

KINNELOA IRRIGATION DISTRICT
REGULAR MEETING – BOARD OF DIRECTORS
1999 KINCLAIR DRIVE, PASADENA, CA 91107
TUESDAY –MARCH 15, 2016 at 7:30 P.M.

AGENDA

- 1. CALL TO ORDER**
 - a. Declaration of a quorum
 - b. Review of agenda

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

- 3. GENERAL MANAGER’S REPORT**

- 4. REVIEW OF MINUTES** – February 16, 2016

- 5. REVIEW OF FINANCIAL REPORTS** – February 29, 2016

- 6. CALENDAR** – April 19, 2016
 May 17, 2016
 June 21, 2016

- 7. 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 www.KinneloaIrrigationDistrict.info.

General Manager's Report for the Board of Directors Meeting on March 15, 2016

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 19 accounts received past-due notice
- 19 accounts received late charges in the total amount of \$311.02
- 8 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	\$22,255.81	\$1,007.70	\$153.64	\$111.49	\$23,528.64
February	\$23,476.31	\$1,922.01	\$81.93	\$165.13	\$26,645.38
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

C. Internet Usage –

Month	Visitors	Page Views	Online Payments	Online Amount
January	277	599	52	\$9,147.90
February	144	364	49	\$6,010.43
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Year to Date	421	963	101	\$15,158.33

II. General Manager's Projects and Activities

- A. Water Supply Summary** – The Updated water supply summary is included in this report as Section V in order to give the Board a snapshot of our water supply availability. This table is based on the Watermaster year ending June 30 and will continue to be included in my future monthly reports.
- B. One Call Now** – The database for this customer notification system has been completed and entered into the One Call Now system. Messages can be sent via phone, email or text or a combination of these methods depending the urgency and purpose of the message. This system is intended to supplement the current use of email newsletters, billing messages and billing statement inserts for general customer information especially when a natural disaster or other emergency requires immediate notification.
- C. Audit** – The field work for the 2015 audit was completed on February 19, 2016. A first draft of the audit has been received and review is underway.
- D. Pasadena Glen Fire Safe Council** – An additional grant has been obtained to cover 4,852 man-hours of work by the California Conservation Corps (CCC) to clear brush in the State Responsibility Area (SRA). This work will include fuel reduction and removal of invasive plants around East Tank. Remaining funds from the original California Fire Safe Council grant are being used to trim and remove some trees adjacent to the Glen Wash including work on various private properties including property owned by the Kinneloa Irrigation District. These current projects and previous projects have saved the KID a significant amount of money over the past three years. The KID is the fiscal sponsor of the Pasadena Glen Fire Safe Council and provides accounting and record-keeping services to the PGFSC.
- E. Activities/Meetings/Webinars/Conferences**

Subject	Location	Start	End	Purpose
OpenGov Financial Reporting Tools	Web conference	Tue 2/2/2016 10:30 AM	Tue 2/2/2016 11:30 AM	Final review, configuration and launch of website enhancement
RBMB Pumping and Storage Committee		Thu 2/4/2016 2:30 PM	Thu 2/4/2016 4:00 PM	<ul style="list-style-type: none"> • Raymond Basin Monitoring Well Project • Salt and Nutrient Management Plan • Discussion of California American Water Company- Lamanda Well
Foothill Municipal Water District Board Meeting	La Cañada	Tue 2/16/2016 3:00 PM	Tue 2/16/2016 5:00 PM	<ol style="list-style-type: none"> 1. Call to Order and Determination of a Quorum 2. Pledge of Allegiance 3. Preliminary Matters <ol style="list-style-type: none"> 3.1. Additions to Agenda (as required by Gov. Code 54954.2) 4. Public Comments <ol style="list-style-type: none"> 4.1. Opportunity for members of the public to address the board directly on items of public interest those are within the subject matter jurisdiction of the board (as required by Gov. Code 54954.3(a)). Speakers may be limited to two minutes each at the discretion of the President of

				<p>the Board.</p> <p>5. · Consent Calendar</p> <p>5.1. Action approving the Minutes of the January 19, 2016 Meeting of the Board of Directors and the Minutes of the February 5, 2016 Special Meeting of the Board of Directors.</p> <p>5.2. Action approving the Financial Statements for January 2016; monthly Director Compensation, Expense Report and Treasurer's Report.</p> <p>6. Directors' Oral Reports</p> <p>6.1. Reports and appropriate action on ACWA, MWD, and other association and organization activities.</p> <p>7. Action Calendar</p> <p>7 .1. Discussion and action approving the Employee Handbook modifications.</p> <p>8. Information Item</p> <p>8.1. None</p> <p>Foothill Municipal Water District Regular Meeting, Board of Directors</p> <p>9. Staff and Committee Reports February 16, 2016</p> <p>Page2</p> <p>General Manager Nina Jazmadarian: Reports and appropriate action on administrative and operating projects and activities:</p> <p>9.1. Operations/sales summary report for prior month</p> <p>9.2. Water Supply Update</p> <p>9.3. Upcoming Shutdown</p> <p>9.4. Conservation Outreach</p> <p>9.5. Conservation Rebate Activity</p> <p>9.6. Great Pacific Securities</p> <p>9.7. Other</p> <p>Operations Report Justin Bailey. Operations Manager: Report on system operations.</p> <p>MWD Representative Richard Atwater: Report regarding MWD activities.</p> <p>Attorney: Report on legal and related matters relevant to the District.</p> <p>Water Resources Committee: Report regarding Water Resources</p>
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				Committee meeting. Engineering and Operations Committee: Report regarding Engineering and Operations Committee meeting. 10. Other Business Related to general operations, administration and policy items, future agenda items, and concerns of Board members.
KID Board Meeting	KID Office	Tue 2/16/2015 7:30 PM	Tue 2/16/2015 9:00 PM	Regular Board Meeting
ACWA Region 8 Board Meeting	Foothill MWD La Cañada	Thu 2/18/2016 11:00 AM	Thu 2/18/2016 1:00 PM	AGENDA I. Call to Order II. 2016-17 Board Orientation III. Region 8 Rules & Regulations IV. Appointments Board • Alternate Chair/Vice Chair • Outreach Captain • Committee Reporters • Business Development • Communications • Energy • Federal Affairs • Finance • Groundwater • Legal Affairs • Local Government • Membership • State Legislative • Water Management • Water Quality V. Develop 2016-2017 Region 8 Work Plan VI. Discuss Potential 2016 Region Activities • Conference Calls • Board Meetings • Fall Conference Program • Region Events VII. Additional Discussion Items
KID Audit	KID Office	Fri 2/19/2016 8:00 AM	Fri 2/19/2016 5:00 PM	Field visit by Gail Egan
System Orientation and Tour	Office and KID Facilities	Mon 2/22/2016 1:30 PM	Mon 2/22/2016 5:00 PM	Orientation at office and facilities tour for Director Opel
PACO Pump	Colton	Wed 2/24/2016 8:00 AM	Wed 2/24/2016 1:00 PM	Deliver PACO Pump to the Auction Company

III. System and Facility Activities and Incidents

A. Water Leaks/Water Waste

Location	Type	Date	Description
Glen Springs Road	Leak on service line	2/20/2016	Customer repaired leak on his side of the meter

B. Scheduled Facility and Equipment Maintenance and Repairs

1. Testing of emergency generators and pumps was performed.
2. Water samples were collected for lab analysis.
3. Well water levels were measured.
4. Flow at tunnels measured.
5. West Tank drained in order to apply interior coating and to install mixer.

C. Unscheduled Facility and Equipment Failures, Maintenance and Repairs

1. There was a Southern California Edison power outage on the west side of the system for a duration of four hours. Office and Eucalyptus standby generators started automatically and uninterruptible power supplies operated normally to keep computers at the office operating. The outage did not cause any operational problems.
2. A fitting on the K3 chlorine delivery system failed and the resulting leak caused the Cl₂ residual to drop below the minimum low-level alarm setting. The fitting was replaced.
3. Once again a SCADA communications failure at East Tank did not self-correct. A visit to the site was necessary to restore communications. Modifications were subsequently made to the automatic reset routine. There has been no reoccurrence as of writing this report. Hopefully this reoccurring problem has finally been solved.

IV. Projects

- A. Vosburg Booster Replacement Project** – The project is completed and all invoices have been paid except for the 5% retention amount. This will be paid once as-built drawings and other documentation are provided.
- B. East-West Pipeline Project** – The final set of plans and specifications is expected to be approved prior to this meeting. The revised engineer's estimate for the project is \$673,000. The notice inviting bids has been prepared and approximately 14 potential bidders have been identified to receive the notice.

V. Water Supply Summary (Watermaster Year July through June)

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	3
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges	207	House	0
Prior Year Spreading	93	Holly High/Low	3
Short Term Storage	33		
Current Year Spreading	0		
Total Allowable Extractions	746		
Less Extracted through Current Month	-304	Current Tunnel Monthly Production	10
Remaining Allowable Groundwater Extractions through June	442	Remaining Estimated Tunnel Production through June	40
Total Available Water Supply through June		482 Acre Feet	
Less Forecasted Retail Water Sales through June		-238 Acre Feet	
Forecasted Surplus Water through June*		244 Acre Feet	
Long-Term Storage**		790 Acre Feet	
Total Available Water through June		1,034 Acre Feet	

* Forecasted surplus water is available for sale this year and/or carryover to next year subject to carryover limits established by the Raymond Basin Management Board.

** Long-term storage is considered by KID staff to be an emergency supply and there is no plan to use or sell this water in the current Watermaster year. Additions to long-term storage are no longer permitted by the Raymond Basin Management Board.

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
February 16, 2016**

MEMBERS PRESENT: Directors Eldridge, Griffith, Kilburn, Opel
Director Johnson was out of District

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, Director Kilburn, at 1930 hours.
A quorum of Board Members was present and the Agenda was approved as presented.
Members of the Board welcomed Director Opel to the Board.

PUBLIC COMMENT: No members of the public were present.

APPOINTMENT OF DIRECTOR TO THE JOINT POWERS INSURANCE AGENCY:

The General Manager reviewed the responsibilities of the person who is appointed to the JPIA Board noting that the appointee needs to be a Director of the Kinneloa Irrigation District Board and that an alternate also needs to be appointed who does not have to be a Director.

It was M/S/C-(Opel/Griffith-4/0)

“That Director Eldridge be appointed as the representative of the Kinneloa Irrigation District to the Board of the Joint Powers Insurance Agency and that the General Manager serve as the Alternate.”

(Aye-Eldridge, Griffith, Kilburn, Opel/Nay-0/Obtain-0)

APPROVAL OF THE PURCHASE OF THE WEST TANK MIXER:

The **General Manager** reviewed the advantage of this device noting that it will provide for the full capacity of the tank to be utilized at all times and for the required water quality to still be maintained.”

It was M/S/C-(Griffith/Eldridge-4/0)

“That the Board approves the purchase of the West Tank Mixer from Utility Service Company for the sum of \$20,097.”

(Aye-Eldridge, Griffith, Kilburn, Opel/Nay-0/Obtain-0)

GENERAL MANAGER’S REPORT:

The General Manager reviewed his report and responded to questions from the Board.

REVIEW OF MINUTES:

The minutes of January 19, 2016, were reviewed and approved as submitted.

REVIEW OF FINANCIAL REPORT:

The Financial Reports for January 31, 2016, were reviewed and approved for filing as submitted.

ITEMS FOR THE NEXT AGENDA:

Discussion of Accounts Payable Procedures

ADJOURNMENT:

The meeting was adjourned at 2015 hours. The next meeting will be on March 15, 2016.

Respectfully submitted,

Shirley Burt
Secretary to the Board

Kinneloa Irrigation District 2016 Financial Summary (Forecasted)

Account	Account Description	2016 Budget	2016 FYE Forecasted	Deviation from Budget	
				Amount	Percent
4000	Water Sales	1,379,616	1,349,640	-29,976	-2%
4015	Wholesale Water Sales-Pasadena	0	2,285	2,285	
4020	Service/Installation Charges	10,000	10,094	94	1%
4025	Asset Sale/Miscellaneous	0	125	125	
4035	Interest-Reserve Fund	8,000	8,527	527	7%
4050	Capacity Charge	0	0	0	
4070	Misc. Income	0	425	425	
	Total Income	1,397,616	1,371,097	-26,519	-2%
	Expenditures				
5000	Leased Water Rights.	63,135	63,135	0	0%
5005	Electricity	120,000	116,776	-3,224	-3%
5010	Maintenance/Repair Supplies	25,000	23,531	-1,470	-6%
5011	Material & Labor for Installations	10,000	8,333	-1,667	-17%
5012	Safety Equipment	1,600	3,032	1,432	90%
5015	Operations & Maintenance Labor	145,000	143,454	-1,546	-1%
5016	Operations & Maintenance OT	15,500	20,119	4,619	30%
5017	Operations Bonus	0	0	0	
5020	Stand-by Compensation	7,500	7,420	-80	-1%
5022	Training/Certification	1,600	1,333	-267	-17%
5025	Water Treatment/Analysis	22,000	21,799	-201	-1%
5030	Maintenance/Repair Contractors	125,000	130,982	5,982	5%
5034	Equipment Maintenance	10,000	8,333	-1,667	-17%
5035	Vehicle Maintenance	6,000	8,085	2,085	35%
5036	Fuel	15,000	13,767	-1,233	-8%
5040	Equipment Rental	500	500	0	0%
5045	Insurance-Workers Comp.	12,000	12,000	0	0%
5046	Insurance-Liability	16,000	15,685	-316	-2%
5048	Insurance-Property	2,500	2,416	-84	-3%
5049	Insurance-Medical	76,500	76,469	-31	-0%
6000	Engineering Services	45,000	49,890	4,890	11%
6005	Watermaster Services	12,000	11,855	-145	-1%
6015	Administrative Salary	132,000	131,677	-323	-0%
6016	Administrative Bonus	0	0	0	
6017	Administrative Travel	3,000	2,670	-330	-11%
6020	BofD Compensation	4,200	4,100	-100	-2%
6021	Administrative & Board Exp.	1,000	833	-167	-17%
6022	B of D Election	12,500	12,500	0	0%
6024	Customer/Public Info. Prog.	1,000	1,208	208	21%
6025	PERS - KID	24,000	24,085	85	0%
6030	Social Security - KID	25,000	25,019	19	0%
6031	Medicare - KID	6,000	5,979	-21	-0%
6035	Office/Computer Supplies	7,000	6,827	-173	-2%

Account	Account Description	2016 Budget	2016 FYE Forecasted	Deviation from Budget	
				Amount	Percent
6036	Postage/Delivery	5,000	4,366	-634	-13%
6040	Professional Dues	11,000	11,007	7	0%
6045	Legal Services	15,000	13,618	-1,382	-9%
6050	Telephone	4,500	4,450	-50	-1%
6051	Mobile Telephone	1,500	1,326	-174	-12%
6052	Pagers	240	244	4	2%
6053	Internet Service	1,000	953	-47	-5%
6059	Computer/Software Maintenance	9,000	8,357	-643	-7%
6061	Office Equipment Maintenance	1,000	833	-167	-17%
6065	Accounting Services	7,000	7,000	0	0%
6070	Office & Accounting Labor	91,000	90,080	-920	-1%
6071	Office & Accounting Bonus	0	0	0	
6075	Professional/Contract Services	20,000	27,494	7,494	37%
6080	Administrative Fees	8,900	8,847	-53	-1%
6081	Permits/Fees	10,000	8,918	-1,082	-11%
6086	Taxes - Sales	0	175	175	
6088	Interest Expense	80,293	80,293	0	0%
6120	Bank Service Charges	5,000	5,141	141	3%
	Total Expenses	1,217,968	1,226,918	8,950	1%
	NET REVENUES	179,648	144,178	-35,469	-20%
	Other Expenditures and Adjustments				
1504	Water Mains	0	0	0	
1505	Water Tunnels	7,000	7,000	0	0%
1511	Water Treatment Plant	6,000	6,000	0	0%
1512	Water Meters	12,900	12,900	0	0%
1513	Electrical/Electronic Equipment	10,000	10,000	0	0%
1514	Computer/Office Equipment	5,000	5,000	0	0%
1515	Vehicles/Portable Equipment	20,000	20,000	0	0%
1516	Water Company Facilities	25,000	25,000	0	0%
1523	Constr. in Progress-Vosburg	0	57,472	57,472	
1524	Constr. in Progress-East/West	0	0	0	
1526	Vosburg Booster Station	0	0	0	
1527	SCADA	12,000	12,000	0	0%
1528	Tanks and Reservoirs	25,500	25,500	0	0%
1530	Tools	3,000	3,000	0	0%
2400	Installment Purchase Agreement	119,909	119,909	0	0%
	Total Other Expenditures	246,309	303,781	57,472	23%
	NET CASH FLOW	-66,661	-159,602	-92,941	-112%

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 29, 2016

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Comments
Revenues							
4000	Water Sales	86,436.40	96,000.00	(9,563.60)	161,024.13	191,000.00	(29,975.87) lower sales due to conservation
4015	Wholesale Water Sales	0.00	0.00	0.00	2,285.16	0.00	2,285.16
4020	Service/Installation Charges	341.02	833.33	(492.31)	1,760.92	1,666.66	94.26 service charges for rejected payment and late charges
4025	Asset Sale/Miscellaneous	0.00	0.00	0.00	125.00	0.00	125.00
4035	Interest-Reserve Fund	913.37	666.67	246.70	1,860.76	1,333.34	527.42 *
4070	Misc. Income	228.39	0.00	228.39	424.96	0.00	424.96 Pasadena Glen Fire Safe Council accounting work
	Total Revenues	87,919.18	97,500.00	(9,580.82)	167,480.93	194,000.00	(26,519.07)
Expenses							
5005	Electricity	7,413.05	9,500.00	(2,086.95)	14,275.55	17,500.00	(3,224.45) Vosburg site not included in billing
5010	Maintenance/Repair Supplies	368.93	2,083.33	(1,714.40)	2,697.16	4,166.66	(1,469.50)
5011	Material and Labor for Install	0.00	833.33	(833.33)	0.00	1,666.66	(1,666.66)
5012	Safety Equipment	0.00	133.33	(133.33)	1,699.00	266.66	1,432.34 *
5015	Operations Labor	11,491.58	12,083.33	(591.75)	22,621.00	24,166.66	(1,545.66)
5016	Operations OT	2,879.25	1,291.67	1,587.58	7,201.89	2,583.34	4,618.55 * OT for Vosburg project was not budgeted
5020	Stand-by Compensation	660.00	625.00	35.00	1,170.00	1,250.00	(80.00)
5022	Training/Certification	0.00	133.33	(133.33)	0.00	266.66	(266.66)
5025	Water Treatment/Analysis	589.70	1,833.33	(1,243.63)	3,466.15	3,666.66	(200.51)
5030	Maintenance/Repair Contractors	12,079.44	10,416.67	1,662.77	26,815.29	20,833.34	5,981.95 * tank maintenance \$4,178; SCADA service/modification \$1,949; CLA-VAL service \$5,952
5034	Equipment Maintenance	0.00	833.33	(833.33)	0.00	1,666.66	(1,666.66)
5035	Vehicle Maintenance	0.00	500.00	(500.00)	3,085.45	1,000.00	2,085.45 *
5036	Fuel	791.99	1,250.00	(458.01)	1,267.47	2,500.00	(1,232.53) * lower gas prices
5046	Insurance-Liability	1,175.58	1,333.33	(157.75)	2,351.16	2,666.66	(315.50)
5048	Insurance-Property	166.50	208.33	(41.83)	333.00	416.66	(83.66)
5049	Insurance-Medical	6,359.74	6,375.00	(15.26)	12,719.48	12,750.00	(30.52)
6000	Engineering Services	11,590.00	3,750.00	7,840.00	12,390.00	7,500.00	4,890.00 * engineering services for Barhite system upgrade revised project specifications
6005	Watermaster Services	927.58	1,000.00	(72.42)	1,855.16	2,000.00	(144.84)
6015	Administrative Salary	10,838.70	11,000.00	(161.30)	21,677.40	22,000.00	(322.60)
6017	Administrative Travel	47.03	250.00	(202.97)	169.65	500.00	(330.35)
6020	Board Compensation	200.00	350.00	(150.00)	600.00	700.00	(100.00)
6021	Administrative & Board Expense	0.00	83.33	(83.33)	0.00	166.66	(166.66)
6024	Customer/Public Info. Prog.	375.00	83.33	291.67	375.00	166.66	208.34 * OpenGov site - financial reporting
6025	PERS - KID	2,042.35	2,000.00	42.35	4,084.70	4,000.00	84.70
6030	Social Security - KID	2,056.62	2,083.33	(26.71)	4,186.04	4,166.66	19.38
6031	Medicare - KID	480.97	500.00	(19.03)	978.98	1,000.00	(21.02)
6035	Office/Computer Supplies	479.33	583.33	(104.00)	993.47	1,166.66	(173.19)
6036	Postage/Delivery	0.00	416.67	(416.67)	199.67	833.34	(633.67)

Kinneloa Irrigation District
Income Statement for the Two Months Ending February 29, 2016

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Comments
6040 Professional Dues	920.23	916.67	3.56	1,840.46	1,833.34	7.12	
6045 Legal Services	1,118.00	1,250.00	(132.00)	1,118.00	2,500.00	(1,382.00)	
6050 Telephone	349.93	375.00	(25.07)	699.57	750.00	(50.43)	
6051 Mobile Telephone	38.01	125.00	(86.99)	76.02	250.00	(173.98)	
6052 Pagers	22.12	20.00	2.12	44.24	40.00	4.24	
6053 Internet Service	59.99	83.33	(23.34)	119.98	166.66	(46.68)	
6059 Computer Software Maintenance	313.33	750.00	(436.67)	856.63	1,500.00	(643.37)	
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	166.66	(166.66)	
6070 Office & Accounting Labor	7,101.78	7,583.33	(481.55)	14,246.56	15,166.66	(920.10)	
6075 Professional/Contract Services	8,929.08	1,666.67	7,262.41	10,827.31	3,333.34	7,493.97	* Brown well landscaping project and regular landscape maintenance
6080 Administrative Fees	693.73	741.67	(47.94)	1,430.46	1,483.34	(52.88)	
6081 Permits/Fees	292.50	833.33	(540.83)	585.00	1,666.66	(1,081.66)	
6086 Taxes - Sales	175.23	0.00	175.23	175.23	0.00	175.23	SCADA pressure transducer sales tax
6120 Bank Service Charges	465.14	416.67	48.47	974.64	833.34	141.30	
Total Expenses	93,492.41	86,378.30	7,114.11	180,206.77	171,256.60	8,950.17	
Net Income	(5,573.23)	11,121.70	(16,694.93)	(12,725.84)	22,743.40	(35,469.24)	
Other Expenditures							
1514 Computer/Office Equipment	293.77	300.00	(6.23)	1,652.05	1,660.00	(7.95)	additional computer monitor and graphics card
1523 Constr. in Progress-Vosburg	1,624.00	0.00	1,624.00	57,472.28	0.00	57,472.28	contract: \$30,576.51; change orders: \$25,271.77; unexpected \$1624.00
1527 SCADA Equipment	1,947.00	1,950.00	(3.00)	1,947.00	1,950.00	(3.00)	pressure transducer
Total Other Expenditures	3,864.77	2,250.00	1,614.77	61,071.33	3,610.00	57,461.33	
Total Increase or (Drawdown)	(9,438.00)	8,871.70	(18,309.70)	(73,797.17)	19,133.40	(92,930.57)	

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

* Budgeted evenly in 2016.

Kinneloa Irrigation District
Balance Sheet
February 29, 2016

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 219,387.12
1011	Checking-PGFSC	37,812.02
1012	Reserve Fund-LAIF	118,979.92
1014	Reserve Fund-CalTRUST	1,130,701.68
1015	Accr. Int./Price Adj.-CalTRUST	1,188.43
1016	Accrued Interest-LAIF	88.09
1050	Project Escrow Account	1,011,843.93
1100	Accts. Receivable-Water Sales	23,360.22
1101	Accts. Receiv.-Service Charges	269.88
1102	Accts. Receiv.-Wholesale Water	2,285.16
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	86,399.22
1350	Prepaid Insurance	8,891.09
1360	Prepaid Expenses	15,612.46

Total Current Assets

2,676,047.74

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	81,358.21
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	63,541.77
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
1523	Constr. in Progress-Vosburg	1,295,458.41
1524	Constr. in Progress-East/West	15,549.06
1526	Vosburg Booster	92,180.56
1527	SCADA Equipment	249,262.96
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	6,811.57
1600	Accum. Depreciation	(3,996,775.64)

Total Property and Equipment

5,030,815.99

Total Assets

\$ 7,706,863.73

Kinneloa Irrigation District
Balance Sheet
February 29, 2016

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 41,686.68	
2272	Job Deposits	13,500.00	
2274	PGFSC Grant	37,812.02	
2290	Accrued Vacation	18,237.60	
	Total Current Liabilities		111,236.30

Long-Term Liabilities

2400	Installment Purchase Agreement	2,241,644.02	
	Total Long-Term Liabilities		2,241,644.02
	Total Liabilities		2,352,880.32

Capital

3040	Fund Balance	5,360,944.25	
3900	Prior Year Adjustments	5,765.00	
	Net Income	(12,725.84)	
	Total Capital		5,353,983.41
	Total Liabilities & Capital		\$ 7,706,863.73

Kinneloa Irrigation District
Statement of Cash Flow
For the Two Months Ended February 29, 2016

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ (5,573.23)	\$ (12,725.84)
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	168.42	6,302.49
1101 Accts. Receiv.-Service Charges	207.55	450.00
1102 Accts. Receiv.-Wholesale Water	(2,285.16)	(2,285.16)
1350 Prepaid Insurance	(766.92)	575.16
1360 Prepaid Expenses	1,759.80	4,644.60
2000 Accounts Payable	(45,805.78)	(38,057.44)
2271 Deposits-Construction Meters	0.00	(850.00)
2272 Job Deposits	0.00	6,200.00
2274 PGFSC Grant	(10,325.73)	(10,697.70)
	(57,047.82)	(33,718.05)
Total Adjustments	(57,047.82)	(33,718.05)
Net Cash Provided by Operations	(62,621.05)	(46,443.89)
 Cash Flows from Investing Activities		
<i>Used for</i>		
1514 Computer/Office Equipment	(293.77)	(1,652.05)
1523 Constr. in Progress-Vosburg	(1,624.00)	(57,472.28)
1527 SCADA Equipment	(1,947.00)	(1,947.00)
	(3,864.77)	(61,071.33)
Net Cash Used in Investing	(3,864.77)	(61,071.33)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
	0.00	0.00
Net Cash Used in Financing	0.00	0.00
Net Increase (Decrease) in Cash	\$ (66,485.82)	\$ (107,515.22)
 Summary		
Cash Balance at End of Period	\$ 2,606,400.41	\$ 2,606,400.41
Cash Balance at Beg. of Period	(2,672,886.23)	(2,713,915.63)
	(2,672,886.23)	(2,713,915.63)
Net Increase (Decrease) in Cash	\$ (66,485.82)	\$ (107,515.22)

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2016 to February 29, 2016

Date	Check #	Payee	Amount	Description
2/5/16	EFT2664	Century Business Solutions	195.17	banking service fee
2/5/16	8159	ACWA/JPIA	7,499.02	March health insurance - KID/employee
2/5/16	8160	Bernadette Allen	14.24	mileage reimbursement
2/5/16	8161	American Messaging Services	22.12	paggers
2/5/16	8162	Eurofins Eaton Analytical, Inc.	237.60	water sample analysis
2/5/16	8163	Melvin L. Matthews	155.83	mileage and software reimbursement
2/5/16	8164	McMaster Carr	626.02	padlocks and facility maintenance supplies
2/5/16	8165	Perry Thomas Construction Co.	8,878.00	replace water service at District office
2/5/16	8166	Raymond Basin Management Board	1,573.93	Title 22 monitoring lab fees July-Aug. 2015; sampling/admin. July-Oct. 2015
2/5/16	8167	Shirley Burt	52.54	mileage reimbursement
2/5/16	8168	Utility Service Co., Inc.	4,177.85	tank maintenance agreement
2/15/16	EFT2665	Bernadette C. Allen	992.02	salary
2/15/16	EFT2666	Christopher A. Burt	2,947.51	salary
2/15/16	EFT2667	Shirley L. Burt	1,508.17	salary
2/15/16	EFT2668	Melvin L. Matthews	3,379.76	salary
2/15/16	30438115	Brian L. Fry	1,732.33	salary
2/15/16	30438116	Chris J. Mellinger	387.12	salary
2/15/16	EFT2669	Automatic Data Processing, Inc.	76.12	payroll processing
2/15/16	EFT2670	Christopher A. Burt	150.00	salary
2/15/16	EFT2671	Automatic Data Processing, Inc.	5,768.48	withholding and taxes
2/16/16	EFT2672	Arco Gaspro Plus	791.99	truck gas
2/16/16	EFT2673	Athens Services	134.88	trash pick up
2/16/16	EFT2674	CA Public Employees Ret. Sys.	3,254.93	calPERS Jan. KID & employee contributions
2/16/16	EFT2675	Century Business Solutions	15.00	monthly service fee
2/16/16	EFT2676	Pasadena Municipal Services	1,401.75	electricity
2/16/16	EFT2677	Southern California Edison Co.	5,460.75	electricity
2/16/16	EFT2678	Verizon Wireless	38.01	mobile phone
2/16/16	8169	AmeriPride Services	48.00	shop towel service
2/16/16	8170	CLA-VAL	5,105.42	cla-val replace valve at Wilcox Res.
2/16/16	8171	Clinical Laboratory, SB	319.00	water sample analysis
2/16/16	8172	Denram Products	435.77	5000 #9 double window envelopes - printed
2/16/16	8173	Foothill Municipal Water District	693.73	administrative fee
2/16/16	8174	Lagerlof,Senecal,Gosney & Kruse	1,118.00	board member orientation, lic. agreement and recording fees.
2/16/16	8175	McMaster Carr	256.15	gen'l maintenance and K3 Cl2 maintenance supplies
2/16/16	8176	Red Supply	34.40	couplings
2/16/16	8177	ValleyCrest Landscape Maintenance	1,490.00	landscape maintenance
2/26/16	EFT2679	Automatic Data Processing, Inc.	72.23	payroll processing
2/29/16	EFT2680	Bank of the West Business Card	8,427.58	see attached schedule January

Kinneloa Irrigation District
Check Register
For the Period from February 1, 2016 to February 29, 2016

Date	Check #	Payee	Amount	Description
2/29/16	EFT2681	Charter Communications	334.92	internet and telephone
2/29/16	EFT2682	Bernadette C. Allen	886.44	salary
2/29/16	EFT2683	Christopher A. Burt	2,870.06	salary
2/29/16	EFT2684	Shirley L. Burt	1,398.30	salary
2/29/16	EFT2685	Francis J. Griffith	92.35	salary
2/29/16	EFT2686	Gerrie G. Kilburn	92.35	salary
2/29/16	EFT2687	Melvin L. Matthews	3,379.76	salary
2/29/16	30472543	Brian L. Fry	1,490.49	salary
2/29/16	30472544	Chris J. Mellinger	361.32	salary
2/29/16	EFT2688	Christopher A. Burt	150.00	salary
2/29/16	EFT2689	Automatic Data Processing, Inc.	<u>5,339.42</u>	withholding and taxes
	Total		<u>85,866.83</u>	

**Credit Card Detail Bank of the West
January 2016**

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

Acct. #	Account Description	Additional Description	BCA	CAB	SLB	BLF	MLM	CJM	TOTAL
1514	Computer/Office Equipment	computer					\$1,358.28		\$1,358.28
5010	Maintenance Supplies	Galcon Controller, check valve; maint. supplies; maint. supplies		\$276.75		\$169.99		\$27.42	\$474.16
5012	Safety Equipment	AED					\$1,699.00		\$1,699.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	40 lb. solar salt/delivery				\$890.92			\$890.92
5035	Vehicle Maintenance	2008-02 service, replace pads, front shocks; '99 Ford service, replace steering column				\$1,372.49		\$1,712.96	\$3,085.45
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6035	Office/Computer Supplies	office supplies; printer ink and toner			\$165.44		\$348.70		\$514.14
6036	Postage/Delivery	postage	\$53.65		\$147.00				\$200.65
6040	Professional Dues								\$0.00
6050	Telephone	answering service Feb.					\$75.00		\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.	Office 365 Renewal, backup software					\$129.98		\$129.98
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$53.65	\$276.75	\$312.44	\$2,433.40	\$3,610.96	\$1,740.38	\$8,427.58

Kinneloa Irrigation District - Project Escrow Account
Check Register
For the Period from February 1, 2016 to February 29, 2016

Date	Check #*	Payee	Amount	Description
2/24/16	3831	R.C. Foster Corporation	55,848.28	Vosburg Pump Station Replacement Project Pay Request #011
2/24/16	3832	Civiltec Engineering, Inc.	200.00	Vosburg pump station replacement - extra work
Total			<u>56,048.28</u>	

* Check numbers assigned by the banking institution and may not be consecutive.

Kinneloa Irrigation District - PGFSC Grant Account
Check Register
For the Period from February 1, 2016 to February 29, 2016

Date	Check #	Payee	Amount	Description
2/16/16	001078	Kinneloa Irrigation District	62.28	January admn. bookkeeping, reporting services
2/16/16	001079	Rock's Tree & Hillside Service	90.00	Pasadena Glen remove/chip dead sycamore
2/18/16	001080	Gomez Landscape & Tree Care	10,000.00	Deposit for est. #A13274 - tree trimming in Glen
2/29/16	001081	United Site Services of CA, Inc.	<u>173.45</u>	portable toilet rental costs
	Total		<u><u>10,325.73</u></u>	