ft. steel pole and data collection unit at the agreed-upon compensation for the easement.
4. **RESOLUTION 2014-10-21A WATER CONSERVATION PROGRAM** – Resolution adding Article 19 and Appendix L of the Rules and Regulations of the Kinneloa Irrigation District.
5. **RESOLUTION 2014-10-21B CSDA PURCHASE CARD** – Resolution authorizing General Manager to apply for CSDA/Bank of the West Credit Card to replace current credit card account.
6. **GENERAL MANAGER'S REPORT AND UPDATE ON IMPROVEMENT PROJECTS**
7. **REVIEW MINUTES** – September 16, 2014
8. **REVIEW FINANCIAL REPORTS** – September 30, 2014
9. **ITEMS FOR NEXT AGENDA**
10. **CALENDAR** – November 18, 2014  
December 16, 2014  
January 20, 2015
11. **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.kinneloa Irrigation District.info>.

**RESOLUTION 2014-10-21A**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
REVISING THE RULES AND REGULATIONS POLICY MANUAL TO ADD ARTICLE 19 AND  
APPENDIX L TO ESTABLISH THE KINNELOA IRRIGATION DISTRICT WATER  
CONSERVATION PROGRAM**

**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 Policy Manual previously promulgated to add the District's Water Conservation Program.

**NOW THEREFORE, IT IS RESOLVED** that the Board adopts the modified pages of the Rules and Regulations Policy Manual attached to this resolution as the policy of this District;

**RESOLVED FURTHER**, that the General Manager is directed to insert the changed pages in all copies of the Rules and Regulations Policy Manual maintained by the District and publish the revised document on the District's Internet site.

**PASSED, APPROVED AND ADOPTED THIS TWENTY-FIRST DAY OF OCTOBER 2014.**

SIGNED: \_\_\_\_\_  
Gerrie G. Kilburn, Chair

ATTEST: \_\_\_\_\_  
Gordon L. Johnson, Secretary



# KINNELOA IRRIGATION DISTRICT

## RULES AND REGULATIONS

Adopted  
April 20, 1999

Revision 1  
August 17, 1999

Revision 2  
January 20, 2000

Revision 3  
March 21, 2000

Revision 4  
October 2, 2000

Revision 5  
April 20, 2004

Revision 6  
December 20, 2005

Revision 7  
April 21, 2009

Revision 8  
July 17, 2012

Revision 9  
November 19, 2013

Revision 10  
October 21, 2014

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final period as an expediency to permit the customer to pay the closing bill at the time service is terminated.

- F. Separate Billings for Each Meter: Each meter on a Consumer's premises will be considered separately and the readings of two or more meters will not be combined except where the District's operating convenience or necessity may require the use of more than one meter or a battery of meters. In the latter case, the meter readings will be combined for billing purposes.
- G. Delinquent Bills: The following rules apply to Consumers whose bills remain not paid on the fifth (5<sup>th</sup>) day of the month following presentation.
1. Small Balance Accounts: In any billing, if less than a minimum bill remains unpaid, it may be carried over to, and added to, the next billing period.
  2. Late Notice: If payment for a billing period is not made on or before the twentieth (20<sup>th</sup>) day of the month following presentation, which is approximately forty-five (45) days from the billing date, a Late Notice will be mailed to the water service Consumer. If a payment of at least the past-due balance is not made by the shut off date on the Late Notice, the water service is subject to termination. Upon receipt of a Late Notice and up to 2-days prior to the date set for disconnection, the Consumer may request an amortization payment plan pursuant to **Article 8.04J**.
  3. Turn-Off Deadline: Water service charges and late charges must be paid on or prior to 1:00 p.m. on the day specified in the Late Notice.
  4. Contents of Late Notice: The Late Notice shall specify the following information in a clear and legible format:
    - a. Customer's name and address;
    - b. Amount in arrears;
    - c. Date by which payment must be made;
    - d. Procedures for requesting amortization of the unpaid balance;
    - e. Procedures for obtaining information on financial assistance; and
    - f. Telephone number of the District representative who can provide additional information.
  5. Forty-Eight Hour Notice of Termination: At least forty-eight (48) hours prior to actual termination as set forth in the Late Notice, the District shall make a reasonable, good faith effort to contact an adult of the residence by telephone or in person, and provide them with the information set forth in a, b, c, f of paragraph 4 above. At least one attempted personal contact coupled with use of a "door hanger" shall be deemed to be a reasonable, good faith effort at contacting an adult of the residence.
  6. Waiver of Late Notices to Public Agencies: Public agencies, because of usual sound financial base and variations in warrant payment procedures, will not be sent delinquent notices for delinquent payment of current accounts.
  7. Notification of Rejected Payment-Disposition: Upon receipt of a rejected payment taken as remittance of water service or other charges, the District will consider the account not paid.
  8. Rejected Payment for Discontinued Service: In the event the Consumer tenders a rejected payment as payment to restore water service previously disconnected for non-payment, and as a result the District restores service, the District may again promptly disconnect service without providing further notice. No 48-hour Notice of Termination

- A. Include a statement of the purpose for which the reserve is created.
- B. Establish minimum and maximum parameters for the accumulation of each reserve account.
- C. Identify the conditions under which reserves shall be expended or transferred, consistent with Board approved capital projects.
- D. The Board shall review at least annually all restricted or assigned reserve accounts and make a determination regarding the purposes for the reserves, the appropriate levels of accumulation, the conditions precedent to the utilization of the reserves, and a determination of whether or not the accounts should be maintained.

The District's reserve policy funding guidelines and target levels are set forth in **Appendix K**.

#### **ARTICLE 19: WATER CONSERVATION PROGRAM**

The Board of Directors of the Kinneloa Irrigation District has determined that a water conservation program is necessary to promote water-use efficiency and meet the regulatory requirements of local and state agencies. Due to the water supply conditions prevailing within the Kinneloa Irrigation District (KID) and/or conditions and availability of imported water supplies, the general welfare requires that:

- A. The water resources available to KID be put to the maximum beneficial use;
- B. The waste or unreasonable use, or unreasonable method of use of water be prevented;
- C. The conservation of such water be practiced with a view to the reasonable and beneficial use thereof in the interest of the customers of KID and for the public health and safety.

The purpose of this program is to provide water conservation regulations, in a phased approach, to minimize the effect of a shortage of water supplies on the customers of KID during various critical stages of a water shortage.

Resolution 2014-10-21A was adopted on October 21, 2014 to establish the Kinneloa Irrigation District Water Conservation Program as set forth in **Appendix L**.

## MISCELLANEOUS CHARGES

<b>Application Fee</b> [Per Article 7.02B]	\$ 15.00
<b>Reconnection Charge</b> [Per Article 8.03F(1)]	\$ 50.00
<b>Rejected Payment Charge</b> [Per Article 8.03F(2)]	\$ 20.00
<b>Meter Test Charge</b> [Per Article 8.03F(3)]	\$ 250.00
<b>Pulled Meter Charge</b> [Per article 8.03F(4)]	Actual cost to District
<b>Unauthorized Water Use</b> [Per Article 8.03F(5)]	\$1,000.00
<b>Turn off at Main</b> [Per Article 8.03F(6)]	Actual cost to District
<b>Delinquency Charge for Non-payment</b> [Per Article 8.04G(10)]	\$15.00 and 10% per month
<b>Temporary Service Charge</b> [Per Article 9.01B]	Actual cost to District \$100.00 minimum charge \$850.00 deposit required before installation
<b>Plan Check Fees</b> [Per Article 10.1D]	
Parcel Maps	\$ 50.00
Subdivisions of 1 to 9	\$ 100.00
Parcels or dwelling units 10 - 19 units	\$ 150.00
20 or more units	\$ 200.00
<b>Fire Hydrant Test</b> [Per Article <del>10.12C</del> <u>10.13C</u> ]	Actual cost to District <del>\$650.00</del> <u>900.00</u> deposit required before test
<b>Copies of District Records</b> [Per Article 11.01]	\$ .20 per page

**Note:** The General Manager shall determine the appropriate amount to be charged for a particular service provided that is not specified above.

## CUSTOMER DEPOSITS

### **INITIAL DEPOSIT [Per Article 7.03]:**

An initial deposit equal to three months estimated water service, based on water usage over the past year, as determined by the District, may be required to establish service. The deposit may be waived at the discretion of the General Manager.

### **DEPOSIT TO RE-ESTABLISH CREDIT UPON DISCONNECTION FOR NON-PAYMENT [Per Articles 7.03A & 8.04B]:**

A deposit equal to three months estimated water service, based on water usage over the past year, as determined by the District, may be required before service is reconnected.

### **TANK TRUCK SERVICE DEPOSIT [Per Article 8.03E]:**

**Metered Service:** Cost of meter plus actual cost of installing and removing meter, of which only the cost of the meter is refundable.

**Un-metered Service:** Availability of un-metered service and the required deposit is at the discretion of the General Manager.

**METER TEST DEPOSIT [Per Article 8.03F(3)]:** \$250.00

### **TEMPORARY SERVICE DEPOSIT [Per Article 9.01B]:**

**Services up to 2 1/2":** \$850.00

**Services larger than 2 1/2":** determined by General Manager based on size of service.

**FIRE FLOW TEST [Per Article 10.13C]:** ~~\$950.00~~900.00

### **DEVELOPER DEPOSIT [Per Article 10]:**

Total estimated cost of project plus overhead charge.

**APPENDIX L**

**KINNELOA IRRIGATION DISTRICT**  
**WATER CONSERVATION PROGRAM**

# KINNELOA IRRIGATION DISTRICT WATER CONSERVATION PROGRAM

## GENERAL STATEMENT

Due to the water supply conditions prevailing within the Kinneloa Irrigation District (KID) and/or conditions and availability of imported water supplies, the general welfare requires that:

- The water resources available to KID be put to the maximum beneficial use;
- The waste or unreasonable use, or unreasonable method of use of water be prevented;
- The conservation of such water be practiced with a view to the reasonable and beneficial use thereof in the interest of the customers of KID and for the public health and safety.

The purpose of this program is to provide water conservation regulations, in a phased approach, to minimize the effect of a shortage of water supplies on the customers of KID during various critical stages of a water shortage.

## NORMAL WATER CONSERVATION

Normal water conservation practices will be in effect at all times. The KID Board of Directors has adopted the following measures for existing and new water users within KID to reduce consumption and prohibit water waste in order to sustain water supply reliability.

### Prohibited Use Applicable to Existing and New Customers

1. **Water hose usage:** Hose washing of sidewalks, walkways, driveways, parking areas, tennis courts, patios, porches or other paved areas shall not be permitted. Exceptions: Flammable or other dangerous substances may be disposed of by direct hose flushing by public safety officers for the benefit of public health and safety; Schools and other businesses that are required to hose down public eating areas.
2. **Overspray and runoff:** Use of water for any purpose which results in overspray, excessive runoff onto hardscapes, driveways, streets, adjacent lands or into gutters shall not be permitted.
3. **Fountains, similar structures and swimming pools:** Use of water to clean, fill or maintain levels in decorative fountains, similar structures and swimming pools shall not be permitted unless they have a recirculation system.
4. **Leaks:** Leaks from any facility both inside and outside of a customer's premises must be repaired promptly after the customer is notified of, or discovers a leak. Failure to repair any leak shall subject the customer to all waste of water penalties provided herein.

- 5. Irrigating times:** No watering, sprinkling or irrigating shall take place between the hours of nine a.m. (9:00AM) and six p.m. (6:00PM) in any landscaped or vegetated areas, including, but not limited to, grass, lawn, groundcover, shrubbery, annual and perennial plants, crops, trees, and California-friendly plantings, except for very short periods of time for the express purpose of adjusting or repairing an irrigation system.
- 6. Hand watering:** Hand watering of non-turf areas is allowed using a hose with a shut-off nozzle or watering can.
- 7. Windy and rainy days:** No watering, sprinkling or irrigating shall take place on days when the wind is causing overspray or when it is raining.
- 8. Vehicle washing:** The washing of automobiles, trucks, trailers, motor-homes, boats, buses, airplanes and other types of equipment shall be done with a bucket or using a hose with a shut-off nozzle. Vehicle washing may be done with recycled water or by a commercial car wash using recycled water.
- 9. Swimming pools:** Owners of outdoor swimming pools, wading pools or spas are requested to use covers to minimize the evaporation of water when pools/spas are not in use.
- 10. Construction water:** Water for construction purposes including but not limited to de-brushing of vacant land, compaction of fills and pads, trench backfill and other construction uses, shall be used in an efficient manner which will not result in runoff.
- 11. Fire hydrants:** The use of potable water from fire hydrants shall be limited to firefighting related activities or other activities immediately necessary to maintain the health, safety, and welfare of the residents.
- 12. Reporting waste of water:** The District shall maintain a program for residents to report waste of water throughout the District boundaries. Residents are requested to report any observed waste of water from surrounding properties or in the community and report to the District for follow-up.
- 13. New development:** All landscape must be in accordance with the permitting agency's landscape ordinance. If the permitting agency does not have a landscape ordinance, the Department of Water Resources Model Water Efficient Landscape Ordinance will apply.

## **WATER CONSERVATION TIPS**

Kinneloa Irrigation District urges its customers to rethink the way we use water on a daily basis. By following these water-saving tips, you can help save water every day:

### **Laundry Room**

- Use the washing machine for full loads only to save water and energy.
- Install a water-efficient clothes washer and save up to 16 gallons/load.
- Wash dark clothes in cold water to save water and energy and help clothes retain their color.

### **Kitchen**

- Install aerators on the kitchen faucet to reduce flows to less than 1 gallon per minute.
- Don't let the water run when washing dishes by hand. Fill one basin with wash water and the other with rinse water.
- Soak pots and pans instead of letting the water run while you scrape them clean.
- Install a water- and energy-efficient dishwasher and save 3 to 8 gallons/load.
- Cut back on rinsing dishes. Newer dishwashers clean more thoroughly than older ones.
- Run the dishwasher only when full to save water and energy. Newer dishwashers typically use less water than washing dishes by hand.
- Use the garbage disposal sparingly. Instead, compost vegetable food waste and save gallons every time.
- Wash your fruits and vegetables in a pan of water instead of running water from the tap.
- Collect the water you use while rinsing fruits and vegetables. Use it to water house plants.
- Don't use running water to thaw food. Defrost food in the refrigerator.
- Keep a pitcher of drinking water in the refrigerator instead of running the tap.
- Cook food in as little water as possible. This also helps it retain more nutrients.
- Select the proper pan size for cooking. Large pans may require more cooking water than necessary.
- Don't toss accidentally dropped ice cubes in the sink. Drop them in a house plant instead.

## **Bathroom**

- Install low-flow shower heads.
- Take five minute showers instead of 10 minute showers and save 12.5 gallons.
- Fill the bathtub halfway or less and save 12 gallons.
- Plug the bathtub before turning on the water and adjust the temperature as the tub fills.
- Install aerators on bathroom faucets and save 1.2 gallons per person/day.
- Turn water off when brushing teeth or shaving and save approximately 10 gallons/day.
- Install a high-efficiency toilet and save 19 gallons per person/day.
- Don't use the toilet as a wastebasket.
- Be sure to test your toilet for leaks at least once a year.
- Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.
- Consider buying a dual-flush toilet. It has two flush options: a half-flush for liquid waste and a full-flush for solid waste.
- Plug the sink instead of running the water to rinse your razor and save up to 300 gallons a month.
- Turn off the water while washing your hair and save up to 150 gallons a month.
- Turn the water off while you lather when washing your hands.
- Take a (short) shower instead of a bath. A bathtub can use up to 70 gallons of water.

## **Outdoors**

50% or more of the water we use daily goes on lawns and outdoor landscaping. There are lots of ways to save water at home, but reducing the water you use outdoors can make the biggest difference of all. Here are a few easy ways to change the way you use water outside your home.

- Water early in the morning or later in the evening when temperatures are cooler. Save: 25 gallons/each time you water.
- Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street. Save: 15-12 gallons/each time you water.

- Choose a water-efficient irrigation system such as drip irrigation for your trees, shrubs, and flowers. Save: 15 gallons/each time you water.
- Water deeply but less frequently to create healthier and stronger landscapes.
- Put a layer of mulch around trees and plants to reduce evaporation and keep the soil cool. Organic mulch also improves the soil and prevents weeds. Save: 20-30 gallons/each time you water/1,000 sq. ft.
- Plant drought-resistant trees and plants. Save: 30- 60 gallons/each time you water/1,000 sq. ft.
- Don't Overwater. Learn how much water your landscaping actually needs in order to thrive.
- Invest in a weather-based irrigation controller—or a smart controller. These devices will automatically adjust the watering time and frequency based on soil moisture, rain, wind, and evaporation and transpiration rates.

### **WATER CONSERVATION ALERT SYSTEM**

When voluntary water conservation measures by our customers do not produce the required or necessary reduction in water use, a water conservation alert system may be implemented by direction of the General Manager. If the alert system is implemented, the following measures to reduce water consumption shall be required for all water users within KID.

- a. Color Code “Blue” is defined as the Normal Water Conservation Alert. Standard water conservation applies as defined in this Appendix L of the Rules and Regulations.
- b. Color Code “Green” is defined as an Increased Voluntary Conservation Alert. Customers shall increase efforts to conserve by following strict water conservation practices indoors and limiting outdoor water use.
- c. Color Code “Yellow” is defined as an Extraordinary Conservation Alert. Customers shall minimize indoor water use and shall water outdoors no more than three (3) days per week and no more often than every other day during the hours between 9:00 a.m. and 6:00 p.m.
- d. Color Code “Orange” is defined as a Rationing Conservation Alert. Customers are required to minimize indoor water use and severely limit outdoor water use as follows:
  1. Residential and commercial landscape irrigation is limited to no more than three (3) days per week and no more often than every other day during the hours between 9:00 a.m. and 6:00 p.m.
  2. The filling, refilling or adding of water to indoor and outdoor pools, wading pools, or spas is prohibited except that adding water for the prevention of equipment failure is permissible. However, the District strongly urges that a cover be used to prevent evaporation and thereby reducing the frequency of refilling.
  3. The use of water to clean, maintain, fill, or refill decorative fountains or similar structures is prohibited except that adding water for the prevention of equipment

failure is permissible. However, the District strongly urges that use of these structures be discontinued.

4. Vehicle washing is restricted to the use of a hand-held bucket and quick rinses using a hose with a shut-off nozzle. The District encourages customers to use recycled water or a commercial car wash that uses recycled water.

5. Customers shall fix leaks within 48 hours upon notification or observation of the leak.

e. Color Code “Red” is defined as a Critical Water Conservation Alert, when water supplies are only available for health and safety needs. Customers are required to minimize indoor water use and curtail all outdoor water use and fix any leaks within 24 hours.

Notification of the Water Conservation Alert System status on any given day shall be posted on the District’s Internet site at <http://www.kinneloairrigationdistrict.info> and other means at the discretion of the General Manager.



# KINNELOA IRRIGATION DISTRICT

## RULES AND REGULATIONS

Adopted  
April 20, 1999

Revision 10  
October 21, 2014

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final period as an expediency to permit the customer to pay the closing bill at the time service is terminated.

- F. Separate Billings for Each Meter: Each meter on a Consumer's premises will be considered separately and the readings of two or more meters will not be combined except where the District's operating convenience or necessity may require the use of more than one meter or a battery of meters. In the latter case, the meter readings will be combined for billing purposes.
- G. Delinquent Bills: The following rules apply to Consumers whose bills remain not paid on the fifth (5<sup>th</sup>) day of the month following presentation.
1. Small Balance Accounts: In any billing, if less than a minimum bill remains unpaid, it may be carried over to, and added to, the next billing period.
  2. Late Notice: If payment for a billing period is not made on or before the twentieth (20<sup>th</sup>) day of the month following presentation, which is approximately forty-five (45) days from the billing date, a Late Notice will be mailed to the water service Consumer. If a payment of at least the past-due balance is not made by the shut off date on the Late Notice, the water service is subject to termination. Upon receipt of a Late Notice and up to 2-days prior to the date set for disconnection, the Consumer may request an amortization payment plan pursuant to **Article 8.04J**.
  3. Turn-Off Deadline: Water service charges and late charges must be paid on or prior to 1:00 p.m. on the day specified in the Late Notice.
  4. Contents of Late Notice: The Late Notice shall specify the following information in a clear and legible format:
    - a. Customer's name and address;
    - b. Amount in arrears;
    - c. Date by which payment must be made;
    - d. Procedures for requesting amortization of the unpaid balance;
    - e. Procedures for obtaining information on financial assistance; and
    - f. Telephone number of the District representative who can provide additional information.
  5. Forty-Eight Hour Notice of Termination: At least forty-eight (48) hours prior to actual termination as set forth in the Late Notice, the District shall make a reasonable, good faith effort to contact an adult of the residence by telephone or in person, and provide them with the information set forth in a, b, c, f of paragraph 4 above. At least one attempted personal contact coupled with use of a "door hanger" shall be deemed to be a reasonable, good faith effort at contacting an adult of the residence.
  6. Waiver of Late Notices to Public Agencies: Public agencies, because of usual sound financial base and variations in warrant payment procedures, will not be sent delinquent notices for delinquent payment of current accounts.
  7. Notification of Rejected Payment-Disposition: Upon receipt of a rejected payment taken as remittance of water service or other charges, the District will consider the account not paid.
  8. Rejected Payment for Discontinued Service: In the event the Consumer tenders a rejected payment as payment to restore water service previously disconnected for non-payment, and as a result the District restores service, the District may again promptly disconnect service without providing further notice. No 48-hour Notice of Termination

- A. Include a statement of the purpose for which the reserve is created.
- B. Establish minimum and maximum parameters for the accumulation of each reserve account.
- C. Identify the conditions under which reserves shall be expended or transferred, consistent with Board approved capital projects.
- D. The Board shall review at least annually all restricted or assigned reserve accounts and make a determination regarding the purposes for the reserves, the appropriate levels of accumulation, the conditions precedent to the utilization of the reserves, and a determination of whether or not the accounts should be maintained.

The District's reserve policy funding guidelines and target levels are set forth in **Appendix K**.

#### **ARTICLE 19: WATER CONSERVATION PROGRAM**

The Board of Directors of the Kinneloa Irrigation District has determined that a water conservation program is necessary to promote water-use efficiency and meet the regulatory requirements of local and state agencies. Due to the water supply conditions prevailing within the Kinneloa Irrigation District (KID) and/or conditions and availability of imported water supplies, the general welfare requires that:

- A. The water resources available to KID be put to the maximum beneficial use;
- B. The waste or unreasonable use, or unreasonable method of use of water be prevented;
- C. The conservation of such water be practiced with a view to the reasonable and beneficial use thereof in the interest of the customers of KID and for the public health and safety.

The purpose of this program is to provide water conservation regulations, in a phased approach, to minimize the effect of a shortage of water supplies on the customers of KID during various critical stages of a water shortage.

Resolution 2014-10-21A was adopted on October 21, 2014 to establish the Kinneloa Irrigation District Water Conservation Program as set forth in **Appendix L**.

## MISCELLANEOUS CHARGES

<b>Application Fee</b> [Per Article 7.02B]	\$ 15.00
<b>Reconnection Charge</b> [Per Article 8.03F(1)]	\$ 50.00
<b>Rejected Payment Charge</b> [Per Article 8.03F(2)]	\$ 20.00
<b>Meter Test Charge</b> [Per Article 8.03F(3)]	\$ 250.00
<b>Pulled Meter Charge</b> [Per article 8.03F(4)]	Actual cost to District
<b>Unauthorized Water Use</b> [Per Article 8.03F(5)]	\$1,000.00
<b>Turn off at Main</b> [Per Article 8.03F(6)]	Actual cost to District
<b>Delinquency Charge for Non-payment</b> [Per Article 8.04G(10)]	\$15.00 and 10% per month
<b>Temporary Service Charge</b> [Per Article 9.01B]	Actual cost to District \$100.00 minimum charge \$850.00 deposit required before installation
<b>Plan Check Fees</b> [Per Article 10.1D]	
Parcel Maps	\$ 50.00
Subdivisions of 1 to 9	\$ 100.00
Parcels or dwelling units 10 - 19 units	\$ 150.00
20 or more units	\$ 200.00
<b>Fire Hydrant Test</b> [Per Article 10.13C]	Actual cost to District \$900.00 deposit required before test
<b>Copies of District Records</b> [Per Article 11.01]	\$ .20 per page

**Note:** The General Manager shall determine the appropriate amount to be charged for a particular service provided that is not specified above.

## CUSTOMER DEPOSITS

### **INITIAL DEPOSIT [Per Article 7.03]:**

An initial deposit equal to three months estimated water service, based on water usage over the past year, as determined by the District, may be required to establish service. The deposit may be waived at the discretion of the General Manager.

### **DEPOSIT TO RE-ESTABLISH CREDIT UPON DISCONNECTION FOR NON-PAYMENT [Per Articles 7.03A & 8.04B]:**

A deposit equal to three months estimated water service, based on water usage over the past year, as determined by the District, may be required before service is reconnected.

### **TANK TRUCK SERVICE DEPOSIT [Per Article 8.03E]:**

**Metered Service:** Cost of meter plus actual cost of installing and removing meter, of which only the cost of the meter is refundable.

**Un-metered Service:** Availability of un-metered service and the required deposit is at the discretion of the General Manager.

**METER TEST DEPOSIT [Per Article 8.03F(3)]:** \$250.00

### **TEMPORARY SERVICE DEPOSIT [Per Article 9.01B]:**

**Services up to 2 1/2":** \$850.00

**Services larger than 2 1/2":** determined by General Manager based on size of service.

**FIRE FLOW TEST [Per Article 10.13C]:** \$900.00

### **DEVELOPER DEPOSIT [Per Article 10]:**

Total estimated cost of project plus overhead charge.

## **APPENDIX L**

# **KINNELOA IRRIGATION DISTRICT WATER CONSERVATION PROGRAM**

# KINNELOA IRRIGATION DISTRICT WATER CONSERVATION PROGRAM

## GENERAL STATEMENT

Due to the water supply conditions prevailing within the Kinneloa Irrigation District (KID) and/or conditions and availability of imported water supplies, the general welfare requires that:

- The water resources available to KID be put to the maximum beneficial use;
- The waste or unreasonable use, or unreasonable method of use of water be prevented;
- The conservation of such water be practiced with a view to the reasonable and beneficial use thereof in the interest of the customers of KID and for the public health and safety.

The purpose of this program is to provide water conservation regulations, in a phased approach, to minimize the effect of a shortage of water supplies on the customers of KID during various critical stages of a water shortage.

## NORMAL WATER CONSERVATION

Normal water conservation practices will be in effect at all times. The KID Board of Directors has adopted the following measures for existing and new water users within KID to reduce consumption and prohibit water waste in order to sustain water supply reliability.

### **Prohibited Use Applicable to Existing and New Customers**

- 1. Water hose usage:** Hose washing of sidewalks, walkways, driveways, parking areas, tennis courts, patios, porches or other paved areas shall not be permitted. Exceptions: Flammable or other dangerous substances may be disposed of by direct hose flushing by public safety officers for the benefit of public health and safety; Schools and other businesses that are required to hose down public eating areas.
- 2. Overspray and runoff:** Use of water for any purpose which results in overspray, excessive runoff onto hardscapes, driveways, streets, adjacent lands or into gutters shall not be permitted.
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- 5. Irrigating times:** No watering, sprinkling or irrigating shall take place between the hours of nine a.m. (9:00AM) and six p.m. (6:00PM) in any landscaped or vegetated areas, including, but not limited to, grass, lawn, groundcover, shrubbery, annual and perennial plants, crops, trees, and California-friendly plantings, except for very short periods of time for the express purpose of adjusting or repairing an irrigation system.
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- 7. Windy and rainy days:** No watering, sprinkling or irrigating shall take place on days when the wind is causing overspray or when it is raining.
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- 12. Reporting waste of water:** The District shall maintain a program for residents to report waste of water throughout the District boundaries. Residents are requested to report any observed waste of water from surrounding properties or in the community and report to the District for follow-up.
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## **WATER CONSERVATION TIPS**

Kinneloa Irrigation District urges its customers to rethink the way we use water on a daily basis. By following these water-saving tips, you can help save water every day:

### **Laundry Room**

- Use the washing machine for full loads only to save water and energy.
- Install a water-efficient clothes washer and save up to 16 gallons/load.
- Wash dark clothes in cold water to save water and energy and help clothes retain their color.

### **Kitchen**

- Install aerators on the kitchen faucet to reduce flows to less than 1 gallon per minute.
- Don't let the water run when washing dishes by hand. Fill one basin with wash water and the other with rinse water.
- Soak pots and pans instead of letting the water run while you scrape them clean.
- Install a water- and energy-efficient dishwasher and save 3 to 8 gallons/load.
- Cut back on rinsing dishes. Newer dishwashers clean more thoroughly than older ones.
- Run the dishwasher only when full to save water and energy. Newer dishwashers typically use less water than washing dishes by hand.
- Use the garbage disposal sparingly. Instead, compost vegetable food waste and save gallons every time.
- Wash your fruits and vegetables in a pan of water instead of running water from the tap.
- Collect the water you use while rinsing fruits and vegetables. Use it to water house plants.
- Don't use running water to thaw food. Defrost food in the refrigerator.
- Keep a pitcher of drinking water in the refrigerator instead of running the tap.
- Cook food in as little water as possible. This also helps it retain more nutrients.
- Select the proper pan size for cooking. Large pans may require more cooking water than necessary.
- Don't toss accidentally dropped ice cubes in the sink. Drop them in a house plant instead.

## **Bathroom**

- Install low-flow shower heads.
- Take five minute showers instead of 10 minute showers and save 12.5 gallons.
- Fill the bathtub halfway or less and save 12 gallons.
- Plug the bathtub before turning on the water and adjust the temperature as the tub fills.
- Install aerators on bathroom faucets and save 1.2 gallons per person/day.
- Turn water off when brushing teeth or shaving and save approximately 10 gallons/day.
- Install a high-efficiency toilet and save 19 gallons per person/day.
- Don't use the toilet as a wastebasket.
- Be sure to test your toilet for leaks at least once a year.
- Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.
- Consider buying a dual-flush toilet. It has two flush options: a half-flush for liquid waste and a full-flush for solid waste.
- Plug the sink instead of running the water to rinse your razor and save up to 300 gallons a month.
- Turn off the water while washing your hair and save up to 150 gallons a month.
- Turn the water off while you lather when washing your hands.
- Take a (short) shower instead of a bath. A bathtub can use up to 70 gallons of water.

## **Outdoors**

50% or more of the water we use daily goes on lawns and outdoor landscaping. There are lots of ways to save water at home, but reducing the water you use outdoors can make the biggest difference of all. Here are a few easy ways to change the way you use water outside your home.

- Water early in the morning or later in the evening when temperatures are cooler. Save: 25 gallons/each time you water.
- Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street. Save: 15-12 gallons/each time you water.

- Choose a water-efficient irrigation system such as drip irrigation for your trees, shrubs, and flowers. Save: 15 gallons/each time you water.
- Water deeply but less frequently to create healthier and stronger landscapes.
- Put a layer of mulch around trees and plants to reduce evaporation and keep the soil cool. Organic mulch also improves the soil and prevents weeds. Save: 20-30 gallons/each time you water/1,000 sq. ft.
- Plant drought-resistant trees and plants. Save: 30- 60 gallons/each time you water/1,000 sq. ft.
- Don't Overwater. Learn how much water your landscaping actually needs in order to thrive.
- Invest in a weather-based irrigation controller—or a smart controller. These devices will automatically adjust the watering time and frequency based on soil moisture, rain, wind, and evaporation and transpiration rates.

### **WATER CONSERVATION ALERT SYSTEM**

When voluntary water conservation measures by our customers do not produce the required or necessary reduction in water use, a water conservation alert system may be implemented by direction of the General Manager. If the alert system is implemented, the following measures to reduce water consumption shall be required for all water users within KID.

- a. Color Code **“Blue”** is defined as the Normal Water Conservation Alert. Standard water conservation applies as defined in this Appendix L of the Rules and Regulations.
- b. Color Code **“Green”** is defined as an Increased Voluntary Conservation Alert. Customers shall increase efforts to conserve by following strict water conservation practices indoors and limiting outdoor water use.
- c. Color Code **“Yellow”** is defined as an Extraordinary Conservation Alert. Customers shall minimize indoor water use and shall water outdoors no more than three (3) days per week and no more often than every other day during the hours between 9:00 a.m. and 6:00 p.m.
- d. Color Code **“Orange”** is defined as a Rationing Conservation Alert. Customers are required to minimize indoor water use and severely limit outdoor water use as follows:
  1. Residential and commercial landscape irrigation is limited to no more than three (3) days per week and no more often than every other day during the hours between 9:00 a.m. and 6:00 p.m.
  2. The filling, refilling or adding of water to indoor and outdoor pools, wading pools, or spas is prohibited except that adding water for the prevention of equipment failure is permissible. However, the District strongly urges that a cover be used to prevent evaporation and thereby reducing the frequency of refilling.
  3. The use of water to clean, maintain, fill, or refill decorative fountains or similar structures is prohibited except that adding water for the prevention of equipment

failure is permissible. However, the District strongly urges that use of these structures be discontinued.

4. Vehicle washing is restricted to the use of a hand-held bucket and quick rinses using a hose with a shut-off nozzle. The District encourages customers to use recycled water or a commercial car wash that uses recycled water.
  5. Customers shall fix leaks within 48 hours upon notification or observation of the leak.
- e. Color Code **“Red”** is defined as a Critical Water Conservation Alert, when water supplies are only available for health and safety needs. Customers are required to minimize indoor water use and curtail all outdoor water use and fix any leaks within 24 hours.

Notification of the Water Conservation Alert System status on any given day shall be posted on the District’s Internet site at <http://www.kinneloairrigationdistrict.info> and other means at the discretion of the General Manager.

**RESOLUTION 2014-10-21B**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT AUTHORIZING PARTICIPATION IN THE CSDA DISTRICT PURCHASING CARD PROGRAM WITH BANK OF THE WEST.**

**WHEREAS**, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the District; and

**WHEREAS**, the California Special Districts Association (CSDA) has negotiated with Bank of the West to provide a Purchasing Card Program for vendor payments and other purchasing transactions; and

**WHEREAS**, the CSDA District Purchasing Card Program (Program) is available to members of the CSDA and the Kinneloa Irrigation District is a member of the CSDA; and

**WHEREAS**, the District has policy and procedures regarding the use of credit cards.

**NOW THEREFORE, IT IS RESOLVED** that the Board of Directors of the Kinneloa Irrigation District directs the following actions:

- Authorize participation with Bank of the West in the CSDA District Purchasing Card Program;
- Authorize the application to the Program for credit cards or purchasing cards;
- Authorize the General Manager to negotiate and execute any necessary agreements.

**PASSED, APPROVED AND ADOPTED THIS TWENTY-FIRST DAY OF OCTOBER 2014.**

SIGNED: \_\_\_\_\_  
Gerrie G. Kilburn, Chair

ATTEST: \_\_\_\_\_  
Gordon L. Johnson, Secretary



# Memo

Date: October 8, 2014  
To: Board of Directors  
From: Mel Matthews  
Subject: CSDA District Purchasing Card Program

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For many years, the Kinneloa Irrigation District has used Bank of America credit cards for online purchasing and vendor payments where the use of checks is not feasible or convenient. Although this relationship has been satisfactory, I have explored other business card programs that would provide rebates and other benefits to the District and recommend the California Special Districts Association (CSDA) District Purchasing Card Program.

Bank of the West has partnered with CSDA for a purchasing program which issues purchasing or credit cards to qualified member agencies. The Kinneloa Irrigation District is a member of CSDA and is eligible to make an application to this program. The program aggregates the purchases of all participating members and offers free annual membership and variable cash rebates based on the volume of purchasing of all of the participating members. The accompanying resolution, when adopted by the Board, together with the application will be submitted to Bank of the West to establish the credit card account. The District has specific procedures relating to the use of credit cards which will continue to be followed with this new credit card program. Once the new program is established, the account with Bank of America will be closed.

I have attached additional information on the CSDA program.

# Government Banking



**California Special Districts Association**

**CSDA  
District Purchasing Card**

# Government Card Solutions – Benefits for CSDA Members

CSDA and members using the CSDA District Purchasing Card Program\* for vendor payments, purchasing, travel or fleet transactions gain the following benefits:



- **Control** the program through individual cardholder limits and online transaction monitoring.
- **Fraud Protection\*** is included with the program at no extra cost.
- **Earn rewards** through cash back rebates.

\* Certain terms and conditions apply

# Typical Government Card Uses

- **Cellular Phones/Pagers**
- **Telecommunications**
- **Utilities**
- Insurance Services
- Fleet Maintenance/Fuel
- Postage
- Office Supplies
- Furniture/Office Equipment
- Food Services/Vending Machines
- Tools/Hardware
- Printing/Copying/Business Forms
- Courier Services/Freight
- Industrial Supplies
- Printing/Copying/Business Forms
- Temporary Services
- Building Services/Janitorial
- Equipment Leasing
- Membership Dues/Subscriptions
- Landscape Contracts
- Security Services
- Computer Hardware/Software
- Travel Expenses
- Conferences/Workshops/Webinars
- Uniforms
- First Aid Supplies
- Legal/Consulting Services

# CSDA District Purchasing Card Program Features & Controls

- The CSDA District Purchasing Card Program is offered to all CSDA District members (subject to credit approval).
- The program is designed for general purchasing expenses, travel expenses and to potentially replace the use of ‘personal’ cards.
- **Authorization Control Features:**
  - A program credit limit is determined by the bank based on the participating District’s financial statements.
    - Credit is underwritten on a District by District basis
    - Any credit losses are paid by the District incurring the loss
  - Individual cardholder credit limits are determined by each CSDA District
- **Additional Control Features:**
  - Fraud protection – District is not responsible for fraud losses as long as the transactions are communicated immediately to the bank



# CSDA District Purchasing Card Program Features & Controls

(continued)

- **Additional Control Features:**

- Dispute Transactions – District has up to 60 days to dispute a transaction
- Up to \$100,000 Protection against Employee Misuse\* – Protects the District in the event of cardholder abuse

- **Free Insurance and Assistance Programs:**

- \$100,000 travel accident insurance
- Auto Car Rental Collision Damage Waiver Insurance
- Emergency Card Replacement



- **Travel Assistance Services:**

- Emergency Message Assistance
- Medical Referral Assistance
- Roadside Assistance
- Legal Referral Assistance
- Emergency Ticket Replacement
- Emergency Transportation Assistance
- Lost Luggage Locator Assistance

\*Specific terms & conditions apply

# CSDA District Purchasing Card Program Features & Controls

(continued)

- **Billing & Payment Terms**

- Billing date – 28th of each month
- Payment is due 25 days after the billing date
- Payment may be made by direct debit or payment on-line

- **Billing Statements**

- Are available on-line the day after the statement billing date
- Are also available in paper form and will be mailed to your office



# Attractive Financial Rebate Offer

- Annual Volume is an aggregate of the total spend of CSDA and all participating districts.
- No minimum spend is required. Participant districts begin earning rebates on dollar one.

## Rebate Schedule:

ANNUAL AGGREGATED VOLUME		REBATE RATE*
Minimum	Maximum	
0	999,999	0.50%
1,000,000	4,999,999	0.70%
5,000,000	7,499,999	0.80%
7,500,000	14,999,999	0.90%
15,000,000	19,999,999	1.00%
20,000,000	49,999,999	1.05%
50,000,000	79,999,999	1.15%
80,000,000	Over	1.25%

If reduced interchange is received due to “large ticket transaction rates” as defined by MasterCard, Bank reserves the right to apply the Large Dollar Rebate table shown below:

## Rebate Chart for transactions meeting “Large Ticket” criteria

AVERAGE TICKET		REBATE RATE*
Minimum	Maximum	
5,000	9,999	0.35%
10,000	19,999	0.20%
20,000	29,999	0.15%
30,000	Over	0.10%

\* Subject to credit approval

# Rebate Payout Example

Entity	Volume	Rebate Rate	Annual Rebate Payout
CSDA	400,000	0.80%	3,200
Agency A	2,000,000	0.80%	16,000
Agency B	400,000	0.80%	3,200
Agency C	1,500,000	0.80%	12,000
Agency D	600,000	0.80%	4,800
Agency E	<u>800,000</u>	0.80%	<u>6,400</u>
<b>Total</b>	<b>5,700,000</b>		<b>42,400</b>

- By aggregating the spend of CSDA and its members, the District Purchasing Card Program allows each participating agency to earn greater rebates.
- The greater the spend of each participating agency, the greater rebate potential for all.
- Rebates will be awarded annually based on each agency's spending volume.

# CSDA District Purchasing Card Program Technology

- **On-Line Information Reporting – CentreSuite**

- Included with the program at no cost
- 24/7 ability to view transactions, reports and monthly statement on-line
- Order new cards on-line
- Make changes to cardholder information on-line
- The following reports are available on-line and may be run on an ad-hoc basis:
  - Allocation Analysis Report
  - Cardholder Dispute Form
  - Cardholder Profile Report
  - Merchant Report
  - Multiple Transaction Exception Report
  - Program Change Request Audit Report
  - Statement of Account Report
  - Transaction Report
  - User Profile Report




# CentreSuite – View Statements On-Line & Make Program Changes


View Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links >>



## Commercial Card Online



HOME Statements Accounts Reports Expenses Administration Help LOGOFF

Statements > Account Activity

### Select Accounts

My Accounts Accounts I Manage Search for Statements

Account Number	Name on Account
543216*****5849	PAUL O RILEY

**Statement(s)**

- November 2007
- October 2007
- September 2007
- August 2007
- July 2007
- June 2007

To view a statement, you must first have Adobe Acrobat Reader installed.

### End of Select Accounts

Universe Bank  
P.O. BOX 1234  
ANYWHERE IL 12345-1234

BNP PARIBAS  
123 MAIN STREET  
BUILDING 3 SUITE 400  
CHICAGO IL 42341

Account Number 3333-1263  
Payment Due N/A  
New Balance N/A  
Minimum Payment N/A

33331263 00000000 00000000

*Please Detach and Return With Your Payment*

Please refer to enclosed notices for important information about your account.

Account Summary	Balance Summary
Account Number 0000-0201	Previous Balance \$880.40
Statement Closing Date November 29, 2007	Credits \$880.40
Credit Line \$10,000.00	Purchases and Debits \$380.43
Available Credit \$9,510.00	Cash Advances \$0.00
Minimum Payment \$380.43	<b>FINANCE CHARGE</b> \$0.00
Payment Due Date December 20, 2007	New Balance \$380.43

**Important Contact Information** (See reverse side for billing and other important information)

Payment Address: Card Services P.O. Box 12345 Somewhere, XX 23456-8901	Customer Service: 1-888-123-4567 or (123) 987-6543 Fax Number: (123) 555-5432
E-mail Address: support@bank.net TTY Telephone: (123) 555-7890	Dispute Resolution Address: P.O. Box 9999 Somewhere, XX 23456-9999

**Transaction Detail**

Trans Date	Post Date	Description	Amount
04/03	04/03	CANTINA GRILL CONC. C. DENVER CO 0000000000	\$8.57
04/01	04/03	NEWS & GIFTS #869 DE DENVER CO 0000000000	\$8.30
04/03	04/04	NASHVILLE AIRPORT NASHVILLE TN 0000000000	\$5.30
04/04	04/08	ATLANTA BRISKO COMPANY ATLANTA GA 0000000000	\$2.89
04/05	04/08	MARRIOTT 33749 ALT AP COLLEGE PARK GA 0000000000	\$145.77
04/10	04/10	PAYMENT	\$880.40 CR
04/11	04/15	HERTZ HUNTSVILLE AIRPORT HUNTSVILLE AL 0000000000	\$196.77
04/24	04/24	POUR LA FRANCE 999-7575 CO 0000000000	\$8.30
04/24	04/24	MARRIOTT HOTELS F/B CALGARY ON 09/26 (Foreign Currency) 10.59 CAD (Rate) 1.5574	\$6.80
04/25	04/29	MARRIOTT HOTELS F/B CALGARY ON 09/27 (Foreign Currency) 10.48 CAD (Rate) 1.5574	\$6.73

View Statements

# CentreSuite - Make Payments On-Line

**Commercial Card Online**

HOME Statements Accounts Reports Expenses Administration Help LOGOFF

Statements > Make Payment

Make Payment Previous Confirm Payment

Payment Date:

Payments made after 5:00 pm ET will be processed the next business day.

**Bank Information**

\* Required field

Account Nickname  i

Bank Account Type    
 Personal  Business

\* Bank Account Number

\* Transit Routing Number  i

**Selected Accounts**

Select All <input type="checkbox"/>	Payment Log	Name on Account	Account Number	Statement Balance	Minimum Payment	Payment Due Date	Current Balance	Credit Limit	Payment Options	Amount
<input checked="" type="checkbox"/>		PAUL O RILEY	543216*****5849	\$4,383.44	\$88.00	6/15/2008	\$6,349.52	\$20,000.00	Statement Balance <input type="text" value="Statement Balance"/>	\$4,383.44
<input checked="" type="checkbox"/>		HARRY G NEWTON	543216*****4201	\$389.43	\$15.00	6/15/2008	\$520.36	\$5,000.00	Statement Balance <input type="text" value="Statement Balance"/>	\$389.43
<input checked="" type="checkbox"/>		CENTRAL UNIVERSITY	543216*****0101	\$2,123.65	\$42.00	6/15/2008	\$3,997.88	\$9,999,999.00	Statement Balance <input type="text" value="Statement Balance"/>	\$2,123.65

End of Make Payment Previous Confirm Payment

# Why Bank of the West

- **State of Art Technology**

- View transactions on-line
- On-line bill payment
- View statements on-line
- Perform on-line account maintenance

- **Experience**

- Dedicated program support in California
- 1-800 Cardholder support

- **Attractive Financial Offering**

- Annual cash back rebates
- Rebate spending aggregated for CSDA  
to increase payouts to members



# CSDA District Purchasing Card Program Application Process

- **Visit [www.csgda.net/card](http://www.csgda.net/card)**
- **Step-by-step instructions and forms** for enrollment in the CSDA District Purchasing Card Program are available on the CSDA website.
- **Implementation**
  - The bank will evaluate the credit of each District applying for a card program.
  - Upon credit approval, the timeframe to receive cards is 4-6 weeks.
  - Standard CSDA logo cards will be provided to each District.
  - Cards can be mailed to your office or directly to your cardholders.
- **Customer Service**
  - Bank of the West will provide account servicing and education regarding best practices.
  - Support for District program administrators at 866-683-9893 or contact CSDA Member Services Director Cathrine Lemaire at 877-924-2732 .

**BANK** OF **THE WEST** 

# General Manager's Report for the Board of Directors Meeting on October 21, 2014

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

- 16 accounts received past-due notice
- 16 accounts received late charges in the total amount of \$285.94
- 7 accounts received door hanger shut off notice
- 0 accounts were shut off for non-payment
- 1 account remains shut off for non-payment

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
January 2014	\$21,534.89	\$1,251.61	\$16.32	\$0.00	\$22,802.82
February 2014	\$45,508.72	\$1,631.05	\$216.50	\$16.32	\$47,372.59
March 2014	\$34,460.40	\$3,123.69	\$773.48	\$232.82	\$38,590.39
April 2014	\$21,542.73	\$1,986.53	\$386.45	\$213.03	\$24,128.74
May 2014	\$41,789.99	\$3,373.77	\$238.42	\$419.11	\$45,821.29
June 2014	\$48,926.12	\$3,045.41	\$371.59	\$315.24	\$52,658.36
July 2014	\$46,766.47	\$3,382.59	\$317.21	\$499.79	\$50,966.06
August 2014	\$52,304.50	\$1,515.94	\$305.10	\$609.94	\$54,735.48
September 2014	\$51,281.18	\$4,517.83	\$214.65	\$600.85	\$56,614.51
October 2014					
November 2014					
December 2014					

### C. Internet Usage –

Month	Visitors	Page Views	Online Payments	Online Amount
January 2014	106	459	32	\$5,380.79
February 2014	117	403	29	\$4,356.27
March 2014	133	346	40	\$6,556.36
April 2014	143	446	26	\$3,963.75
May 2014	127	352	37	\$6,869.92
June 2014	140	409	31	\$7,374.51
July 2014	183	520	41	\$8,116.83
August 2014	170	445	41	\$8,716.54
September 2014	187	580	38	\$7,068.16
October 2014				
November 2014				
December 2014				
<b>Year to Date</b>	<b>1306</b>	<b>3960</b>	<b>315</b>	<b>\$58,403.13</b>

## II. General Manager's Projects and Activities

- A. Water Conservation Program** – The revised document is being presented at this meeting for final adoption and subsequent publication in the District's Rules and Regulations.
- B. Water Rates** – The Public Hearing Notice for the proposed water rates for 2015 was prepared and sent to all customers and property owners in the District. The Public Hearing is scheduled for December 16, 2014, at the District's regular board meeting.
- C. Projects for 2015** – I have signed off on the Plans and Specifications for the Vosburg Booster Replacement project. The notice inviting bids can now be disseminated. The next revision of the East-West Tank Connector Pipeline plans are expected to be received by the time of this meeting.
- D. Activities/Meetings/Webinars/Conferences for September 2014**

Subject	Location	Start	End	Purpose
<b>ACWA Region 8 Board Meeting</b>	Conference Call	Wed 9/3/2014 4:00 PM	Wed 9/3/2014 5:00 PM	Region 8 conference planning
<b>RBMB Pumping and Storage Committee Meeting</b>	Azusa Conference Room	Thu 9/4/2014 2:30 PM	Thu 9/4/2014 4:00 PM	Committee Meeting
<b>SCE Water Conference</b>	Irwindale	Wed 9/10/2014 7:30 AM	Wed 9/10/2014 4:00 PM	Continuing Education
<b>FMWD Special Board Meeting</b>	La Canada	Thu 9/11/2014 4:30 PM	Thu 9/11/2014 5:30 PM	Consideration of new business credit card account
<b>FMWD Board Meeting</b>	La Canada	Mon 9/22/2014 3:00 PM	Mon 9/22/2014 5:00 PM	Regular FMWD Board Meeting
<b>RBMB Board Meeting</b>	Azusa	Tue 9/23/2014 1:00 PM	Tue 9/23/2014 4:00 PM	RBMB Quarterly Board Meeting
<b>Meet with Southern California Gas Co.</b>	Vosburg	Thu 9/25/2014 10:00 AM	Thu 9/25/2014 11:00 AM	Site selection for data collection unit
<b>CSDA Conference</b>	Palm Springs	Mon 9/29/2014 12:00 AM	Fri 10/3/2014 12:00 AM	CSDA Annual Conference

### III. System and Facility Activities and Incidents

- A. **Water Sampling/Well Water Level** – Water quality sampling and well water level measurements were completed. Extra testing at Eucalyptus Tunnel was needed because of a positive result for enterococcus. Positive result was possibly due to tree trimming in the area that was being done at the time of the first sampling. Four succeeding samples were ok and the tunnel was put back in service.
- B. **Generator and Portable Pump Maintenance/Testing** – Monthly scheduled testing and maintenance were performed. The primer system on the pump at Sage Reservoir needs repair. However, this system is not needed at the Sage site and is being bypassed until it can be repaired.
- C. **K-3 Well** – An alarm was received for an unexpected shutdown at 3:30 am on 10/7/2014. I responded to the site and after troubleshooting the system I was able to restart the pump manually and switch to automatic operation. No specific explanation was determined except it was noted after reviewing the event log that other sites experienced power anomalies at the same time but did not generate alarms.
- D. **Pasadena Glen Booster Pump** – A loose connection in the electrical panel caused a shutdown of this pump for about 24 hours until a temporary repair was completed. The system was reconfigured to provide water to the Vosburg reservoir from the Holly Tanks site for the period of the shutdown. A permanent repair was subsequently completed. There was no damage to the booster pump or motor.

### IV. Informational Items – State Legislative Update

- A. **WATER BOND** – AB 1471 passed by Legislature and signed by Governor Brown, to be on November 4th general election ballot as Proposition 1. Key components of the bond measure to be presented to the voters:
  - 1. **Storage - \$2.7 billion** for continuous appropriation for water storage projects to improve the operation of the state water system (California Water Commission to select eligible projects);
  - 2. **Regional Water Reliability – \$810 million:** (i) \$510 million for integrated regional water management; (ii) \$200 million for stormwater management and capture; and (iii) \$100 million for water conservation projects;
  - 3. **Safe Drinking Water - \$520 million:** (i) to leverage federal funds for safe drinking water and clean water programs and for disadvantaged communities; (ii) \$260 million for Small Community Wastewater Program (i.e., wastewater treatment); and (iii) \$260 million for drinking water infrastructure and related actions to meet safe drinking water standards and/or to ensure affordable drinking water.
  - 4. **Water Recycling - \$725 million** for water recycling projects and activities (at least a 50% cost share required, except for disadvantaged communities and economically distressed areas).
  - 5. **Groundwater Sustainability - \$900 million:** (i) \$800 million to prevent and reduce groundwater contaminants; and (ii) \$100 million for sustainable groundwater management planning and implementation.
  - 6. **Watershed Protection, Watershed Ecosystem Restoration, State Settlements - \$1.495 billion:** including: (i) \$327.5 million for conservancies; (ii) \$200 million for Wildlife Conservation Board for restoration of flows; (iii) \$285 million for Department of Fish and Wildlife, but no mitigation for BDCP; (iv) \$475 million for state settlements for Central Valley Project Improvement Act and San Joaquin River Settlement; and (v) \$120 million for rivers and creeks.
  - 7. **Statewide Flood Management - \$395 million:** (i) \$100 million for statewide flood management projects and activities; and (ii) \$295 million for Delta levee subvention programs and Delta flood protection projects.

8. **General Provisions:** (i) funding eligibility requires urban or agricultural water management plans and compliance with 2009 Water Conservation Act; (ii) Bay Delta Conservation Plan neutral; (iii) protects existing water rights and reaffirms area of origin protections; and (iv) reallocates \$105 million from Prop. 84, \$100 million from Prop. IE, \$95 million from Prop. 50, \$86 million from Prop. 13, \$25.5 million from Prop. 204, \$13.5 million from Prop. 44, and \$7.120 billion of new debt.

## B. SIGNED BILLS

1. **AB 52 (Gatto): California Environmental Quality Act (CEQA) – Native American Consultation** – Creates a new CEQA consultation process between Native American tribes and lead agencies for projects that impact tribal cultural resources. Beginning July 1, 2015, lead agencies must consult with Native American tribes, who have requested consultation, prior to the release of a negative declaration, mitigated negative declaration or environmental impact report. Native American tribes include those that are federally recognized or Native American tribes located in California and on the contact list maintained by the Native American Heritage Commission.
2. **AB 1522 (Gonzalez): Paid Sick Leave** – Titled the “Healthy Workplaces, Healthy Families Act of 2014” this law requires all employers to grant up to 3 days of paid sick leave to employees that have been employed for 30 days or longer. Sick leave accrues at 1 hour for every 30 hours work, and may be taken following 90 days of employment. Local agency policies meeting the minimum accrual and leave-time policies established by AB 1522 may serve as acceptable alternatives to the law, which takes effect July 1, 2015.
3. **AB 2040 (Garcia): Public Official Compensation Posting** – Requires that any local public agency that maintains a website must include a link on their website to the State Controller’s Office public compensation online database [www.publicpay.ca.gov](http://www.publicpay.ca.gov). Alternatively, the local agency may post to its website its local officials’ compensation data as reported to the State Controller’s Office to meet the requirements of the bill. This law takes effect January 1, 2015. Earlier versions of the measure would have required local agencies to maintain their own online databases with salary, benefit, and reimbursement data for all elected officials, staff, and consultants.
4. **SB 628 (Beall): Enhanced Infrastructure Financing Districts (EIFD)** – Effectively replaces former redevelopment agencies (RDAs) with a collaborative and accountable new infrastructure and economic development tool for special districts and other local agencies. This new law permits these agencies to invest property tax increment and other available funding to improve infrastructure. Most importantly, EIFDs will prohibit the diversion of property tax revenue away from special districts and other taxing entities without their consent. EIFDs will also allow each participating taxing entity to appoint a representative to its board, literally giving special districts a seat at the table.

## C. VETOED BILLS

1. **AB 543 (Campos): Translation of CEQA Notices** – Would have required the Governor’s Office of Planning and Research (OPR) to prepare new CEQA guidelines to establish criteria for a lead agency to assess the need for translating certain CEQA notices into non-English languages.
2. **AB 2126 (Bonta): Mediation and Factfinding** – Would have created significant delays in the meet and confer process by creating mandatory mediation at the request of either party in a negotiation between a public agency and recognized employee organization. Also, would have required a mediator to be agreed upon within five days, or if no agreement could be met, would have authorized the Public Employment Relations Board (PERB) to select a mediator. In addition, would have allowed finding panels to selectively determine which information to include or exclude in their dispute evaluation and take under consideration any matters subject to the meet and confer process, rather than be limited to the source of impasse.
3. **AB 2493 (Bloom): Mardi Gras Bonds** – Would have allowed 39 former redevelopment agencies (RDAs) to spend \$750 million in bonds that were not under contract before June 28, 2011. Due to interest rates in excess of eight percent, taken on during the “Mardi Gras” period following the governor’s RDA dissolution announcement, this would have ultimately cost special districts, counties, cities and schools approximately \$2 billion. While the measure’s intent was noteworthy, it would have simultaneously undermined funding for core local services. Moreover, if the state is looking to invest in local infrastructure, it could find a more equitable approach that is not limited to the 39 RDAs that took on “Mardi Gras” bonds.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
SEPTEMBER 16, 2014**

**MEMBERS PRESENT:** Chair - President Gerrie Kilburn  
Directors - Griffith, Eldridge, Johnson, Sorell

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

**CALL TO ORDER:**

The meeting was called to order by the Chair, Gerrie Kilburn, at 1930 hours. She declared a quorum was present. The Agenda was approved as presented.

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

**DISCUSSION OF PROPOSAL FROM SOUTHERN CALIFORNIA GAS COMPANY FOR INSTALLATION OF  
ADVANCED METER DATA COLLECTION UNIT ON DISTRICT PROPERTY:**

**Helen Shaw, Juan Gonzalez, Jr., and Dennis Lord** from the Southern California Gas Company presented a request to the Board to install a Meter Data Collection Unit on the Vosburg Reservoir Site.

It was M/S/C-(Sorell, Eldridge) –

**“That Staff meet with representatives from the Southern California Gas Company on the Vosburg site to select the exact space where the device would be located and that the Southern California Gas Company submit a written proposal to the Board at the October Board Meeting.”**

Board members Griffith, Eldridge, Johnson, Kilburn, and Sorell voted Aye.

**RESOLUTION 2014-9-16 WATER QUALITY, SUPPLY, AND INFRASTRUCTURE IMPROVEMENT ACT:**

The **General Manager** explained that this legislative act would be on the November ballot and urged the Board to adopt the resolution in support of the Act.

It was M/S/C-(Johnson/Griffith) –

**“That the Board adopt Resolution 2014-9-16 in support of Proposition 1 – The Water Quality, Supply and Infrastructure Improvement Act of 2014.”**

Board members Griffith, Eldridge, Johnson, Kilburn, and Sorell voted Aye.

**REVIEW OF APPENDIX L – PROPOSED WATER CONSERVATION PROGRAM:**

The Board reviewed the proposed document as presented in the Board Packet. It was agreed that the Board Members can submit their suggestions to the General Manager before the next meeting and that the document with any revisions would be presented for action at the October meeting. The General Manager said that the Water Conservation Program can be changed any time in the future by action of the Board.

**PRESENTATION OF PRODUCTION AND SALES REPORT FOR 2013-2014:**

The **General Manager** reviewed his extensive report in detail and noted that:

- Tunnel Production was significantly below the 20 year average of 272 acre feet.
- This year is the third consecutive year for significantly below-average rainfall.
- In spite of promoting water conservation measures, water sales have increased each year for the past three years and this increase is attributed to the continuation of the drought rather than a lack of conservation efforts by the customers.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
SEPTEMBER 16, 2014**

Page 2

**DISCUSSION OF WATER RATES:**

The **General Manager** stated that he had presented an extensive written review of the subject in the Board Packet and requested any comments or questions from the Board regarding the material presented. Following discussion and clarification of some items there was a unanimous decision among the Board that a rate increase was needed.

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

**“That the monthly service charge and commodity charge be increased 5% starting January 1, 2015.”**  
Board members Griffith, Eldridge, Johnson, Kilburn, and Sorell voted Aye.

**DISCUSSION OF SCHEDULING AND FINANCING OF MAJOR PROJECTS FOR 2015:**

The **General Manager** recommended that the Vosburg Reservoir project be scheduled for the winter and that the East-West Pipeline project be done in the summer. The **Facilities Supervisor** stated that the Engineer is scheduled to have the Vosburg Project Bid package ready by the first of October and then request for bids can be sent out in the middle of October.

The **General Manager** stated that he had researched various financing alternatives and is recommending the proposal from California Special District Finance Corporation that is in the Board Packet. The proposal is for \$1 million dollars structured as a lease purchase agreement for a 20 year term at 4.15%. He stated that his signature on this proposal would serve to lock in the interest rate at 4.15% but would not bind the District to accept the financing. If the District accepts the financing, it could take up to 60 days to fund.

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

**“That the General Manager be authorized to sign the proposal with the understanding that this does not obligate the District to accept the Financing.”**  
Board members Griffith, Eldridge, Johnson, Kilburn, and Sorell voted Aye.

**GENERAL MANAGER’S REPORT:**

The **General Manager’s report** was reviewed by the Board and the Board had no questions or comments.

**REVIEW OF MINUTES:**

The minutes of August 19, 2014, were reviewed and approved for filing as presented.

**REVIEW OF FINANCIAL REPORTS:**

Director Sorell reviewed the reports for August 31, 2014, and they were accepted for filing as presented.

**POSSIBLE ITEMS FOR NEXT AGENDA:**

Review of Appendix L  
Discussion of Rates  
Update on Projects  
Public Meeting Agenda

**ADJOURNMENT:**

The meeting was adjourned at 2130 hours.  
The next meeting will be on October 21, 2014.

Respectfully submitted,

Shirley Burt  
Secretary to the Board



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 TELEPHONE (626) 797-6295 • FAX (626) 794-5552  
 WEBSITE: kinneloairrigationdistrict.info

# Memo

Date: October 14, 2014  
 To: Board of Directors  
 From: Mel Matthews  
 Subject: Financial Review for September 2014

**Total Revenues** for the month were \$136,605.49 as compared to the budgeted amount of \$136,166.66. Retail water sales were \$135,393.96 as compared to the budgeted amount of \$135,000.00. The total revenues for the nine months year to date were \$1,136,377.62 as compared to the budgeted amount of \$1,026,499.94 which is a favorable variance of \$109,877.68. **Total Expenses** for the month were \$76,207.86 as compared to the budgeted amount of \$89,459.14. Total expenses for the nine months year to date were \$796,402.48 as compared to the budgeted amount of \$800,432.26 which is a favorable variance of \$4,029.78. The General Ledger amounts that were significantly different than the budgeted amounts for the month are as follows:

GL Acct.	Description	Actual	Budgeted	Difference	Comments
5010	Maintenance Supplies	3,131.09	2,000.00	1,131.09	Budgeted evenly over year - Major restocking of leak repair parts this month
5035	Vehicle Maintenance	1,227.46	500.00	727.46	Budgeted evenly over year - Towing and starter replacement on 2008-02 truck
5036	Fuel/Lubricants	1,903.38	1,000.00	903.38	Budgeted evenly over year - Well pump lubricating oil purchased this month
6017	Administrative Travel	813.29	250.00	563.29	Budgeted evenly over year - CSDA annual conference - YTD amount under budget

**Net Income** was \$60,397.63 as compared to the budgeted amount of \$46,707.52 which is a favorable variance of \$13,690.11. Net income for the nine months year to date was \$339,975.14 as compared to the budgeted amount of \$226,067.68 which is a favorable variance of \$113,907.46. There were \$5,876.65 in **Other Expenditures** for the Vosburg Booster replacement project, electrical and computer equipment. The year to date amount spent for projects and equipment is \$119,957.85. The total budgeted amount for 2014 projects is \$129,300.00. The projects performed and the scheduling of the projects is contingent on available reserve funds and the amount of the net surplus to be retained for future major projects.

Total cash in our checking and reserve accounts excluding Pasadena Glen Fire Safe Council funds is \$1,327,046.80 as of September 30, 2014. The net increase in cash for the month was \$42,955.56 and year to date increase is \$198,114.58.

**Kinneloa Irrigation District**  
**Income Statement for the Nine Months Ending September 30, 2014**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
4000 Water Sales	135,393.96	135,000.00	1,098,270.13	941,000.00
4015 Wholesale Water Sales	0.00	0.00	0.00	75,000.00
4020 Service/Installation Charges	465.94	833.33	28,148.04	7,499.97
4025 Asset Sale/Miscellaneous	0.00	0.00	350.00	0.00
4035 Interest-Reserve Fund	619.83	333.33	4,863.62	2,999.97
4050 Capacity Charge	0.00	0.00	3,000.00	0.00
4070 Misc. Income	125.76	0.00	1,745.83	0.00
<b>Total Revenues</b>	<b>136,605.49</b>	<b>136,166.66</b>	<b>1,136,377.62</b>	<b>1,026,499.94</b>
<b>Expenses</b>				
5005 Electricity	10,543.60	10,500.00	88,892.95	83,500.00
5010 Maintenance Supplies	3,131.09	2,000.00	22,142.19	19,000.00
5011 Material and Labor for Install	140.40	833.33	10,404.13	7,499.97
5012 Safety Equipment	0.00	133.33	74.67	1,199.97
5015 Operations & Maintenance Labor	12,503.80	12,916.67	110,813.24	116,250.03
5016 Operations & Maintenance OT	1,465.87	1,166.67	14,998.20	10,500.03
5020 Stand-by Compensation	570.00	625.00	5,520.00	5,625.00
5022 Training/Certification	0.00	133.33	260.00	1,199.97
5025 Water Treatment/Analysis	1,500.65	1,833.33	14,403.12	16,499.97
5030 Maintenance Contractors	4,053.70	10,416.67	132,925.21	93,750.03
5034 Equipment Maintenance	0.00	833.33	6,083.07	7,499.97
5035 Vehicle Maintenance	1,227.46	500.00	5,526.57	4,500.00
5036 Fuel - All Equipment	1,903.38	1,000.00	11,841.87	12,000.00
5045 Insurance-Workers Compensation	2,763.00	3,000.00	6,988.84	9,000.00
5046 Insurance-Liability	1,233.75	1,833.33	5,552.86	16,499.97
5048 Insurance-Property	180.83	208.33	1,249.23	1,874.97
5049 Insurance-Medical	6,049.54	5,951.25	54,445.86	53,561.25
6000 Engineering Services	0.00	3,750.00	31,973.45	33,750.00
6005 Watermaster Services	900.58	1,000.00	7,977.76	9,000.00
6015 Administrative Salary	10,523.00	10,833.33	93,675.20	97,499.97
6017 Administrative Travel	813.29	250.00	2,050.60	2,250.00
6020 BofD Compensation	300.00	400.00	2,600.00	4,400.00
6021 Administrative & Board Expense	13.87	104.17	624.97	937.53
6022 BofD-Election	0.00	0.00	11,790.38	12,500.00
6024 Customer/Public Info. Prog.	0.00	125.00	66.76	1,125.00
6025 PERS - KID	1,914.83	1,833.33	15,051.72	16,499.97
6030 Social Security - KID	2,492.84	2,583.33	22,089.26	23,249.97
6035 Office/Computer Supplies	141.66	583.33	3,481.22	5,249.97
6036 Postage/Delivery	381.60	416.67	2,809.50	3,750.03
6040 Professional Dues	714.07	625.00	6,946.07	5,625.00
6045 Legal Services	719.60	1,250.00	3,993.04	11,250.00
6050 Telephone	337.10	333.33	3,214.18	2,999.97
6051 Mobile Telephone	57.89	125.00	687.28	1,125.00
6052 Pagers	21.95	20.00	187.51	180.00
6053 Internet Service	55.00	83.33	782.64	749.97
6059 Computer/Software Maintenance	276.65	750.00	3,288.66	6,750.00
6061 Office Equipment Maintenance	0.00	83.33	276.49	749.97
6065 Accounting Services	0.00	0.00	6,200.00	7,000.00
6070 Office & Accounting Labor	7,223.26	6,946.25	61,141.83	62,516.25
6075 Outside Services	736.16	1,666.67	7,550.69	15,000.03
6080 Administrative Fees	600.84	604.17	5,386.16	5,437.53
6081 Permits/Fees	290.00	833.33	6,704.79	7,499.97
6120 Bank Service Charges	426.60	375.00	3,730.31	3,375.00
<b>Total Expenses</b>	<b>76,207.86</b>	<b>89,459.14</b>	<b>796,402.48</b>	<b>800,432.26</b>
<b>Net Income</b>	<b>60,397.63</b>	<b>46,707.52</b>	<b>339,975.14</b>	<b>226,067.68</b>

**Kinneloa Irrigation District**  
**Income Statement for the Nine Months Ending September 30, 2014**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Other Expenditures</b>				
1504 Water Mains	0.00	0.00	39,605.22	25,000.00
1509 Wilcox Well/Wilcox Booster	0.00	0.00	0.00	10,300.00
1511 WaterTreatment Plant	0.00	0.00	0.00	6,000.00
1512 Water Meters	0.00	416.67	573.10	3,750.03
1513 Electrical/Electronic Equip.	1,205.74	2,083.33	11,006.65	18,749.97
1514 Computer/Office Equipment	315.11	416.67	2,132.30	3,750.03
1516 Water Company Facilities	0.00	1,000.00	5,672.00	9,000.00
1526 Vosburg Booster	4,352.80	0.00	49,257.80	25,000.00
1527 SCADA Equipment	0.00	1,083.33	10,008.74	9,749.97
1530 Tools	0.00	250.00	1,702.04	2,250.00
<b>Total Other Expenditures</b>	<b>5,873.65</b>	<b>5,250.00</b>	<b>119,957.85</b>	<b>113,550.00</b>
<b>Total Increase or (Drawdown)</b>	<b>54,523.98</b>	<b>41,457.52</b>	<b>220,017.29</b>	<b>112,517.68</b>

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

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 240,830.94
1011	Checking-PGFSC	41,693.79
1012	Reserve Fund-LAIF	118,466.17
1014	Reserve Fund-CalTRUST	967,749.69
1015	Accr. Int./Price Adj.-CalTRUST	1,877.71
1016	Accrued Interest-LAIF	80.03
1100	Accts. Receivable-Water Sales	56,614.51
1101	Accts. Receiv.-Service Charges	45.89
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	135,442.24
1350	Prepaid Insurance	13,642.51
1360	Prepaid Expenses	10,055.09
		<hr/>
	Total Current Assets	1,605,727.09

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,463,422.24
1505	Water Tunnels	705,985.75
1506	K-3 Well	82,848.37
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	184,940.70
1512	Water Meters	78,941.79
1513	Electrical/Electronic Equip.	256,911.20
1514	Computer/Office Equipment	62,204.83
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	65,751.20
1517	KID Office	54,202.92
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	78,651.80
1527	SCADA Equipment	236,593.65
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	6,811.57
1600	Accum. Depreciation	(3,447,963.12)
		<hr/>
	Total Property and Equipment	4,212,037.73
		<hr/>
	Total Assets	\$ 5,817,764.82
		<hr/> <hr/>

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

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 29,133.06	
2011	Accounts Payable PGFSC	152.23	
2272	Job Deposits	311.00	
2274	PGFSC Grant	41,541.56	
2290	Accrued Vacation	17,933.70	
	Total Current Liabilities		89,071.55

**Long-Term Liabilities**

	Total Long-Term Liabilities		0.00
	Total Liabilities		89,071.55

**Capital**

3040	Fund Balance	5,382,953.13	
3900	Prior Year Adjustments	5,765.00	
	Net Income	339,975.14	
	Total Capital		5,728,693.27
	Total Liabilities & Capital		\$ 5,817,764.82

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Nine Months Ended September 30, 2014**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 60,397.63	\$ 339,975.14
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(1,879.03)	(8,049.87)
1101 Accts. Receiv.-Service Charges	0.00	222.88
1350 Prepaid Insurance	1,414.58	(3,612.27)
1360 Prepaid Expenses	(1,428.69)	4,782.77
2000 Accounts Payable	(6,957.19)	(56,526.07)
2011 Accounts Payable PGFSC	(91.47)	(268.77)
2260 Med./Dental-Withhold-Employee	0.00	78.57
2272 Job Deposits	0.00	311.00
2274 PGFSC Grant	(2,626.62)	41,159.05
	<hr/>	<hr/>
Total Adjustments	(11,568.42)	(21,902.71)
	<hr/>	<hr/>
<b>Net Cash Provided by Operations</b>	<b>48,829.21</b>	<b>318,072.43</b>
	<hr/>	<hr/>
<b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1504 Water Mains	0.00	(39,605.22)
1512 Water Meters	0.00	(573.10)
1513 Electrical/Electronic Equip.	(1,205.74)	(11,006.65)
1514 Computer/Office Equipment	(315.11)	(2,132.30)
1516 Water Company Facilities	0.00	(5,672.00)
1526 Vosburg Booster	(4,352.80)	(49,257.80)
1527 SCADA Equipment	0.00	(10,008.74)
1530 Tools	0.00	(1,702.04)
	<hr/>	<hr/>
Net Cash Used in Investing	(5,873.65)	(119,957.85)
	<hr/>	<hr/>
<b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
	<hr/>	<hr/>
Net Cash Used in Financing	0.00	0.00
	<hr/>	<hr/>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 42,955.56</b>	<b>\$ 198,114.58</b>
	<hr/>	<hr/>
<b>Summary</b>		
Cash Balance at End of Period	\$ 1,506,140.57	\$ 1,506,140.57
Cash Balance at Beg. of Period	(1,463,185.01)	(1,308,025.99)
	<hr/>	<hr/>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 42,955.56</b>	<b>\$ 198,114.58</b>
	<hr/>	<hr/>

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

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/15/14	EFT2205	Bernadette C. Allen	966.24	salary
9/15/14	EFT2206	Christopher A. Burt	2,590.24	salary
9/15/14	EFT2207	Shirley L. Burt	1,466.19	salary
9/15/14	EFT2208	Melvin L. Matthews	3,288.68	salary
9/15/14	65700116	Brian L. Fry	1,568.70	salary
9/15/14	65700117	Felix Galindo	393.96	salary
9/15/14	65700118	Chris J. Mellinger	482.28	salary
9/15/14	EFT2209	Christopher A. Burt	150.00	salary
9/15/14	EFT2210	Automatic Data Processing, Inc.	70.63	payroll processing
9/15/14	EFT2211	Automatic Data Processing, Inc.	5,406.24	withholding and taxes
9/16/14	7665V	Shirley Burt	-63.67	voided, check misplaced
9/16/14	7687V	Red Supply	-59.85	voided, check mailed not received
9/16/14	7720	Shirley Burt	63.67	mileage reimbursement
9/16/14	7721	Red Supply	59.85	K3 maintenance supplies
9/16/14	7722	A&B Electric	491.00	Euc. booster thermal overload relay supplies
9/16/14	7723	ACWA/JPIA	14,171.00	auto/gen'l liability ins 10/1/2014 - 10/1/2015
9/16/14	7724	ACWA/JPIA	7,136.32	October health insurance - KID/employee
9/16/14	7725	American Messaging Services	21.95	paggers
9/16/14	7726	AmeriPride Services	56.80	shop towel service
9/16/14	7727	Athens Services	132.57	trash pick up
9/16/14	7728	Civiltec Engineering, Inc.	4,352.80	Vosburg pump station replacement
9/16/14	7729	Clinical Laboratory, SB	279.00	water sample analysis
9/16/14	7730	Eurofins Eaton Analytical, Inc.	132.00	water sample analysis
9/16/14	7731	Foothill Municipal Water District	600.84	administrative fee
9/16/14	7732	Lagerlof, Senecal, Gosney & Kruse	719.60	public water agencies group 1/15th share
9/16/14	7733	Melvin L. Matthews	54.31	mileage and bus fare reimbursement
9/16/14	7734	McMaster Carr	271.24	maint.supplies/tools, Cl2 unicolor, Euc. bst. storage
9/16/14	7735	Monrovia Mailing Company	377.45	August water statement mailing and postage
9/16/14	7736	Red Supply	297.78	6 gallon water heater/supplies for office
9/16/14	7737	Shirley Burt	63.67	mileage reimbursement
9/16/14	7738	Utility Service Co., Inc.	4,053.70	tank maintenance agreement
9/16/14	EFT2212	Arco Gaspro Plus	751.18	truck gas
9/16/14	EFT2213	Bank of America Business Card	6,440.87	see attached schedule - July
9/16/14	EFT2214	VOID		EFT2213 descriptions overprinted EFT2214
9/16/14	EFT2215	Calif. Public Emp. Ret. Sys.	3,460.54	calPERS - August KID/employee
9/16/14	EFT2216	Century Business Solutions	176.64	banking service fee
9/16/14	EFT2217	Century Business Solutions	15.00	monthly service fee
9/16/14	EFT2218	Pasadena Municipal Services	1,413.20	electricity
9/16/14	EFT2219	Southern California Edison Co.	10,440.86	electricity
9/16/14	EFT2220	Verizon Wireless	77.80	mobile phones

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

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/30/14	EFT2221	Bernadette C. Allen	966.22	salary
9/30/14	EFT2222	Christopher A. Burt	2,526.04	salary
9/30/14	EFT2223	Shirley L. Burt	1,466.20	salary
9/30/14	EFT2224	Francis J. Griffith	92.35	salary
9/30/14	EFT2225	Gerrie G. Kilburn	92.35	salary
9/30/14	EFT2226	Melvin L. Matthews	3,288.69	salary
9/30/14	EFT2227	Steven G. Sorell	57.35	salary
9/30/14	65702497	Brian L. Fry	1,489.36	salary
9/30/14	65702498	Felix Galindo	400.53	salary
9/30/14	65702499	Chris J. Mellinger	263.07	salary
9/30/14	EFT2228	Christopher A. Burt	150.00	salary
9/30/14	EFT2229	Automatic Data Processing, Inc.	87.11	payroll processing
9/30/14	EFT2230	Automatic Data Processing, Inc.	5,250.20	withholding and taxes
9/30/14	EFT2231	Charter Communications	317.10	internet and telephone
	<b>Total</b>		<b><u>88,817.85</u></b>	

**Credit Card Detail  
July 2014**

(Expenses incurred in July, billed in August, due in August, paid in August, and payment processed in September.)

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
1514	Computer/Office Equipment	Epson powerlite projector		\$679.00				\$679.00
5010	Maintenance Supplies	asphalt mix; CI2, K3, gen'l maint. supplies, batteries/battery chargers, pads, desulfators; maint. supplies			\$67.86	\$773.76	26.11	\$867.73
5012	Safety Equipment							\$0.00
5022	Training/Certification							\$0.00
5025	Water Treatment/Analysis							\$0.00
5035	Vehicle Maintenance	truck maint. supplies, 2008-02 repair/service electrical, replace compartment door				\$2,751.85		\$2,751.85
5036	Fuel	2008-01 truck gas				\$100.00		\$100.00
6017	Adm. Travel	8/22 round trip Sacramento		\$161.00				\$161.00
6021	Adm. & Bd. Exp.	CSDA conference 9/29-10/2, lunch LA 7/23		\$611.10				\$611.10
6035	Office/Computer Supplies	ink/toner cartridges		\$733.58				\$733.58
6036	Postage/Delivery							\$0.00
6040	Professional Dues							\$0.00
6050	Telephone	answering service August		\$75.00				\$75.00
6051	Mobile Phone							\$0.00
6053	Internet Service							\$0.00
6059	Computer/Software Maintenance	backup battery, Sage 50 software, Microsoft monthly subscription		\$461.61				\$461.61
6061	Office Equipment Maintenance							\$0.00
6075	Outside Services							\$0.00
6081	Permits/Fees							\$0.00
<b>TOTAL</b>			\$0.00	\$2,721.29	\$67.86	\$3,625.61	\$26.11	<b>\$6,440.87</b>

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

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
9/15/14	001031	Alliant Insurance Services, Inc.	1,844.03	liability insurance annual premium
9/15/14	001032	Tim Eldridge	30.52	reimbursement food/drink CCC orientation
9/15/14	001033	Kinneloa Irrigation District	135.76	August admn., bookkeeping, reporting services
9/15/14	001034	Mala Arthur	244.60	reimb. printer ink, bus. cards, food for CCC
9/15/14	001035	United Site Services of CA, Inc.	213.18	portable toilet rental costs
9/16/14	001036	Alliant Insurance Services, Inc.	<u>250.00</u>	volunteer insurance AD&D
	<b>Total</b>		<u><u>2,718.09</u></u>	