

**KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS**

1999 KINCLAIR DRIVE, PASADENA, CA 91107

TUESDAY – MARCH 17, 2015

6:30 P.M. – CLOSED SESSION

7:30 P.M. – OPEN MEETING

AGENDA

A. EXECUTIVE SESSION – CLOSED MEETING

1. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - 54956.9(d)(4) – One Matter
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - 54957(b)(1) – Title: General Manager

B. REGULAR SESSION

1. CALL TO ORDER

- a. Declaration of a Quorum
- b. Review of Agenda

2. REPORT ON CLOSED SESSION

3. DISCUSSION AND RECOMMENDATION FOR SALARY ADJUSTMENTS

4. PUBLIC COMMENT – Comments from the public regarding items on the Agenda or other items within the jurisdiction of the District.

5. PROJECT FINANCING – Progress Report

6. VOSBURG BOOSTER REPLACEMENT PROJECT – Progress Report

7. GENERAL MANAGER’S REPORT

8. REVIEW MINUTES – February 17, 2015

9. REVIEW FINANCIAL REPORTS – February 28, 2015

10. ITEMS FOR NEXT AGENDA

11. CALENDAR – April 21, 2015
May 19, 2015
June 16, 2015

12. ADJOURNMENT

Each item on the Agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a Minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the Agenda Packet is available for public review at the District Office or online at the District’s website <http://www.kinneloairrigationdistrict.info>.

General Manager's Report for the Board of Directors Meeting on March 17, 2015

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 23 accounts received past-due notice
- 24 accounts received late charges in the total amount of \$376.13
- 13 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 2015	\$30,538.67	\$2,546.45	\$181.49	\$318.08	\$33,584.69
February 2015	\$31,348.75	\$3,242.50	\$153.11	\$442.32	\$35,186.68
March 2015					
April 2015					
May 2015					
June 2015					
July 2015					
August 2015					
September 2015					
October 2015					
November 2015					
December 2015					

C. Internet Usage –

Month	Visitors	Page Views	Online Payments	Online Amount
January 2015	165	510	51	\$8,067.18
February 2015	157	436	35	\$5,335.40
March 2015				
April 2015				
May 2015				
June 2015				
July 2015				
August 2015				
September 2015				
October 2015				
November 2015				
December 2015				
Year to Date	322	946	86	\$13,402.58

II. General Manager's Projects and Activities

- A. Project Financing Alternative** – I have been working on the pro-forma spreadsheet requested by the Board to show projected income and expenses, debt service coverage and projected rates in conjunction with the preliminary proposal from Holman Capital Corporation to provide financing for our major projects. A complete presentation and recommendation to the Board will be scheduled for a future board meeting.
- B. 2014 Audit** – Egan and Egan has completed the field work and has provided the first draft of the audit. I am preparing the Management Discussion and Analysis section and reviewing the draft. Our goal is to present the draft audit to the Board at the April meeting.
- C. Self-Evaluation** – I completed my self-evaluation for 2014 and provided it to the Board for use in the evaluation conducted in the closed session at this board meeting.
- D. Activities/Meetings/Webinars/Conferences for February 2015**

Subject	Location	Start	End	Purpose
ACWA Region 8 Meeting	La Cañada	Mon 2/2/2015 11:00 AM	Mon 2/2/2015 12:30 PM	ACWA Region 8 Board Meeting to discuss work plan for 2015 and region events
FMWD Managers Meeting	La Cañada	Wed 2/11/2015 10:00 AM	Wed 2/11/2015 12:00 PM	Discussed items for upcoming board meeting
FMWD Finance Committee	La Cañada	Wed 2/11/2015 5:00 PM	Wed 2/11/2015 5:30 PM	Discuss recommendation to revise administrative code to allow electronic payment
Region 8 Spring Conference Planning Meeting	Conference Call	Thu 2/12/2015 2:00 PM	Thu 2/12/2015 3:00 PM	To plan session conducted by Region 8 at the Spring Conference
KID Board Meeting	Office	Tue 2/16/2015 7:00 PM	Tue 2/16/2015 8:30 PM	Regular Board Meeting
Region 8 Conference Call	Conference Call	Tue 2/17/2015 2:00 PM	Tue 2/17/2015 2:30 PM	Region 8 Conference Call to Fill Board Vacancy
ACWA/JPIA Electrical Safety	Webinar	Wed 2/18/2015 10:00 AM	Wed 2/18/2015 12:00 PM	ACWA/JPIA Electrical Safety Webinar
FMWD Board Meeting	La Cañada	Thu 2/19/2015 3:00 PM	Thu 2/19/2015 5:00 PM	FMWD Board Meeting
Moving Toward Sustainability	Webinar	Mon 2/23/2015 10:00 AM	Mon 2/23/2015 11:30 AM	Diversification of water sources and building reliability into our infrastructure
California Fire Safe Council Board of Directors Meeting	Ontario	Tue 2/24/2015 8:30 AM	Tue 2/24/2015 2:30 PM	CFSC Board of Directors Meeting and presentation by Pasadena Glen Fire Safe Council followed by workshop
Public Water Agencies Group	Rowland Water District	Wed 2/25/2015 10:00 AM	Wed 2/25/2015 12:00 PM	Quarterly meeting to discuss common legal and other issues including pending legislation

III. System and Facility Activities and Incidents

A. Water Leaks

Location	Type	Date	Description
None			

B. Facility and Equipment Maintenance and Repairs

1. Curb-stop valves were replaced at two customer meter locations.
2. A mainline valve was replaced on Kinneloa Canyon Road as recommended in the valve and hydrant evaluation project and report presented last year.
3. Annual steel tank maintenance by Utility Service Company is continuing under our tank maintenance agreement.

IV. Projects

- A. Vosburg Booster Replacement Project** – RC Foster has begun excavation to determine actual location and condition of lines and other infrastructure shown on the plans. This will aid in placement of the boring pit and determine the soil conditions and the needed shoring.
- B. East-West Pipeline Project** – SA Associates has submitted to us a 100% complete set of plans and specifications for our review and approval.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
FEBRUARY 17, 2015**

MEMBERS PRESENT: Chair – Steven Sorell
Directors - Eldridge, Griffith, Johnson, Kilburn

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 at 1931 hours. He declared a quorum was present. The Agenda Items were approved as presented but the order was changed with Item #4 being moved to item #5 as the presenter for that item had not yet arrived.

PUBLIC COMMENT: No persons desired to speak.

GENERAL MANAGER'S REPORT:

The **General Manager** reviewed his report that was included in the Board Packet and the report was accepted by the Board.

REVIEW OF MINUTES:

The minutes of January 20, 2015, were reviewed and approved for filing.

REVIEW OF FINANCIAL REPORTS:

Director Johnson reviewed the reports for January 31, 2015. They were accepted for filing as presented.

POSSIBLE ITEMS FOR NEXT AGENDA:

Holman Financial Report
General Manager's Performance Review

ADJOURNMENT:

The meeting was adjourned at 2037 hours. The next meeting will be on March 17, 2015. The Executive Session will start at 1830 hours with the regular session to follow at 1930 hours.

Respectfully submitted,

Shirley Burt
Secretary to the Board



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017
 TELEPHONE (626) 797-6295 • FAX (626) 794-5552
 WEBSITE: kinneloairrigationdistrict.info

Memo

Date: March 11, 2015
 To: Board of Directors
 From: Mel Matthews
 Subject: Financial Review for February 2015

Total Revenues for the month were \$87,654.91 as compared to the budgeted amount of \$91,166.66 which is an unfavorable variance of \$3,511.75. Retail water sales were \$4,576.78 lower than the budgeted amount of \$90,000.00. Total revenues for the two months year to date were \$173,746.79 as compared to the budgeted amount of \$177,333.32 which is an unfavorable variance of \$3,586.53.

Total Expenses for the month were \$67,559.74 as compared to the budgeted amount of \$86,242.46 which is a favorable variance of \$18,682.72. Total expenses for the two months year to date were \$135,385.79 as compared to the budgeted amount of \$171,484.92 which is a favorable variance of \$36,099.13.

Net Income was \$20,095.17 as compared to the budgeted amount of \$4,924.20 which is a favorable variance of \$15,170.97.

Other Expenditures this month were \$28,018.12. The total budgeted amount for recommended 2015 projects, tools and equipment is \$268,800.00 not including the construction cost of the two major projects for 2015. The year to date amount spent for these items is \$32,819.69. The expenditures in this category and the scheduling continue to be discretionary and are contingent on the actual net income and the desired balances in our capital, emergency and operational reserve funds.

Total Cash in our checking and reserve accounts excluding Pasadena Glen Fire Safe Council funds is \$1,385,338.12 as of February 28, 2015. The net decrease in cash for the month was \$8,599.16 and year to date increase is \$9,246.63.

The General Ledger amounts with a significant variance from the budgeted amounts are shown in Table 1 on the next page. Favorable variances are shown in **GREEN** and unfavorable variances are shown in **RED**.

Table 1 - February 2015

GL Acct.	Description	Actual	Budgeted	Variance*	Comments
4000	Water Sales	85,423.22	90,000.00	(4,576.78)	Only 27 days between meter readings in billing month
4020	Service/Installation	1,436.89	833.33	603.56	Fire flow test done for customer
4035	Interest - Reserve Fund	654.73	333.33	321.40	Higher balance in reserve fund for anticipated projects
5015	Operations Labor	(10,537.88)	(13,333.33)	2,795.45	Groundskeeper no longer on operations staff
5030	Maint. Contractors	(4,053.70)	(10,416.67)	6,362.97	Budgeted evenly - work not done unless needed
6000	Engineering Services	(922.50)	(3,750.00)	2,827.50	Budgeted evenly - work not invoiced until completed
Various	Income and Expense	(51,905.59)	(58,742.46)	6,836.87	Other accounts with insignificant variances
Total Variance in Net Income		20,095.17	4,924.20	15,170.97	

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

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 28, 2015

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
4000 Water Sales	85,423.22	90,000.00	169,645.54	175,000.00
4020 Service/Installation Charges	1,436.89	833.33	2,399.99	1,666.66
4035 Interest-Reserve Fund	654.73	333.33	1,297.69	666.66
4070 Misc. Income	140.07	0.00	403.57	0.00
Total Revenues	87,654.91	91,166.66	173,746.79	177,333.32
Expenses				
5005 Electricity	8,364.59	9,000.00	15,649.15	17,000.00
5010 Maintenance/Repair Supplies	2,958.74	2,083.33	3,530.74	4,166.66
5011 Material and Labor for Install	0.00	833.33	0.00	1,666.66
5012 Safety Equipment	101.81	133.33	101.81	266.66
5015 Operations Labor	10,537.88	13,333.33	22,163.19	26,666.66
5016 Operations OT	1,155.00	1,250.00	2,158.53	2,500.00
5020 Stand-by Compensation	480.00	625.00	900.00	1,250.00
5022 Training/Certification	0.00	133.33	0.00	266.66
5025 Water Treatment/Analysis	600.43	1,833.33	2,211.82	3,666.66
5030 Maintenance/Repair Contractors	4,053.70	10,416.67	12,091.56	20,833.34
5034 Equipment Maintenance	0.00	833.33	0.00	1,666.66
5035 Vehicle Maintenance	359.87	500.00	359.87	1,000.00
5036 Fuel	532.49	1,250.00	1,023.82	2,500.00
5046 Insurance-Liability	1,180.91	1,333.33	2,361.82	2,666.66
5048 Insurance-Property	180.83	208.33	361.66	416.66
5049 Insurance-Medical	6,206.56	6,250.00	12,413.12	12,500.00
6000 Engineering Services	922.50	3,750.00	1,322.50	7,500.00
6005 Watermaster Services	900.58	1,000.00	1,801.16	2,000.00
6015 Administrative Salary	10,523.00	10,833.33	21,046.00	21,666.66
6017 Administrative Travel	57.44	250.00	120.17	500.00
6020 Board Compensation	300.00	350.00	500.00	700.00
6021 Administrative & Board Expense	0.00	83.33	0.00	166.66
6024 Customer/Public Info. Prog.	0.00	83.33	219.91	166.66
6025 PERS - KID	1,817.33	1,972.50	3,732.16	3,945.00
6030 Social Security - KID	1,833.51	2,158.33	3,755.21	4,316.66
6031 Medicare - KID	428.79	508.33	878.22	1,016.66
6035 Office/Computer Supplies	301.66	583.33	314.77	1,166.66
6036 Postage/Delivery	617.55	416.67	980.83	833.34
6040 Professional Dues	790.81	750.00	1,581.62	1,500.00
6045 Legal Services	320.00	1,250.00	788.75	2,500.00
6050 Telephone	341.67	375.00	682.74	750.00
6051 Mobile Telephone	37.28	125.00	74.52	250.00
6052 Pagers	21.98	20.00	43.96	40.00
6053 Internet Service	55.00	83.33	110.00	166.66
6059 Computer Software Maintenance	467.76	750.00	896.75	1,500.00
6061 Office Equipment Maintenance	163.49	83.33	448.27	166.66
6070 Office & Accounting Labor	6,577.05	7,141.67	13,800.32	14,283.34
6075 Outside Services	806.86	1,666.67	2,022.47	3,333.34
6080 Administrative Fees	736.73	741.67	1,337.57	1,483.34
6081 Permits/Fees	2,439.50	833.33	2,729.00	1,666.66
6120 Bank Service Charges	386.44	416.67	871.80	833.34
Total Expenses	67,559.74	86,242.46	135,385.79	171,484.92
Net Income	20,095.17	4,924.20	38,361.00	5,848.40

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 28, 2015

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Other Expenditures				
1504 Water Mains	21,496.00	21,500.00	21,496.00	21,500.00
1511 WaterTreatment Plant	0.00	0.00	457.36	500.00
1516 Water Company Facilities	4,671.00	4,700.00	4,671.00	4,700.00
1526 Vosburg Booster	780.00	800.00	2,196.24	2,300.00
1527 SCADA Equipment	1,071.12	1,100.00	3,999.09	4,100.00
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Total Other Expenditures	28,018.12	28,100.00	32,819.69	33,100.00
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Total Increase or (Drawdown)	(7,922.95)	(23,175.80)	5,541.31	(27,251.60)
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Kinneloa Irrigation District
Balance Sheet
February 28, 2015

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 295,003.77
1011	Checking-PGFSC	48,806.36
1012	Reserve Fund-LAIF	118,614.30
1014	Reserve Fund-CalTRUST	971,720.05
1015	Accr. Int./Price Adj.-CalTRUST	946.48
1016	Accrued Interest-LAIF	65.39
1100	Accts. Receivable-Water Sales	35,186.68
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	85,501.68
1350	Prepaid Insurance	6,833.81
1360	Prepaid Expenses	11,241.90
		<hr/>
	Total Current Assets	1,593,148.94

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,484,918.24
1505	Water Tunnels	705,985.75
1506	K-3 Well	82,848.37
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	185,398.06
1512	Water Meters	78,368.79
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	61,889.72
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	70,422.20
1517	KID Office	54,202.92
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	94,376.80
1527	SCADA Equipment	240,592.74
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	6,811.57
1600	Accum. Depreciation	(3,713,616.64)
		<hr/>
	Total Property and Equipment	3,991,852.07
		<hr/>
	Total Assets	\$ 5,585,001.01
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Kinneloa Irrigation District
Balance Sheet
February 28, 2015

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 12,211.15	
2271	Deposits-Construction Meters	850.00	
2274	PGFSC Grant	48,806.36	
2290	Accrued Vacation	14,768.70	
	Total Current Liabilities		76,636.21

Long-Term Liabilities

	Total Long-Term Liabilities		0.00
	Total Liabilities		76,636.21

Capital

3040	Fund Balance	5,464,238.80	
3900	Prior Year Adjustments	5,765.00	
	Net Income	38,361.00	
	Total Capital		5,508,364.80
	Total Liabilities & Capital		\$ 5,585,001.01

Kinneloa Irrigation District
Statement of Cash Flow
For the Two Months Ended February 28, 2015

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 20,095.17	\$ 38,361.00
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(1,601.99)	(5,271.07)
1350 Prepaid Insurance	1,361.74	2,723.48
1360 Prepaid Expenses	2,280.89	4,561.78
2000 Accounts Payable	(2,164.77)	(27,678.29)
2011 Accounts Payable PGFSC	0.00	(51.52)
2271 Deposits-Construction Meters	850.00	850.00
2272 Job Deposits	(1,200.00)	(900.00)
2274 PGFSC Grant	(202.08)	29,470.94
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Total Adjustments	(676.21)	3,705.32
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Net Cash Provided by Operations	19,418.96	42,066.32
Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	(21,496.00)	(21,496.00)
1511 WaterTreatment Plant	0.00	(457.36)
1516 Water Company Facilities	(4,671.00)	(4,671.00)
1526 Vosburg Booster	(780.00)	(2,340.00)
1527 SCADA Equipment	(1,071.12)	(3,999.09)
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Net Cash Used in Investing	(28,018.12)	(32,963.45)
Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
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Net Cash Used in Financing	0.00	0.00
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Net Increase (Decrease) in Cash	\$ (8,599.16)	\$ 9,102.87
Summary		
Cash Balance at End of Period	\$ 1,520,658.03	\$ 1,520,658.03
Cash Balance at Beg. of Period	(1,529,257.19)	(1,511,411.40)
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Net Increase (Decrease) in Cash	\$ (8,599.16)	\$ 9,246.63
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Kinneloa Irrigation District
Check Register
For the Period from February 1, 2015 to February 28, 2015

Date	Check #	Payee	Amount	Description
2/2/15	7849	American Messaging Services, LLC	21.98	pagers
2/2/15	7850	Byrd Industrial Electronics	347.36	checked/correct scaling Euc. Res./Euc. booster
2/2/15	7851	Denram Products	96.14	300 print construction notice on letterhead
2/2/15	7852	Eurofins Eaton Analytical, Inc.	105.60	water sample analysis
2/2/15	7853	Goldak, Inc.	375.00	pipe trace survey
2/2/15	7854	LA County Registrar-Rec./Co.Clerk	75.00	East-West Tank Connector Pipeline NOE
2/2/15	7855	LA County Registrar-Rec./Co.Clerk	75.00	Vosburg Booster Pump Station NOE
2/2/15	7856	Matt Chlor Inc.	457.36	Bellows metering pump, K-3 CL2 backup
2/2/15	7857	McMaster Carr	393.11	copper sulfate; genr./paco fuel, power maint. supp.
2/2/15	7858	Specialty Services	300.00	janitorial service
2/2/15	7859	Utility Service Co., Inc.	4,053.70	tank maintenance agreement
2/15/15	EFT2339	Bernadette C. Allen	867.46	salary
2/15/15	EFT2340	Christopher A. Burt	2,290.65	salary
2/15/15	EFT2341	Shirley L. Burt	1,364.27	salary
2/15/15	EFT2342	Melvin L. Matthews	3,298.28	salary
2/15/15	10217248	Brian L. Fry	1,438.11	salary
2/15/15	10217249	Chris J. Mellinger	363.28	salary
2/15/15	EFT2343	Christopher A. Burt	150.00	salary
2/15/15	EFT2344	Automatic Data Processing, Inc.	4,799.41	withholding and taxes
2/17/15	7860	GEI Development Inc.	7.50	net refund on deposit
2/17/15	7861	Jim Brain	231.74	net refund on deposit
2/17/15	EFT2345	Arco Gaspro Plus	532.49	truck gas
2/17/15	EFT2346	Athens Services	132.57	trash pick up
2/17/15	EFT2347	Bank of America Business Card	180.20	see attached schedule - December 2014
2/17/15	EFT2348	Calif. Public Employees Ret. Sys.	3,551.93	calPERS - January KID/employee
2/17/15	EFT2349	Century Business Solutions	169.14	banking service fee
2/17/15	EFT2350	Century Business Solutions	15.00	monthly service fee
2/17/15	EFT2351	Pasadena Municipal Services	1,389.24	electricity
2/17/15	EFT2352	Southern California Edison Co.	5,895.32	electricity
2/17/15	EFT2353	Verizon Wireless	37.24	mobile phone
2/17/15	7862	ACWA/JPIA	7,321.30	March health insurance - KID/employee
2/17/15	7863	AmeriPride Services	43.75	shop towel service
2/17/15	7864	Civiltec Engineering, Inc.	2,196.24	Vosburg pump station replacement - const. mgmt.
2/17/15	7865	Civiltec Engineering, Inc.	922.50	fire flow study/fire flow test
2/17/15	7866	Eurofins Eaton Analytical, Inc.	184.80	water sample analysis
2/17/15	7867	Foothill Municipal Water District	736.73	administrative fee
2/17/15	7868	Lagerlof, Senecal, Gosney & Kruse	320.00	re: NOE East West and Vosburg projects
2/17/15	7869	Matt Chlor Inc.	163.50	Uniclor power supply and Cl2 maintenance parts
2/17/15	7870	McMaster Carr	364.11	meter maintenance supplies
2/17/15	7871	Monrovia Mailing Company	626.49	construction notice/statement mailings & postage

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2015 to February 28, 2015

Date	Check #	Payee	Amount	Description
				K3 CI2 building install drain along pad \$4,671; Vosburg hydrant/isolation valve \$13,141;
2/17/15	7872	Perry Thomas Construction Co.	19,827.00	26 hours flagman for Vosburg site \$2,015
2/17/15	7873	Shirley Burt	62.73	mileage reimbursement
2/25/15	7874	Byrd Industrial Electronics	1,071.12	transducer drop in 30PSI
2/25/15	7875	Eurofins Eaton Analytical, Inc.	105.60	water sample analysis
2/25/15	7876	LA County Dept. Public Works	2,000.00	plan review/inspection flood permit add'l. deposit 8" main line valve replacement at KCR \$5,100;
2/25/15	7877	Perry Thomas Construction Co.	6,340.00	additional laborers 16 hrs. \$1,240
2/25/15	7878	Western Water Works	1,766.90	meter boxes and parts for service repairs
2/25/15	EFT2354	Charter Communications	321.67	internet and telephone
2/26/15	EFT2355	Automatic Data Processing, Inc.	68.78	payroll processing
2/27/15	EFT2356	Bank of the West Business Card	2,082.94	see attached schedule - January 2015
2/28/15	EFT2357	Bernadette C. Allen	859.42	salary
2/28/15	EFT2358	Christopher A. Burt	2,113.08	salary
2/28/15	EFT2359	Shirley L. Burt	1,364.28	salary
2/28/15	EFT2360	Francis J. Griffith	92.35	salary
2/28/15	EFT2361	Gerrie G. Kilburn	92.35	salary
2/28/15	EFT2362	Melvin L. Matthews	3,298.27	salary
2/28/15	EFT2363	Steven G. Sorell	57.35	salary
2/28/15	10229174	Brian L. Fry	1,413.16	salary
2/28/15	10229175	Chris J. Mellinger	382.08	salary
2/28/15	EFT2364	Christopher A. Burt	150.00	salary
2/28/15	EFT2365	Automatic Data Processing, Inc.	4,774.85	withholding and taxes
	Total		<u>94,137.43</u>	

Credit Card Detail Bank of America

December 2014

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

Acct. No.	Account Description	Additional Description	BCA	CAB	SLB	BLF	MLM	CJM	TOTAL
5010	Maintenance Supplies	lumber supplies for Vosburg bst. upgrade and Brown well trash bin		\$105.20					\$105.20
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis								\$0.00
5035	Vehicle Maintenance								\$0.00
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6035	Office/Computer Supplies								\$0.00
6036	Postage/Delivery								\$0.00
6040	Professional Dues								\$0.00
6050	Telephone	answering service January					\$75.00		\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.								\$0.00
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$0.00	\$105.20	\$0.00	\$0.00	\$75.00	\$0.00	\$180.20

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

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

Act. No.	Account Description	Additional Description	BCA	CAB	SLB	BLF	MLM	CJM	TOTAL
5010	Maintenance Supplies	office toilet repair, batteries, equip./genr./pump maint. supplies, tools; gen'l supplies		\$612.78		\$7.04			\$619.82
5012	Safety Equipment	traffic cones		\$101.81					\$101.81
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	K3 Cl2 time switch		\$146.53					\$146.53
5035	Vehicle Maintenance	96 Chevy maintenance; truck fuel/maint. supplies		\$359.87					\$359.87
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6035	Office/Computer Supplies	pens; office supplies		\$32.58	\$269.08				\$301.66
6036	Postage/Delivery	postage			\$147.00				\$147.00
6040	Professional Dues								\$0.00
6050	Telephone	answering service February					\$75.00		\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.	LogMeIn Cubby Pro yearly subscription*					\$167.76		\$167.76
6061	Office Equipment Maint.	HP Officejet 7612					\$163.49		\$163.49
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$0.00	\$1,253.57	\$416.08	\$7.04	\$406.25	\$0.00	\$2,082.94

* accidental personal charge to be reimbursed by MLM March expense report

Kinneloa Irrigation District - PGFSC Grant Account
Check Register
For the Period from February 1, 2015 to February 28, 2015

Date	Check #	Payee	Amount	Description
2/17/15	001052	Kinneloa Irrigation District	150.56	Jan. admn., bookkeeping, reporting services
2/27/15	001053	United Site Services of CA, Inc.	<u>51.52</u>	portable toilet rental costs
	Total		<u>202.08</u>	