

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, June 15, 2021
3:00 P.M.

AGENDA

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

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

1. CALL TO ORDER – 3:00 P.M.

- a. Declaration of a quorum
- b. Review of agenda

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

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

3. REVIEW OF MINUTES – May 18, 2021

Recommended Action: Review and approve motion to file

4. REVIEW OF FINANCIAL REPORTS – May 31, 2021

Recommended Action: Review and approve motion to file

5. GENERAL MANAGER'S REPORT – Information item presented by the General Manager

Recommended Action: General Manager to summarize the report and respond to questions

6. DIRECTOR REPORTS AND/OR COMMENTS –

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

7. CALENDAR – July 20, 2021 August 17, 2021 September 21, 2021

8. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District's website <https://kinneloairrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 18, 2021, 3:00 P.M.
MINUTES

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

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor’s Executive Orders in response to COVID-19 State of Emergency. As stated in the agenda, there was no public location for attending the meeting in person, however the public was provided with alternative methods of listening or participating telephonically or by videoconference.

DIRECTORS PRESENT: Zoom teleconference/videoconference (Zoom)/Office: Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom/Office: General Manager Melvin Matthews, Office Manager Martin Aragon

PUBLIC PRESENT: Brenna Bowlen, Gail Egan & Bobby Egan

1. CALL TO ORDER:

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

2. OATH OF OFFICE: Stephen Brown, Director Division 2

3. PUBLIC COMMENT: No comments

4. REVIEW OF MINUTES:

April 13, 2021 – It was motioned by Stephen Brown and seconded by Tim Eldridge to approve minutes as presented for filing. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

April 20, 2021 – It was motioned by Tim Eldridge and seconded by Stephen Brown to approve minutes for filing with the following edits: First paragraph last sentence, edit to read “... listening or participating telephonically or by videoconference.”; Item 5, edit to read “General Manager’s report was presented, and no actions were taken.”; Item 7, change the word “affect” to “effect” and insert comma between “meetings, or meetings...”

A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

April 27, 2021 – It was motioned by Gerrie Kilburn and seconded by Stephen Brown to approve minutes as presented for filing. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

5. REVIEW OF FINANCIAL REPORTS:

Director Dave Moritz reviewed the Financial Reports. It was motioned by Tim Eldridge and seconded by Stephen Brown to approve Financial Reports for filing. A roll call vote was

taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

6. GENERAL MANAGER'S REPORT:

General Manager's report was presented, and no action was recommended.

7. 2020 FINANCIAL AUDIT:

Certified Public Accountants, Egan & Egan, presented the Independent Auditor's Report. It was motioned by Stephen Brown and seconded by Tim Eldridge to approve the Independent Auditor's Report for publication after making suggested minor corrections. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

8. SIERRA MADRE VILLA & VILLA HEIGHTS WATER MAIN IMPROVEMENT PROJECT:

General Manager presented the latest project information and explained the communication methods used to keep the public informed before and during the project.

9. INFORMATION ITEMS

The Public Water Agency Group (PWAG) is establishing an emergency radio system to be used among the 20 members including the Kinneloa Irrigation District.

10. DIRECTOR REPORTS AND/OR COMMENTS:

Water Use Efficiency best practices are most impactful when one is knowledgeable of the specific plant watering requirements in combination with the awareness of the local environment's susceptibility to fire dangers.

11. ADJOURNMENT

The meeting was adjourned at 4:25 pm.

Prepared and submitted by,



**Martin Aragon
Office Manager/Board Clerk**

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Kinneloa Irrigation District
Income Statement for the Five Months Ending May 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	133,516.72	115,000.00	18,516.72	642,843.15	566,000.00	76,843.15
4015 Wholesale Water Sales	0.00	0.00	0.00	58,033.60	0.00	58,033.60
4020 Service/Installation Charges	1,781.01	833.33	947.68	4,173.77	4,166.65	7.12
4035 Interest-Reserve Fund	1,627.03	1,250.00	377.03	3,518.88	6,250.00	(2,731.12)
4036 Unrealized Gain(Loss)-CalTRU	0.00	2,083.33	(2,083.33)	(3,645.61)	10,416.65	(14,062.26)
4070 Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
Total Revenues	136,924.76	119,166.66	17,758.10	712,878.87	586,833.30	126,045.57
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	10,082.42	10,000.00	82.42	57,412.60	50,000.00	7,412.60
5010 Maintenance/Repair Supplies	1,141.98	2,500.00	(1,358.02)	12,884.01	12,500.00	384.01
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	4,166.65	(4,166.65)
5012 Safety Equipment	0.00	133.33	(133.33)	1,406.27	666.65	739.62
5015 Operations Labor	21,113.80	25,708.33	(4,594.53)	103,095.64	110,541.65	(7,446.01)
5016 Operations OT	1,144.44	1,291.67	(147.23)	5,795.22	6,458.35	(663.13)
5020 Stand-by Compensation	930.00	915.00	15.00	4,530.00	4,575.00	(45.00)
5022 Training/Certification	105.00	133.33	(28.33)	105.00	666.65	(561.65)
5025 Water Treatment/Analysis	1,656.93	1,833.33	(176.40)	8,214.20	9,166.65	(952.45)
5030 Maintenance/Repair Contractors	18,560.62	11,666.67	6,893.95	60,098.31	58,333.35	1,764.96
5034 Equipment Maintenance	466.20	1,666.67	(1,200.47)	10,160.09	8,333.35	1,826.74
5035 Vehicle Maintenance	0.00	1,250.00	(1,250.00)	8,972.21	6,250.00	2,722.21
5036 Fuel	948.65	1,666.67	(718.02)	5,989.41	8,333.35	(2,343.94)
5045 Insurance-Workers Comp.	0.00	0.00	0.00	3,318.42	5,000.00	(1,681.58)
5046 Insurance-Liability	1,387.46	1,333.33	54.13	6,937.30	6,666.65	270.65
5048 Insurance-Property	196.04	208.33	(12.29)	980.20	1,041.65	(61.45)
5049 Insurance-Medical	5,884.55	8,604.17	(2,719.62)	36,318.51	43,020.85	(6,702.34)
6000 Engineering Services	0.00	3,958.33	(3,958.33)	1,600.00	19,791.65	(18,191.65)
6005 Watermaster Services	870.08	1,000.00	(129.92)	4,350.40	5,000.00	(649.60)
6015 Administrative Salary	12,063.48	13,216.67	(1,153.19)	60,317.40	66,083.35	(5,765.95)
6017 Administrative Travel	221.76	250.00	(28.24)	242.98	1,250.00	(1,007.02)
6020 Board Compensation	600.00	700.00	(100.00)	3,000.00	3,500.00	(500.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	24.36	416.65	(392.29)
6024 Customer/Public Info. Prog.	200.00	166.67	33.33	1,000.00	833.35	166.65
6025 PERS - KID	3,678.09	3,500.00	178.09	18,058.52	17,500.00	558.52
6030 Social Security - KID	2,864.94	2,833.33	31.61	14,104.30	14,166.65	(62.35)
6031 Medicare - KID	670.04	666.67	3.37	3,298.67	3,333.35	(34.68)
6035 Office/Computer Supplies	762.56	583.33	179.23	2,687.32	2,916.65	(229.33)
6036 Postage/Delivery	394.05	416.67	(22.62)	1,757.85	2,083.35	(325.50)
6040 Professional Dues	1,187.74	1,250.00	(62.26)	6,438.70	6,250.00	188.70
6045 Legal Services	749.08	1,250.00	(500.92)	3,655.40	6,250.00	(2,594.60)
6050 Telephone	554.88	375.00	179.88	1,642.65	1,875.00	(232.35)
6051 Mobile Telephone	7.73	41.67	(33.94)	126.04	208.35	(82.31)
6052 Pagers	35.05	41.67	(6.62)	175.07	208.35	(33.28)

Kinneloa Irrigation District
Income Statement for the Five Months Ending May 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6053 Internet Service	343.84	83.33	260.51	829.44	416.65	412.79
6059 Computer Software Maintenance	482.08	1,000.00	(517.92)	4,786.98	5,000.00	(213.02)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	416.65	(416.65)
6070 Office & Accounting Labor	11,031.84	10,479.17	552.67	54,124.43	52,395.85	1,728.58
6075 Professional/Contract Services	2,003.52	2,333.33	(329.81)	10,289.85	11,666.65	(1,376.80)
6080 Administrative Fees	1,036.66	1,036.67	(0.01)	5,100.37	5,183.35	(82.98)
6081 Permits/Fees	1,011.55	1,250.00	(238.45)	2,380.15	6,250.00	(3,869.85)
6086 Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	1,458.35	(1,458.35)
6088 Interest Expense	28,977.21	28,978.00	(0.79)	28,977.21	28,978.00	(0.79)
6120 Bank Service Charges	658.68	750.00	(91.32)	4,219.97	3,750.00	469.97
Total Expenses	134,022.95	146,363.00	(12,340.05)	622,540.45	666,038.00	(43,497.55)
Net Income	2,901.81	(27,196.34)	30,098.15	90,338.42	(79,204.70)	169,543.12
Other Expenditures						
1504 Water Mains	0.00	0.00	0.00	1,944.00	0.00	1,944.00
1511 Water Treatment Plant	0.00	500.00	(500.00)	774.61	2,500.00	(1,725.39)
1512 Water Meters	33,770.25	13,333.32	20,436.93	37,149.87	20,000.00	17,149.87
1514 Computer/Office Equipment	0.00	416.67	(416.67)	602.20	2,083.35	(1,481.15)
2400 Installment Purchase Agreement	71,123.77	71,124.00	(0.23)	71,123.77	71,124.00	(0.23)
Total Other Expenditures	104,894.02	85,373.99	19,520.03	111,594.45	95,707.35	15,887.10
Total Increase or (Drawdown)	(101,992.21)	(112,570.33)	10,578.12	(21,256.03)	(174,912.05)	153,656.02

Kinneloa Irrigation District Balance Sheet as of May 31, 2021

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 518,068.14
1012	Reserve Fund-LAIF	128,056.58
1014	Reserve Fund-CalTRUST	1,763,820.63
1016	Accrued Interest-LAIF	80.44
1100	Accts. Receivable-Water Sales	30,185.99
1113	Employee Loans	50.12
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	134,688.12
1350	Prepaid Insurance	4,199.44
1360	Prepaid Expenses	9,371.32

Total Current Assets

2,607,749.30

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,586,462.10
1505	Water Tunnels	729,074.60
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	204,228.17
1512	Water Meters	155,885.40
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	74,980.40
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	54,741.36
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1523	Constr. in Progress-Vosburg	53,875.00
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	362,117.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,602,579.76)

Total Property and Equipment

5,213,812.87

Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 7,915,248.17

Kinneloa Irrigation District
Balance Sheet as of May 31, 2021

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 54,740.45	
2272	Job Deposits	6,236.16	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		80,086.23

Long-Term Liabilities

2400	Installment Purchase Agreement	1,523,485.86	
2801	PERS- Net Liability	332,557.95	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,891,884.81
	Total Liabilities		1,971,971.04

Capital

3040	Fund Balance	5,852,938.71	
	Net Income	90,338.42	
	Total Capital		5,943,277.13
	Total Liabilities & Capital		\$ 7,915,248.17

Kinneloa Irrigation District
Statement of Cash Flow
For the Five Months Ended May 31, 2021

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 2,901.81	\$ 90,338.42
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(3,668.29)	1,295.99
1102 Accts. Receiv.-Wholesale Water	10,952.01	0.00
1113 Employee Loans	50.19	250.95
1340 Accrued Water Sales	5,516.34	56,186.42
1350 Prepaid Insurance	1,583.50	7,917.50
1360 Prepaid Expenses	(5,949.96)	12,038.20
2000 Accounts Payable	25,955.53	18,781.51
2272 Job Deposits	836.16	2,636.16
	35,275.48	99,106.73
Net Cash Provided by Operations	38,177.29	189,445.15
 Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	0.00	(1,944.00)
1511 Water Treatment Plant	0.00	(774.61)
1512 Water Meters	(33,770.25)	(37,149.87)
1514 Computer/Office Equipment	0.00	(602.20)
	(33,770.25)	(40,470.68)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	(71,123.77)	(71,123.77)
2801 PERS- Net Liability	(1,732.49)	(8,662.45)
	(72,856.26)	(79,786.22)
Net Increase (Decrease) in Cash	\$ (68,449.22)	\$ 69,188.25
 Summary		
Cash Balance at End of Period	\$ 2,410,025.79	\$ 2,410,025.79
Cash Balance at Beg. of Period	(2,478,475.01)	(2,340,837.54)
Net Increase (Decrease) in Cash	\$ (68,449.22)	\$ 69,188.25

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

Date	Check #	Payee	Amount	Description
5/14/21	EFT4743	Arco Gaspro Plus	948.65	Fleet Vehicle Fuel
5/14/21	EFT4744	CA Public Employees Ret. Sys.	6,938.25	KID and employee retirement contributions
5/14/21	EFT4745	Century Business Solutions	15.00	Credit Card processing Fee
5/14/21	EFT4746	Pasadena Municipal Services	1,808.44	Pasadena Electricity for Wilcox Well
5/14/21	EFT4747	Southern California Edison Co.	8,901.16	Electricity
5/14/21	EFT4748	VeriCheck, Inc.	116.49	E-check processing fees
5/14/21	EFT4749	Umpqua Bank	2,508.85	credit cards - see attached detail
5/14/21	9761	Underground Service Alert	21.55	Digalert
5/14/21	9762	ACWA-JPIA	8,283.33	KID health benefits - April
5/14/21	9763	Aramark Uniform Services	82.37	Shop Rag Service
5/14/21	9764	Griswold Industries	6,041.43	Cla-Val: Rebuilt three main valves at Wilcox
5/14/21	9765	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
5/14/21	9766	Foothill Municipal Water District	1,036.66	Administrative Fee
5/14/21	9767	Geotab USA, Inc	98.75	Fleet Mgmt. Software
5/14/21	9768	Pollardwater	221.51	Dichlorination Tabs
5/14/21	9769	Pump Check	2,020.00	Pump & meter efficiency testing - Vos, K3, Wilcox
5/14/21	9770	Public Water Agencies Group	289.08	May - Emergency Preparedness Program
5/14/21	9771	Raymond Basin Management Boa	10,447.00	RBMB Assessment - 1st Installment
5/14/21	9772	Ultimate Cleaning Solutions, Inc.	75.00	Office Cleaning Service
5/14/21	9773	Utility Service Co., Inc.	5,248.24	Reservoir Tank Service
5/14/21	9774	ACWA-JPIA	6,559.39	KID health benefits - May
5/14/21	EFT4750	Kinneloa Irrigation District CA	100,100.98	Loan payment
5/15/21	EFT4751	Bernadette C. Allen	1,048.36	Salary
5/15/21	EFT4752	Arthur M. Aragon	1,567.57	Salary
5/15/21	EFT4753	Krystle K. Barba	1,264.77	Salary
5/15/21	EFT4754	Christopher A. Burt	2,137.58	Salary
5/15/21	EFT4755	Timothy J. Eldridge	138.52	Salary
5/15/21	EFT4756	Michele M. Ferrell	2,111.30	Salary
5/15/21	EFT4757	Brian L. Fry	1,789.12	Salary
5/15/21	EFT4758	Melvin L. Matthews	3,973.04	Salary
5/15/21	EFT4759	Juan R. Tello	1,311.46	Salary
5/15/21	EFT4760	Christopher A. Burt	150.00	Salary
5/15/21	EFT4761	Automatic Data Processing, Inc.	6,392.99	Payroll taxes & withholdings
5/24/21	9775	Michael Balikyan	650.00	Net refund on deposit - Fire Flow
5/27/21	9776	BrightView Landscape Services	1,490.00	Landscaping
5/27/21	9777	Clinical Lab of San Bernardino	84.00	General Physical Lab results
5/27/21	9778	Denram Products	467.46	Printed Statements
5/27/21	9779	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
5/27/21	9780	Generator Services Co.	466.20	Reset Alarm & Test Unit
5/27/21	9781	Lagerlof, LLP	460.00	Services during audit review

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

Date	Check #	Payee	Amount	Description
5/27/21	9782	McMaster Carr	228.30	Maintenance Supplies
5/27/21	9783	Perry Thomas Construction Co.	4,818.59	Hasting Heights repair
5/27/21	9784	South Coast AQMD	137.63	Fee assessment for running generators
5/27/21	9785	South Coast AQMD	137.63	Fee assessment for running generators
5/27/21	9786	South Coast AQMD	137.63	Fee assessment for running generators
5/27/21	9787	South Coast AQMD	137.63	Fee assessment for running generators
5/27/21	9788	South Coast AQMD	137.63	Fee assessment for running generators
5/27/21	EFT4762	Automatic Data Processing, Inc.	101.88	Payroll Processing Fee
5/27/21	EFT4763	AT&T Mobility	135.11	Mobile Phones
5/27/21	EFT4764	Athens Services	215.69	Trash Pick-up
5/27/21	EFT4765	Century Business Solutions	333.55	Credit Card processing Fee
5/27/21	EFT4766	American Messaging Services	35.05	Pager Service
5/28/21	9789	David N. Warner	650.00	Net refund on deposit - Fire Flow
5/28/21	9790	Robert Tong	650.00	Net refund on deposit - Fire Flow
5/28/21	9791	Highpoint Academy	650.00	Net refund on deposit - Fire Flow
5/28/21	9792	Simon Pan	650.00	Net refund on deposit - Fire Flow
5/31/21	EFT4767	Bernadette C. Allen	1,179.52	Salary
5/31/21	EFT4768	Arthur M. Aragon	1,662.21	Salary
5/31/21	EFT4769	Krystle K. Barba	1,375.21	Salary
5/31/21	EFT4770	Stephen Brown	138.52	Salary
5/31/21	EFT4771	Christopher A. Burt	2,354.28	Salary
5/31/21	EFT4772	Timothy J. Eldridge	138.52	Salary
5/31/21	EFT4773	Michele M. Ferrell	2,437.73	Salary
5/31/21	EFT4774	Brian L. Fry	2,051.15	Salary
5/31/21	EFT4775	Gerrie G. Kilburn	138.53	Salary
5/31/21	EFT4776	Melvin L. Matthews	4,036.73	Salary
5/31/21	EFT4777	Juan R. Tello	1,710.34	Salary
5/31/21	EFT4778	Christopher A. Burt	150.00	Salary
5/31/21	EFT4779	Automatic Data Processing, Inc.	7,338.41	Payroll taxes and withholdings
5/31/21	EFT4779a	Spectrum	339.92	Internet services
5/31/21	EFT4779b	ADP	99.40	Payroll Processing fee
TOTAL			<u><u>221,971.29</u></u>	

Credit Card Detail Umpqua Bank
May 2021
(Expenses incurred/billed in May and due/paid in June)

Acct. No.	Account Description	Additional Description	JB	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1511	Water Treatment Plant									\$0.00
1514	Computer/Office Equip.									\$0.00
5010	Maintenance Supplies	BLF: Vent clip, batteries MF: Scrubs in a bucket: CAB: Milwaukee Lithium Battery Pack			\$206.10	\$46.25		\$206.46	\$65.65	\$524.46
5012	Safety Equipment									\$0.00
5022	Training/Certification	MLM: Training certificate		\$105.00						\$105.00
5025	Water Treatment/Analysis	BF: Salt				\$1,172.93				\$1,172.93
5035	Vehicle Maintenance									\$0.00
5036	Fuel									\$0.00
6017	Adm. Travel									\$0.00
6021	Adm. & Bd. Exp.									\$0.00
6024	Customer/Public Info	MM: Streamline	\$200.00							\$0.00
6035	Office/Computer Supplies	MA: Office Supplies					\$295.10			\$295.10
6036	Postage/Delivery	MA: Stamps, UPS return					\$394.05			\$394.05
6040	Professional Dues									\$0.00
6050	Telephone	MM: Answering Service(Alert)		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service	MLM: Splashtop - remote access		\$143.88						\$143.88
6059	Computer/Software Maint.	MLM: Software								\$0.00
6061	Office Equipment Maint.									\$0.00
6075	Outside Services									\$0.00
6081	Permits/Fees									\$0.00
TOTAL			\$200.00	\$323.88	\$206.10	\$1,219.18	\$689.15	\$206.46	\$65.65	\$2,910.42

General Manager's Report for the Board of Directors Meeting on June 15, 2021

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 \$281.01
 0 accounts received door hanger shut off notice
 0 accounts were shut off for non-payment
 0 accounts remain shut off for non-payment

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
June 2020	\$26,619.22	\$1,657.73	\$0.00	\$0.00	\$28,276.95
July 2020	\$35,672.74	\$1,791.06	\$44.66	\$0.00	\$37,508.46
August 2020	\$27,970.57	\$2,624.99	\$0.00	\$0.00	\$30,595.56
September 2020	\$32,787.39	\$3,299.78	\$181.77	\$0.00	\$36,268.94
October 2020	\$35,165.98	\$3,020.50	\$1,102.31	\$97.99	\$39,386.78
November 2020	\$31,925.74	\$6,497.96	\$98.72	\$0.00	\$38,522.42
December 2020	\$28,288.75	\$3,101.55	\$91.68	\$0.00	\$31,481.98
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
April 2021	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
May 2021	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
June 2020	459	994	92	\$19,899.20
July 2020	354	1,166	98	\$27,411.85
August 2020	276	708	100	\$30,398.55
September 2020	277	608	91	\$27,761.46
October 2020	278	654	109	\$35,098.93
November 2020	248	591	93	\$29,258.42
December 2020	253	560	110	\$33,318.03
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82
April 2021	274	1,538	106	\$27,464.40
May 2021	292	1,616	112	\$27,299.87

II. General Manager's Projects and Activities

- A. **Advanced Meter Infrastructure (AMI) Project** – Installation was successfully complete at 53 locations and testing is in progress
- B. **Annual Audit** – Financial audit for 2020 has been completed and was published on the District's web site
- C. **Pipeline Project** – Contractor submitted all required contract documents for the Sierra Madre Villa/Villa Heights pipeline improvement project and tentative start date is June 14, 2021
- D. **House Tunnel Pipeline Repair** – Repair was completed and water will be connected to the system at Holly Tanks after bacteriological testing
- E. **Activities/Meetings/Webinars/Conferences***
 - 1. KID Staff Meetings
 - 2. PWAG Emergency Coordination Update & Discussion
 - 3. KID Board Meeting
 - 4. FMWD Board Meetings (2)
 - 5. FMWD Managers Meeting
 - 6. FMWD Finance Committee Meeting
 - 7. LAFCO Board Meeting
 - 8. PWAG Board Meeting
 - 9. Subeca Installation
 - 10. RBMB Pumping and Storage Committee Meeting
 - 11. ACWA Region 8 Meeting
 - 12. ACWA JPIA Board Meeting
 - 13. ACWA Spring Conference
 - 14. NKRPOA Meeting
 - 15. AMI Webinar
 - 16. SMVA-Villa Heights Pipeline Project Job Walk with Contractor

* Organization Acronyms:

ACWA – Association of California Water Agencies

ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority

AMI – Advanced Meter Infrastructure

AWWA – American Water Works Association

CalTRUST – Investment Trust of California Joint Powers Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

FMWD – Foothill Municipal Water District

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

NKRPOA – North Kinneloa Ranch Property Owners' Association

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

RCAC – Rural Community Assistance Corporation

SCADA – Supervisory Control and Data Acquisition System

SMVA – Sierra Madre Villa Avenue

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
1	1	0	0	2	System leak was on service line in Hastings Heights.

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

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

1. Routine daily and monthly activities
 - a. Operator training
 - b. Meter and transmitter maintenance and replacement
 - c. Water samples
 - d. Vehicle and equipment maintenance and testing
 - e. Facility cleanup
 - f. Production meter readings and report to RBMB
 - g. Chlorine generator maintenance
 - h. Meter reading
 - i. Customer service calls
 - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance for May
 - a. Repaired House Tunnel line
 - b. Replaced House Tunnel production meter
 - c. Unclogged Holly Tanks facility drain
 - d. Repaired water softener line that was leaking
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress)*
 - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Contract awarded) (CIP, EP, OPS)
 - b. Truck replacement – Replace one pickup truck that is 22 years old (CIP)
 - c. Reservoir inspection and washout (MR)
 - d. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 50 locations (CIP, OPS, MR)
 - e. Annual service on six generators (MR)
 - f. Efficiency tests and preventative maintenance on all pumps and motors (MR)
 - g. Production meter tests for accuracy (MR)
 - h. House Tunnel Pipeline repair (MR)

