

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, November 15, 2022  
3:00 P.M.

## AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and the Governor's Executive Orders N-25-20 (Mar. 12, 2020), N-29-20 (Mar. 17, 2020), N-08-21 (Jun. 11, 2021) and AB 361 which waive the Brown Act provisions found in Govt. Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting and allow teleconferencing. Face coverings may be required for attendance at the office. Public comment may be made in person or submitted via email to [kinneloa@outlook.com](mailto: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/85061795151?pwd=QRaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. **CALL TO ORDER – 3:00 P.M.**
  - a. Declaration of a quorum
  - b. Review of agenda
2. **TELECONFERENCING OF BOARD MEETING**– Board to consider continuing to waive certain provisions of the Brown Act as permitted by AB 361 during the COVID-19 emergency  
*Recommended Action: Board to decide whether to extend the provisions of Resolution 2020-1-18 for 30 days by adopting Resolution 2022-11-15*
3. **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)
4. **PUBLIC HEARING REGARDING PROPOSED 2023 WATER RATES –**  
*Recommended Action: Open public hearing; receive written and oral comments from the public; close public hearing*
5. **WATER RATES –** Discussion and adoption of 2023 water rates – Resolution 2022-11-15  
*Recommended Action: Discuss proposed water rates; approve motion to adopt resolution*
6. **REVIEW OF MINUTES –** September 20, 2022, Regular Meeting; October 18, 2022, Regular Meeting  
*Recommended Action: Review and approve motion to file*
7. **REVIEW OF FINANCIAL REPORTS –** October 30, 2022  
*Recommended Action: Review and approve motion to file*

**8. INFORMATION ITEMS -**

- a. Engineering Solutions Services Grant Application
- b. Fluoride Variance

**9. PROJECT UPDATES – Staff to provide oral reports**

- a. Advanced Meter Infrastructure (AMI) Project
- b. Brown/Glen Pipeline
- c. Customer Outreach – Fall Newsletter
- d. PWAG activities
- e. OSHA Hearing

**10. DIRECTOR REQUESTS, REPORTS 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.

**11. CALENDAR – November 15, 2022 December 20, 2022 January 17, 2023**

**12. ADJOURNMENT**

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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://kinneloirrigationdistrict.info>.

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**RESOLUTION 2022-11-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
EXTENDING THE TIME DURING WHICH THE DISTRICT MAY CONTINUE TO MEET IN  
ACCORDANCE WITH RESOLUTION 2022-01-18 AND WITHOUT COMPLIANCE WITH  
GOVERNMENT CODE SECTION 54953(B)(3)**

**WHEREAS** this District has previously approved Resolution 2022-01-18 authorizing remote teleconference meetings; and

**WHEREAS** the COVID-19 state of emergency declared by the Governor is ongoing; and

**WHEREAS** the District wants to follow the health and safety recommendations of state and local health officials to reduce the spread of the COVID-19 virus.

**NOW THEREFORE, IT IS RESOLVED** that the Board extends the provisions of Resolution 2022-01-18 for thirty days in accordance with Government Code Section 54953(e).

**PASSED, APPROVED AND ADOPTED THIS FIFTEENTH DAY OF NOVEMBER 2022.**

SIGNED: \_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_  
Secretary



September 30, 2022

## **PUBLIC HEARING NOTICE** **REGARDING PROPOSED WATER RATE INCREASES FOR 2023**

Dear Property Owners and Customers,

Pursuant to the requirements set forth in Article 13D of the California Constitution, we are notifying you that the Kinneloa Irrigation District's Board of Directors will consider establishing water rates for 2023, as described below, at a public hearing to be held at 3:00 p.m. on Tuesday, November 15, 2022. Information for participating in the meeting will be available by calling the office prior to the meeting and on the District's website at <https://www.kinneloairrigationdistrict.info/board-meetings>.

These rates will be applicable for water supplied to all parcels within the District's boundaries. The Board will consider oral and written comments from the public at this meeting prior to adopting any change in the District's rates. You may submit a written protest to the proposed rates at the address set forth above either prior to or at the public hearing.

Water sales revenue is the primary source of income to the District and this revenue is needed to provide funding for system improvements, preventative maintenance projects, general costs, and operating costs. Each year, we review our *Water Master Plan for the Kinneloa Irrigation District* (Revision 4 was adopted July 31, 2018) to determine what projects should be undertaken in the coming years, as well as perform an annual review of operating expenses in preparation of the budget. That review has demonstrated that the District's existing water usage rate and daily service charge are not enough to meet the District's revenue requirements for necessary ongoing operations, capital improvements and debt service, and that additional funding of approximately \$100,000 is needed to meet the required revenue. District management has calculated how much of an increase in the water usage rate and daily service charge would be necessary by using the current average annual water usage within the District and determining the incremental increase needed to produce the additional revenue.

The *Water Master Plan for the Kinneloa Irrigation District*, which lists the necessary capital improvement projects the District will be undertaking, can be viewed at <https://www.kinneloairrigationdistrict.info/files/33cfb5b6a/Master+Plan+Approved+20180731.pdf>. This plan, which was originally developed after the 1993 Kinneloa wildfire, lists projects that improve the District's ability to store and provide water for firefighting and to maintain water service after other natural disasters, such as earthquakes and windstorms. Although no public water system is designed for fighting wildfires, the numerous wildfires throughout California every year underscore the important role the District has in providing the firefighting ability to protect your home in a future disaster. In addition, the plan includes projects to ensure the District continues to provide its customers with safe and healthful drinking water. The District has completed over \$8 million in projects over the past nineteen years and has saved the District's customers significant debt service costs by self-funding most of the projects through water sales revenue. In

2017, the Kinneloa Irrigation District constructed a new pipeline to connect two reservoirs to provide additional storage capacity, additional fire protection and operational redundancy in the event of a natural disaster. This project and the previously completed booster station project were funded with a \$2.3 million installment purchase agreement to spread the cost of projects over a 15-year period. In 2018 and 2021, the District completed two pipeline projects using reserve funds to increase fire flow to offer additional fire protection in the District. The District will continue to complete other scheduled preventative maintenance and improvement projects using reserve funds set aside for this purpose. An additional pipeline replacement project to increase fire protection is scheduled to be constructed in the 2022-2023 time period. If the District has a net operating surplus, the funds are put in a reserve account to be used in future years for projects or to offset the cost to recover from an unexpected emergency or net operating loss.

The District will continue to consider current and potential fire flow requirements, potential impacts of auxiliary dwelling units (ADU's) on the District's water delivery system, the available annual water supply, and options for additional water sources. The District will also need to replace aging pipelines to maintain the reliability of the water distribution system.

The Board of Directors of the Kinneloa Irrigation District approved the budget for the calendar year of 2023 at its special meeting on September 29, 2022, subject to further discussion and approval of water rates for 2023 at the public hearing and board meeting, in full compliance with the California Constitution's requirements. At that meeting on September 29, 2022, the Board also proposed an increase in the District's water usage (commodity) charge from \$4.70 to \$4.98 per unit (one unit equals 100 cubic feet or 748 gallons) and an increase in the District's fixed daily service charge from \$2.34 to \$2.48. The proposed rate increases for 2023 are necessary to meet the projected revenue, capital improvement and debt service requirements of the 2023 budget.

Your billing and usage history are available online by registering your account at the District's Internet site at <https://www.kinneloirrigationdistrict.info> or by mail upon request. The effect of this proposed rate increase on your monthly water bill can be offset by continuing your conservation efforts, by converting your outdoor irrigation and landscaping to California-friendly plants and by applying at <https://www.socalwatersmart.com> for rebates on appliances, weather-based irrigation controllers and other water saving devices.

Your Board of Directors who are also customers of the District is committed to keeping your water rates as low as possible and still provide a safe and reliable water supply and a superior emergency response capability. This minimal increase is consistent with those goals.

Sincerely,

Kinneloa Irrigation District Board of Directors

Kinneloa Irrigation District • 1999 Kinclair Drive, Pasadena, California 91107-1017  
Phone (626) 797-6295 • Fax (626) 794-5552 • E-mail: [customerservice@kinneloirrigationdistrict.info](mailto:customerservice@kinneloirrigationdistrict.info)  
<https://www.kinneloirrigationdistrict.info>

### Rate History 1993 to 2022

Effective Date	Daily Service Charge (Charge Per Average Month)	Percentage Increase in Daily Service Charge	Usage Charge	Percentage Increase in Usage Charge	Average Monthly Charge for Low Usage Customer (10 Units)	Average Monthly Charge for Medium Usage Customer (50 Units)	Average Monthly Charge for High Usage Customer (100 Units)
5/5/1993	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
1/1/1994	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
1/1/1995	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
1/1/1997	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
1/1/1998	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
1/1/1999	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
1/1/2000	0.6575 (\$20.00)	0.0%	\$1.60	0.0%			
4/5/2001	0.9863 (\$30.00)	50.0%	\$1.90	18.8%			
1/1/2002	0.9863 (\$30.00)	0.0%	\$1.90	0.0%			
1/6/2003	0.9863 (\$30.00)	0.0%	\$1.95	2.6%			
1/1/2004	0.9863 (\$30.00)	0.0%	\$1.95	0.0%			
1/1/2005	0.9863 (\$30.00)	0.0%	\$2.05	5.1%			
1/1/2006	1.1178 (\$34.00)	13.3%	\$2.30	12.2%			
1/1/2007	1.1836 (\$36.00)	5.9%	\$2.42	5.2%			
1/1/2008	1.1836 (\$36.00)	0.0%	\$2.42	0.0%			
1/1/2009	1.3479 (\$41.00)	14.3%	\$2.55	5.4%	\$66.00	\$168.00	\$296.00
1/1/2010	1.6110 (\$49.00)	19.5%	\$2.75	7.8%	\$77.00	\$187.00	\$324.00
1/1/2011	1.6110 (\$49.00)	0.0%	\$2.95	7.3%	\$79.00	\$197.00	\$344.00
1/1/2012	1.6110 (\$49.00)	0.0%	\$2.95	0.0%	\$79.00	\$197.00	\$344.00
1/1/2013	1.6800 (\$51.10)	4.3%	\$3.35	13.6%	\$85.00	\$219.00	\$386.00
1/1/2014	1.6800 (\$51.10)	0.0%	\$3.35	0.0%	\$85.00	\$219.00	\$386.00
1/1/2015	1.7600 (\$53.53)	4.8%	\$3.52	5.1%	\$89.00	\$230.00	\$406.00
1/1/2016	2.0200 (\$61.44)	14.8%	\$4.05	15.1%	\$102.00	\$264.00	\$466.00
1/1/2017	2.0800 (\$63.27)	3.0%	\$4.17	3.0%	\$105.00	\$272.00	\$480.00
1/1/2018	2.1400 (\$65.09)	2.9%	\$4.30	3.1%	\$108.00	\$280.00	\$495.00
1/1/2019	2.2000 (\$66.92)	2.8%	\$4.43	3.0%	\$112.00	\$289.00	\$511.00
1/1/2020	2.2700 (\$69.05)	3.2%	\$4.56	2.9%	\$115.00	\$297.00	\$525.00
1/1/2021	2.3400 (\$71.18)	3.1%	\$4.70	3.1%	\$118.00	\$306.00	\$541.00
12/27/2022 (Proposed)	2.4800 (\$75.43)	6.0%	\$4.98	6.0%	\$125.00	\$324.00	\$573.00

**Cumulative Percentage** **147.9%** **119.3%**

**Average Annual Percentage** **5.1%** **4.1%**

### Rate Comparison 2022

	Crescenta Valley Water District	La Cañada Irrigation District	Las Flores Water Company	Lincoln Avenue Water Company	Rubio Cañon Land & Water Association	City of Pasadena	Kinneloa Irrigation District (Current)	Kinneloa Irrigation District (Proposed)
Highest Usage Rate Per Unit	\$14.47	\$5.37	\$6.07	\$4.98	\$4.25	\$4.94	\$4.70	\$4.98
Monthly Charge for Low Usage (10 units)*	\$148.38	\$95.53	\$68.72	\$74.15	\$66.50	\$90.04	\$118.00	\$125.23
Monthly Charge for Medium Usage (50 units)*	\$816.78	\$298.13	\$333.82	\$282.65	\$247.50	\$345.54	\$306.00	\$324.43
Monthly Charge for High Usage (100 units)*	\$1540.28	\$594.63	\$637.32	\$531.65	\$460.00	\$642.89	\$541.00	\$573.43

\*Monthly charges shown above are based on 1" meter which is the most common size used in the Kinneloa Irrigation District. Monthly charges increase substantially for larger meters for agencies that base service charges on meter size. Also water agencies that read meters bi-monthly and bill bi-monthly base the charges on two months of usage which usually moves the customer into higher tier rates. For example a customer that uses 10 units per month and 20 units for two months will be billed for the first 10 units at lowest tier rate and 10 units at the next higher tier rate. Since cities usually add other taxes and fees to the bill such as capital improvement fees and utility users' tax, comparison of rates is difficult. Crescenta Valley's typical monthly charges have been adjusted to reflect the difference in billing units (1000 gallons vs. ccf) so that the typical charges are uniform for all agencies.

# Kinneloa Irrigation District 2023 Budget

Account	Account Description	2023 Budget
4000	Water Sales	1,600,000
4015	Wholesale Water Sales	50,000
4020	Service Charges	10,000
4035	Interest-Reserve Fund	10,000
4036	Unrealized Gain(Loss)-Cal TRUST	25,000
<b>Total Income</b>		<b>1,695,000</b>
5000	Leased Water Rights	63,135
5005	Electricity	170,000
5010	Maintenance Supplies	40,000
5011	Material and Labor for Installs	40,000
5012	Safety Equipment	2,000
5015	Operations & Maintenance Labor	331,760
5016	Operations & Maintenance OT	20,000
5020	Stand-by Compensation	10,980
5022	Training/Certification	1,600
5025	Water Treatment/Analysis	30,000
5030	Maintenance Contractors	140,000
5034	Equipment Maintenance	25,000
5035	Vehicle Maintenance	16,000
5036	Fuel - All Equipment	22,000
5040	Equipment Rental	500
5045	Insurance-Workers Compensation	20,000
5046	Insurance-Liability	17,000
5048	Insurance-Property	2,500
5049	Insurance-Medical	92,935
6000	Engineering Services	47,500
6005	Watermaster Services	17,000
6015	Administrative Salary	174,000
6017	Administrative Travel	3,000
6020	Board of Directors Compensation	8,400
6021	Administrative & Board Expenses	1,000
6022	Board of Directors Election	12,500
6024	Customer/Public Information	15,000
6025	PERS - KID	52,800
6030	Social Security - KID	39,600
6031	Medicare - KID	9,350
6035	Office/Computer Supplies	7,000
6036	Postage/Delivery	5,000
6040	Professional Dues	16,000
6045	Legal Services	15,000
6050	Telephone	4,500
6051	Mobile Telephone	2,000
6052	Pagers	500
6053	Internet Service	1,600
6059	Computer/Software Maintenance	24,000
6061	Office Equipment Maintenance	1,000
6065	Accounting Services	7,000
6070	Office & Accounting Labor	144,100
6075	Professional/Contract Services	95,000
6080	Administrative Fees	12,440
6081	Permits/Fees	15,000
6086	Sales/Use Tax	500
6088	Interest Expense	49,000
6120	Bank Service Charges	12,000
<b>Total Expenses</b>		<b>1,837,200</b>
<b>NET REVENUES</b>		<b>-142,200</b>

Account	Account Description	2023 Budget
<b>Recommended Expenditures for Capital Improvement Projects*</b>		
1505	Water Tunnels	10,000
1511	Water Treatment Plant	10,000
1512	Water Meters	20,000
1513	Electrical/Electronic Equipment	5,000
1514	Computer/Office Equipment	5,000
1515	Vehicles/Portable Equipment	45,000
1516	Water Company Facilities	35,000
1522	Eucalyptus Reservoir/Booster	45,000
1527	SCADA	10,000
1530	Tools	3,000
2400	Installation Purchase Agreement	151,202
<b>Total Other Expenditures</b>		<b>339,202</b>
<b>NET CASH FLOW</b>		<b>-481,402</b>

\*Major projects will be prioritized during the year based on urgency and available funds and presented to the Board of Directors for approval. Some funding may come from grants or loans which would reduce the negative cash flow and increase the reserve fund at the end of the year.

### PROPOSED RATES FOR 2023 (6% increase from 2022)

Daily Service Charge (Charge Per Average Month)	\$2.48 (\$75.43)
Usage Charge	\$4.98 per unit

<b>Water Sales, Units</b>	214,043
<b>Usage Charge Per Unit</b>	\$4.98
<b>Annual Usage (Commodity) Revenue</b>	\$1,065,932
<b>Daily Service Charge</b>	\$2.48
<b>Annual Daily Service Charge Revenue</b>	\$534,068
<b>Annual Water Sales</b>	\$1,600,000
<b>Wholesale Water Sales</b>	\$50,000
<b>Other Annual Revenue</b>	\$45,000
<b>Total Revenue</b>	\$1,695,000
<b>Total Expenses</b>	\$1,837,200
<b>Net Revenues</b>	-\$142,200
<b>Improvement Projects and Debt Service</b>	\$339,202
<b>Annual Net Cash Flow</b>	-\$481,402
<b>Reserve Fund Balance (Beginning)*</b>	\$1,980,512
<b>Reserve Fund Balance (Year End)*</b>	\$1,499,110
<b>Average Monthly Charge for Low Usage (10 units)</b>	\$125
<b>Average Monthly Charge for Medium Usage (50 units)</b>	\$324
<b>Average Monthly Charge for High Usage (100 units)</b>	\$573

\*Reserve fund balance includes targets of \$100,000-\$200,000 for operating reserve, \$200,000-\$400,000 for emergency repairs, \$200,000-\$400,000 for replacement of existing facilities equipment and vehicles and \$500,000-\$4,500,000 for future capital improvement projects. The total target reserve fund range is \$1,000,000-\$5,500,000.



## **RESOLUTION 2022-11-15**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT ESTABLISHING RATES FOR SERVICE AND USAGE CHARGES EFFECTIVE DECEMBER 27, 2023**

**WHEREAS**, the Board of Directors of this District has the statutory responsibility and authority to set rates and charges at a level adequate to meet the District's operating expenses and reserve requirements; and

**WHEREAS**, the Board has approved a budget for 2023 after consideration of projected operating and capital expenses and wishes to establish water rates for 2023 as reflected in the budget.

**NOW THEREFORE, IT IS RESOLVED** that the Board adopts a service charge of \$2.48 per day (\$74.40 per average month); and a commodity charge of \$4.98 per unit (100 cubic feet or 748 gallons) effective for water used on and after DECEMBER 27, 2023, and reflected on bills received in February 2023; and

**RESOLVED FURTHER**, that the acting General Manager is directed to insert the changed rates in the Rules and Regulations and other documents maintained by the District.

**PASSED, APPROVED AND ADOPTED THIS TWENTY-SEVENTH DAY OF DECEMBER 2022.**

SIGNED: \_\_\_\_\_

Chair

ATTEST: \_\_\_\_\_

Secretary

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, September 20, 2022, 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 the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

**DIRECTORS PRESENT:** (In-Person): Stephen Brown, Gordon Johnson, Gerrie Kilburn, Tom Majich & David Moritz

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** (In-Person): General Office Manager, Martin Aragon; Field Staff; Chris Burt & Michele Ferrell

**PUBLIC PRESENT:** None

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 pm and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. TELECONFERENCING OF BOARD MEETING:**

Martin Aragon presented the Resolution 2022-09-20 to re-establish the conditions required for conducting meetings based upon the Resolution introduced on January 18, 2022.

**3. PUBLIC COMMENT:** None

**4. REVIEW OF MINUTES:**

Director Brown motioned to approve the **August 2, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

Director Brown motioned to approve the **August 16, 2022**, Regular Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

Director Kilburn motioned to approve the **August 30, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 5 Aye/ 0 Nay /0 Abstain)

**5. REVIEW OF FINANCIAL REPORTS:**

Director Moritz reviewed the July 2022 financial reports.

Director Majich motioned to approve the financial reports for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Majich / Brown – 5 Aye/ 0 Nay /0 Abstain)

**6. PROPOSED BUDGET FOR 2023:**

The Board directed staff to review deferred maintenance projects that are now considered a priority and update the budget to include those costs. The Board will consider the budget for approval at the Special meeting on September 29, 2022.

**7. TRANSITION COMMITTEE REPORTS AND DISCUSSION:**

GM Recruitment Committee: Advertisement of the open Executive position has been approved and will be released with a brochure on September 26, 2022. The advertisement will be available for five weeks and will conclude on November 4, 2022.

**8. PROPOSED INTERIM ORGANIZATION CHART:**

Chairman Johnson reviewed and discussed the proposed interim chart.

Director Brown motioned to approve the Interim Organization Chart and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

**9. INFORMATION ITEMS:**

**ENGINEERING SOLUTIONS SERVICES**

The Board directed the acting GM to execute an agreement with Engineering Solutions Services not to exceed \$25,000.00.

Director Majich reported a cost of \$12 - \$15K may be necessary to support the entire grant process for the Brown/Glen Project. Concurrently, ESS will undertake a review of the District's Water Master planning document, including potential venture capital projects with an eye towards identifying possible grant funding sources.

**FLUORIDE VARIANCE**

Chairman Johnson recognized that an assessment of the proposed sites for upgraded fluoride blending may be necessary. District staff will arrange a meeting with the Department of Drinking Water to discuss new compliance requirements. Conclusions from the meeting will be revisited at a future board meeting.

**10. APPOINTMENT OF ACWA JPIA REPRESENTATIVE AND ALTERNATE TO PARTICIPATE IN SEMIANNUAL BOARD MEETINGS:**

Director Kilburn motioned to appoint Director Majich as the ACWA JPIA and Director Brown as the alternate to participate in Semiannual Board Meetings and was seconded by Director Moritz. It was motioned/seconded/carried unanimously – (Kilburn / Moritz – 5 Aye/ 0 Nay /0 Abstain)

**11. PROJECT UPDATES:**

**ADVANCED METER INFRASTRUCTURE (AMI) PROJECTS**

Subeca personnel will return the week of October 4, 2022, to install the remaining Subeca devices.

The Board requested the list of originally selected customers included in the pilot group. The list may be modified to develop a more representative sample.

CUSTOMER OUTREACH – FALL NEWSLETTER

Director Brown reported that the Fall newsletter slated for release in mid-October will continue to focus on conservation in general, the AMI project, and a brief interview with former GM Mel Matthews on his KID legacy.

**12. DIRECTOR REQUESTS, REPORTS OR COMMENTS:**

Chairman Johnson discussed his visit to the ACWA Region 8 event on various topics.

**13. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 5:00 PM.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon**

**Office Manager/Board Clerk**

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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://kinneloirrigationdistrict.info>.

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# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, October 18, 2022, 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 the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

**DIRECTORS PRESENT:** (In-Person): Stephen Brown, Gordon Johnson, Gerrie Kilburn & David Moritz

**DIRECTORS ABSENT:** Tom Majich

**STAFF PRESENT:** (In-Person): General Office Manager, Martin Aragon; Field Staff; Chris Burt & Michele Ferrell

**PUBLIC PRESENT:** None

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 pm and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. TELECONFERENCING OF BOARD MEETING:**

Martin Aragon presented the Resolution 2022-11-15 to re-establish the conditions required for conducting meetings based upon the Resolution introduced on January 18, 2022.

**3. PUBLIC COMMENT:** None

**4. REVIEW OF MINUTES:**

The **September 20, 2022**, Regular Meeting Minutes will be resubmitted for review at the next Regular Meeting on 11/15/22.

Director Brown motioned to approve the **September 29, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

**5. REVIEW OF FINANCIAL REPORTS:**

Director Moritz reviewed the September 2022 financial reports.

Director Brown motioned to approve the financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

**6. OPTIONS FOR PERFORMANCE OF GENERAL MANAGER FUNCTIONS:**

Chairman Johnson introduced a proposal by staff to function as General Manager by committee. Chairman Johnson was not in favor of the proposal since it may require more time to make decisions and would not be efficient. Director Brown commended the team approach but preferred the single point of accountability.

Chairman Johnson presented a second proposal made by Lisa Yamashita – Lopez, who currently serves as the GM for Rubio Canon Land & Water Association. Ms. Yamashita – Lopez offered to fill the role of General Manager for the District on a part-time basis. Chairman Johnson explained that the timing for a part-time GM was not appropriate for the District’s current needs. The District needs a full-time GM who can focus on potential water supply issues, updating the Master Plan, and address infrastructure integrity.

**7. TRANSITION COMMITTEE REPORTS AND DISCUSSION:**

**A. GM Recruitment Status**

Several applications have been submitted and the deadline is 11/4/2022.

**B. Acknowledgment of Staff Efforts During Transition Period**

Chairman Johnson commended the District staff for their efforts during the recruitment of a new General Manager and recommended an interim bonus at the first pay period in December.

Director Brown suggested a formula for calculating the interim bonus amount by taking 5% of the current monthly salary and multiply that amount by the number of months the GM position was vacant (4).

Director Kilburn recommended that the discussion be postponed until Director Majich was present. A Special Meeting will be held on 11/1/2022 to decide upon the compensation to be distributed among staff during the transition process.

**8. INFORMATION ITEMS:**

**A. ENGINEERING SOLUTIONS SERVICES**

Sudi Shoja indicated they are working on the draft application that will be submitted later in the week.

**B. FLUORIDE VARIANCE**

A meeting with the Department of Drinking Water has been requested and we are now waiting for a date to be agreed upon.

**9. PROJECT UPDATES:**

**A. ADVANCED METER INFRASTRUCTURE (AMI) PROJECTS**

Subeca is currently in the field updating the firmware of all the devices, which will improve device communication to the office indicating a failure in the pin or meter.

**B. BROWN / GLEN PIPELINE**

We are waiting for a response to the waiver request submitted to the Health Department regarding the proximity of the excavation to an existing sewer line.

**C. CUSTOMER OUTREACH – FALL NEWSLETTER**

The newsletter is being finalized for approval and delivery. Director Brown recommended that staff follow up with CV Strategies and plan for an Oct. 20, 2022, delivery date.

**D. PWAG ACTIVITIES**

Staff is currently in the process of preparing the Hazard Mitigation information to be discussed with PWAG representative Alix Stayton for potential grant funding.

**E. OSHA HEARING**

The hearing decision was positively influenced by the District's excellent history for safety and compliance, which resulted in a reduction of the citation penalty.

**10. DIRECTOR REQUESTS, REPORTS OR COMMENTS:**

Chairman Johnson recently attended the Foothill Municipal Water District meeting and learned that Melvin Matthews was appointed representative for our area.

**11. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 4:25 PM.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon**

**Office Manager/Board Clerk**

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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>.

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**Kinneloa Irrigation District**  
**Income Statement for the Ten Months Ending October 31, 2022**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
4000 Water Sales	123,190.08	115,000.00	8,190.08	1,445,416.51	1,276,000.00	169,416.51
4015 Wholesale Water Sales	0.00	0.00	0.00	61,075.22	75,000.00	(13,924.78)
4020 Service/Installation Charges	855.29	833.33	21.96	23,739.11	8,333.30	15,405.81
4025 Asset Sale/Miscellaneous	0.00	0.00	0.00	2,000.00	0.00	2,000.00
4035 Interest-Reserve Fund	3,462.62	583.33	2,879.29	17,518.20	5,833.30	11,684.90
4036 Unrealized Gain(Loss)-CalTRU	(3,893.81)	2,083.33	(5,977.14)	(67,525.88)	20,833.30	(88,359.18)
<b>Total Revenues</b>	<b>123,614.18</b>	<b>118,499.99</b>	<b>5,114.19</b>	<b>1,482,223.16</b>	<b>1,385,999.90</b>	<b>96,223.26</b>
<b>Expenses</b>						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	15,777.84	13,000.00	2,777.84	151,821.20	128,000.00	23,821.20
5010 Maintenance/Repair Supplies	2,785.80	2,250.00	535.80	31,047.49	25,000.00	6,047.49
5011 Material and Labor for Install	0.00	833.33	(833.33)	31,750.00	8,333.30	23,416.70
5012 Safety Equipment	69.93	166.67	(96.74)	667.96	1,666.70	(998.74)
5015 Operations Labor	24,370.86	25,133.33	(762.47)	246,658.22	251,333.30	(4,675.08)
5016 Operations OT	1,480.11	1,291.67	188.44	15,974.67	12,916.70	3,057.97
5020 Stand-by Compensation	930.00	915.00	15.00	8,880.00	9,150.00	(270.00)
5022 Training/Certification	0.00	133.33	(133.33)	1,388.00	1,333.30	54.70
5025 Water Treatment/Analysis	4,076.01	2,083.33	1,992.68	28,752.94	20,833.30	7,919.64
5030 Maintenance/Repair Contractors	6,581.17	11,666.67	(5,085.50)	88,872.92	116,666.70	(27,793.78)
5034 Equipment Maintenance	7,652.61	1,666.67	5,985.94	24,420.03	16,666.70	7,753.33
5035 Vehicle Maintenance	952.66	1,333.33	(380.67)	3,687.18	13,333.30	(9,646.12)
5036 Fuel	1,913.63	1,666.67	246.96	19,733.71	16,666.70	3,067.01
5045 Insurance-Workers Comp.	0.00	0.00	0.00	9,885.05	15,000.00	(5,114.95)
5046 Insurance-Liability	0.00	1,416.67	(1,416.67)	14,284.09	14,166.70	117.39
5048 Insurance-Property	312.56	208.33	104.23	2,781.92	2,083.30	698.62
5049 Insurance-Medical	5,430.63	8,604.17	(3,173.54)	62,741.31	86,041.70	(23,300.39)
6000 Engineering Services	1,600.00	2,958.33	(1,358.33)	35,739.45	41,583.30	(5,843.85)
6005 Watermaster Services	1,318.00	1,333.33	(15.33)	13,098.48	13,333.30	(234.82)
6015 Administrative Salary	0.00	13,216.67	(13,216.67)	153,798.40	132,166.70	21,631.70
6017 Administrative Travel	0.00	250.00	(250.00)	122.79	2,500.00	(2,377.21)
6020 Board Compensation	300.00	700.00	(400.00)	4,650.00	7,000.00	(2,350.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	6.65	833.30	(826.65)
6022 Board of Directors Election	0.00	0.00	0.00	344.22	0.00	344.22
6024 Customer/Public Info. Prog.	200.00	333.33	(133.33)	13,480.32	3,333.30	10,147.02
6025 PERS - KID	2,890.04	4,000.00	(1,109.96)	36,880.61	40,000.00	(3,119.39)
6030 Social Security - KID	2,463.77	3,000.00	(536.23)	32,386.28	30,000.00	2,386.28
6031 Medicare - KID	576.20	708.33	(132.13)	7,924.99	7,083.30	841.69
6035 Office/Computer Supplies	1,744.73	583.33	1,161.40	7,781.66	5,833.30	1,948.36
6036 Postage/Delivery	1,265.20	416.67	848.53	3,898.59	4,166.70	(268.11)
6040 Professional Dues	596.83	1,333.33	(736.50)	6,191.42	13,333.30	(7,141.88)
6045 Legal Services	2,589.08	1,250.00	1,339.08	30,449.80	12,500.00	17,949.80
6050 Telephone	464.94	375.00	89.94	3,224.40	3,750.00	(525.60)



**Kinneloa Irrigation District**  
**Income Statement for the Ten Months Ending October 31, 2022**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6051 Mobile Communications	141.11	41.67	99.44	1,535.84	416.70	1,119.14
6052 Pagers	35.34	41.67	(6.33)	536.82	416.70	120.12
6053 Internet Service	121.96	133.33	(11.37)	1,101.78	1,333.30	(231.52)
6059 Computer Software Maintenance	486.99	1,000.00	(513.01)	7,659.01	10,000.00	(2,340.99)
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	700.00	7,000.00	(6,300.00)
6070 Office & Accounting Labor	12,909.48	10,916.67	1,992.81	108,731.72	109,166.70	(434.98)
6075 Professional/Contract Services	9,043.02	2,333.33	6,709.69	37,694.46	23,333.30	14,361.16
6080 Administrative Fees	869.94	1,036.67	(166.73)	8,598.44	10,366.70	(1,768.26)
6081 Permits/Fees	1,608.66	1,250.00	358.66	9,719.43	12,500.00	(2,780.57)
6086 Taxes - Sales/Use	17,961.67	291.67	17,670.00	17,961.67	2,916.70	15,044.97
6088 Interest Expense	0.00	0.00	0.00	27,054.71	26,371.98	682.73
6120 Bank Service Charges	1,026.16	833.33	192.83	9,393.32	8,333.30	1,060.02
<b>Total Expenses</b>	<b>132,546.93</b>	<b>120,872.49</b>	<b>11,674.44</b>	<b>1,387,146.95</b>	<b>1,332,731.88</b>	<b>54,415.07</b>
<b>Net Income</b>	<b>(8,932.75)</b>	<b>(2,372.50)</b>	<b>(6,560.25)</b>	<b>95,076.21</b>	<b>53,268.02</b>	<b>41,808.19</b>
<b>Other Expenditures</b>						
1511 WaterTreatment Plant	0.00	500.00	(500.00)	3,115.51	5,000.00	(1,884.49)
1512 Water Meters	4,217.43	0.00	4,217.43	198,292.01	187,000.00	11,292.01
1514 Computer/Office Equipment	0.00	330.00	(330.00)	1,325.64	4,370.00	(3,044.36)
2400 Installment Purchase Agreement	0.00	0.00	0.00	73,046.27	73,729.00	(682.73)
<b>Total Other Expenditures</b>	<b>4,217.43</b>	<b>830.00</b>	<b>3,387.43</b>	<b>275,779.43</b>	<b>270,099.00</b>	<b>5,680.43</b>
<b>Total Increase or (Drawdown)</b>	<b>(13,150.18)</b>	<b>(3,202.50)</b>	<b>(9,947.68)</b>	<b>(180,703.22)</b>	<b>(216,830.98)</b>	<b>36,127.76</b>

**Kinneloa Irrigation District**  
**Balance Sheet as of October 31, 2022**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 120,660.54
1012	Reserve Fund-LAIF	129,092.29
1014	Reserve Fund-CalTRUST	1,705,397.07
1016	Accrued Interest-LAIF	413.34
1100	Accts. Receivable-Water Sales	33,006.49
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	139,436.60
1350	Prepaid Insurance	953.88
1360	Prepaid Expenses	24,932.76

Total Current Assets 2,173,121.49

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	4,010,066.35
1505	Water Tunnels	737,474.60
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	206,569.07
1512	Water Meters	363,193.14
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	75,658.84
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	64,899.78
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	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	(5,933,805.76)

Total Property and Equipment 5,481,201.62

**Other Assets**

1901	PERS-Deferred Outflows	64,858.00
	Total Assets	\$ <u>7,719,181.11</u>

**Kinneloa Irrigation District**  
**Balance Sheet as of October 31, 2022**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$	43,064.93
2230	Special Payroll Deduction		353.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		13,237.40
			13,237.40
	Total Current Liabilities		56,910.35

**Long-Term Liabilities**

2400	Installment Purchase Agreement		1,378,024.92
2801	PERS- Net Liability		100,903.50
2901	PERS- Deferred Inflows		160,498.00
			160,498.00
	Total Long-Term Liabilities		1,639,426.42
	Total Liabilities		1,696,336.77

**Capital**

3040	Fund Balance		5,927,768.13
	Net Income		95,076.21
			95,076.21
	Total Capital		6,022,844.34
	Total Liabilities & Capital	\$	7,719,181.11

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Ten Months Ended October 31, 2022**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ (8,932.75)	\$ 95,076.21
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(2,098.36)	(8,153.29)
1340 Accrued Water Sales	62,135.32	302.84
1350 Prepaid Insurance	312.56	12,271.67
1360 Prepaid Expenses	(13,485.52)	(1,892.82)
2000 Accounts Payable	(1,726.66)	(1,913.95)
2230 Special Payroll Deduction	0.00	353.00
2271 Deposits-Construction Meters	(1,700.00)	0.00
2272 Job Deposits	(900.00)	(1,800.00)
2290 Accrued Vacation	0.00	(12,787.20)
	42,537.34	(13,619.75)
<b>Total Adjustments</b>	<b>42,537.34</b>	<b>(13,619.75)</b>
<b>Net Cash Provided by Operations</b>	<b>33,604.59</b>	<b>81,456.46</b>
<b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1511 WaterTreatment Plant	0.00	(3,115.51)
1512 Water Meters	(4,217.43)	(200,201.81)
1514 Computer/Office Equipment	0.00	(1,325.64)
	(4,217.43)	(204,642.96)
<b>Net Cash Used in Investing</b>	<b>(4,217.43)</b>	<b>(204,642.96)</b>
<b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(73,046.27)
2801 PERS- Net Liability	0.00	(43,551.48)
	0.00	(116,597.75)
<b>Net Cash Used in Financing</b>	<b>0.00</b>	<b>(116,597.75)</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 29,387.16</b>	<b>\$ (239,784.25)</b>
<b>Summary</b>		
Cash Balance at End of Period	\$ 1,955,563.24	\$ 1,955,563.24
Cash Balance at Beg. of Period	(1,926,176.08)	(2,193,437.69)
	\$ 29,387.16	\$ (237,874.45)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 29,387.16</b>	<b>\$ (237,874.45)</b>

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from October 1, 2022 to October 31 , 2022**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
10/7/22	10333	ACWA-JPIA	5,683.11	Employee Health Benefits Contributions
10/7/22	10336*	Aramark Uniform Services	93.33	Employee Hi-Vis Shirts
10/7/22	10340*	Foothill Municipal Water District	869.94	Administrative Fee & (O&M charge)
10/7/22	10341	Geotab USA, Inc	85.58	Vehicle Maintenance
10/7/22	10342	Public Water Agencies Group	1,164.08	Monthly Emergency Preparedness Program
10/7/22	10343	Subeca, Inc.	17,961.67	Smart Water Meters
10/7/22	10344	Ultimate Cleaning Solutions, Inc.	90.00	Monthly Janitorial Services
10/7/22	10345	Weck Laboratories, Inc.	210.00	Water Treatment/Analysis
10/15/22	EFT5434*	Bernadette C. Allen	1,072.73	Salary
10/15/22	EFT5435	Arthur M. Aragon	1,960.14	Salary
10/15/22	EFT5436	Christopher A. Burt	2,404.72	Salary
10/15/22	EFT5437	Michele M. Ferrell	2,807.77	Salary
10/15/22	EFT5438	Brian L. Fry	1,996.43	Salary
10/15/22	EFT5439	Juan R. Tello	1,362.62	Salary
10/15/22	EFT5440	Melanie E. Timoteo	1,596.15	Salary
10/15/22	EFT5441	Christopher A. Burt	300.00	Salary
10/15/22	EFT5442	Juan R.Tello	353.00	Salary
10/15/22	EFT5443	Automatic Data Processing, Inc.	5,939.67	Payroll Taxes & Withholdings
10/17/22	EFT5428*	CA Public Employees Ret. Sys.	5,538.86	KID & Employee Retirement Contributions
10/17/22	EFT5429	Century Business Solutions	555.00	Credit Card Processing Fee
10/17/22	EFT5430	Southern California Edison Co.	14,366.74	Electricity - District / K3 Pumping
10/17/22	EFT5431	Spectrum	349.92	Internet Services
10/17/22	EFT5432	Streamline	200.00	Website Services
10/17/22	EFT5433	VeriCheck, Inc.	124.23	E-check Processing Fees
10/18/22	EFT5444*	Arco Gaspro Plus	1,913.63	Fleet Vehicle Fuel
10/18/22	EFT5445	Century Business Solutions	15.00	Credit Card Processing Fee
10/18/22	10346	Alert Communications, Inc.	75.00	Telephone - Answering Service
10/18/22	10347	Applied Technology Group, Inc.	120.00	Emergency Radio Communications
10/18/22	10348	BrightView Landscape Services	1,625.52	Landscape Maintenance
10/18/22	10349	Clinical Lab of San Bernardino	284.00	Water Treatment/Analysis
10/18/22	10350	Underground Service Alert	36.25	Digalert
10/18/22	10351	ACWA-JPIA	4,519.19	Workers Compensation
10/18/22	10352	Aramark Uniform Services	69.93	Employee Hi-Vis Shirts
10/18/22	10353	Civiltec Engineering, Inc.	1,600.00	Design: Water Main 1850 Kinneloa Can. Rd.
10/18/22	10354	Griswold Industries	690.51	Maintenance Supplies
10/18/22	10355	Clinical Lab of San Bernardino	194.00	Water Quality Analysis
10/18/22	10356	Cricket Consulting	190.00	SCADA System Services
10/18/22	10357	Lagerlof, LLP	1,425.00	Legal Services
10/18/22	10358	McMaster Carr	559.37	Maintenance Supplies - Water Coolers
10/18/22	10359	Patten Systems, Inc.	4,217.43	Sparling Flowmeter
10/18/22	10360	Raymond Basin Management Board	861.89	Title 22 Monitoring
10/18/22	10361	Utility Service Co., Inc.	5,700.66	Monthly Tank Maintenance
10/18/22	10362	Ware Disposal	92.00	Trash Pickup Service
10/18/22	10363	McMaster Carr	182.48	Maintenance Supplies

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period from October 1, 2022 to October 31 , 2022**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
10/18/22	10363	McMaster Carr	182.48	Maintenance Supplies
10/20/22	10364	Mission Paving & Sealing, Inc.	142.45	Maintenance Repair/Contractors
10/20/22	10365	Prince Huan Yu (USA) Group Inc.	600.82	Net Refund on Deposit for Fire Flow Test
10/20/22	10366	Craig Fire Prevention Inc.	650.00	Net Refund on Deposit for Fire Flow Test
10/31/22	EFT5446	Automatic Data Processing, Inc.	105.12	Payroll Processing Fee
10/31/22	EFT5447	American Messaging Services	35.34	Pager Service
10/31/22	EFT5448	AT&T Mobility	63.33	Mobile Phones
10/31/22	EFT5449	Pasadena Municipal Services	4,169.49	Electricity - Wilcox Well Pumping
10/31/22	EFT5450	Umpqua Bank	2,999.07	Credit Card Payment - See Attached Detail
10/31/22	10367	Assoc. of Calif. Water Agencies	9,055.00	2023 Annual Agency Membership Dues
10/31/22	10368	Aramark Uniform Services	181.41	Shop Rag Service and Employee Hi-Vis Shirts
10/31/22	10369	Bob Murray & Associates	6,983.50	Professional Services - Executive Search
10/31/22	10370	Clinical Lab of San Bernardino	230.00	Water Treatment/Analysis
10/31/22	10371	California Special Districts Assoc.	7,162.00	CA Special Districts Assoc Membership
10/31/22	10372	Eurofins Eaton Analytical, Inc.	132.00	Water Treatment/Analysis
10/31/22	10373	Generator Services Co.	5,286.39	Generator Maintenance
10/31/22	10374	Weck Laboratories, Inc.	129.00	Water Treatment/Analysis
10/31/22	10375	Western Water Works	205.17	Maintenance Supplies
10/31/22	10376	Clinical Lab of San Bernardino	1,350.00	Asbestos Analysis
10/31/22	10377	Department of Industrial Relations	1,200.00	OSHA Citation Resolution
10/31/22	EFT5451	Automatic Data Processing, Inc.	110.63	Payroll Processing Fee
10/31/22	EFT5452	Bernadette C. Allen	539.19	Salary
10/31/22	EFT5453	Arthur M. Aragon	2,269.91	Salary
10/31/22	EFT5454	Stephen Brown	138.53	Salary
10/31/22	EFT5455	Christopher A. Burt	2,945.60	Salary
10/31/22	EFT5456	Michele M. Ferrell	2,209.74	Salary
10/31/22	EFT5457	Brian L. Fry	2074.51	Salary
10/31/22	EFT5458	Gerrie G. Kilburn	138.53	Salary
10/31/22	EFT5459	Juan R. Tello	1,646.05	Salary
10/31/22	EFT5460	Melanie E. Timoteo	1,744.43	Salary
10/31/22	EFT5461	Christopher A. Burt	300.00	Salary
10/31/22	EFT5462	Juan R.Tello	353.00	Salary
10/31/22	EFT5463	Automatic Data Processing, Inc.	6,117.56	Payroll Processing Fee
	<b>Total</b>		<b><u>152,725.32</u></b>	

\* Gap in check sequence due to printing EFTs out of date order  
10345, 10357-10359 Misprinted and Voided

**Credit Card Detail Umpqua Bank**  
**September 2022**  
(Expenses incurred/billed in September and due/paid in October)

Acct. No.	Account Description	Additional Description	MM	CB	BF	MA	MF	JT	TOTAL
1505	House Tunnel Project								\$0.00
1511	Water Treatment Plant								\$0.00
1514	Computer/Office Equip.								\$0.00
5010	Maintenance Supplies	CB: Wilcox Well Diesel Fuel Drum Containment Pallet BF: Batteries, Brushes, Sprinkler Timers, Rubber Hose JT: Water Cooler, Cups, Water Bottles		\$547.17	\$240.06			\$102.64	
5011	Materials for Install								\$0.00
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	BF: Salt Crystals			\$969.12				\$969.12
5035	Vehicle Maintenance	JT: Replace Passenger Deployable Step						\$729.48	\$729.48
5036	Fuel								\$0.00
5030	Maintenance/Repair contractors								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6024	Customer/Public Info								\$0.00
6035	Office/Computer Supplies	MA: Paper Restock, Pens, Labels, Cleaning Supplies				\$329.61			\$329.61
6036	Postage/Delivery								\$0.00
6040	Professional Dues								\$0.00
6050	Telephone	MM: Alert Communications	\$75.00						\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service	MA: GoDaddy				\$5.99			\$5.99
6059	Computer/Software Maint.								\$0.00
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
<b>TOTAL</b>			\$75.00	\$547.17	\$1,209.18	\$335.60	\$0.00	\$832.12	\$2,999.07