

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY, AUGUST 15, 2017  
7:30 p.m.

**AGENDA**

**REGULAR SESSION – OPEN MEETING**

**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. REVIEW OF MINUTES** – July 18, 2017

**4. ACWA REGION 8 BOARD BALLOT** – Recommended action is to vote for nominating committee’s slate

**5. RESOLUTION 2017-08-15** – Resolution ordering that no election be held in Divisions 2, 3 and 5

**6. RECRUITMENT OF ADMINISTRATIVE ASSISTANT AND FACILITIES OPERATOR** – Status report by General Manager

**7. GENERAL MANAGER’S REPORT**

**8. REVIEW OF FINANCIAL REPORTS** – July 31, 2017

**9. CALENDAR** –       September 19, 2017  
                          October 17, 2017  
                          November 21, 2017

**10. 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](http://www.KinneloaIrrigationDistrict.info).

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
JULY 18, 2017**

**MEMBERS PRESENT:** Directors Tim Eldridge, Frank Griffith Gerrie Kilburn, Gordon Johnson, Bill Opel

**STAFF PRESENT:** General Manager Melvin Matthews, Facilities Supervisor Chris Burt  
Office Manager Bernadette Allen joined the meeting at 7:45 P.M.

**EXECUTIVE SESSION – CLOSED MEETING:** The Chair, Director Kilburn, excused staff and opened the Executive Session for the Titles: Administrative Assistant and Facilities Operator at 6:35 P.M. and closed the Executive Session at 7:45 P.M.

**REGULAR SESSION – OPEN MEETING:** The meeting was called to order by the Chair at 7:47 P.M. A quorum of Board Members was present. The Agenda was reviewed and no changes were requested.

**REPORT ON CLOSED MEETING:** The Chair reported that the Board decided that the General Manager should proceed with hiring a full-time Facilities Operator and full-time Administrative Assistant.

**PUBLIC COMMENTS:** No members of the public were present.

**REVIEW OF MINUTES:** The minutes of June 20, 2017, were reviewed and approved for filing and posting on the website.

**APPOINTMENT OF DIRECTORS TO PERSONNEL COMMITTEE:** The General Manager stated that the Board expressed interest in reactivating the Personnel Committee. He added that typically a committee is made up of two members of the Board and the meetings, depending upon the subject matter, are attended by the General Manager.  
It was M/S/C-(Opel/Eldridge-5/0).

**“That the Board establish a Personnel Committee.”**

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

The Chair stated that Gordon Johnson and herself would serve on the Personnel Committee.

**RECRUITMENT OF FACILITIES OPERATOR:** The Chair restated that during the closed meeting the Board decided that the General Manager should proceed with hiring a full-time Facilities Operator.

**NOMINATIONS FOR APPOINTMENT TO REDEVELOPMENT OVERSIGHT BOARD:** The General Manager highlighted that as a special district, the Board is entitled to nominate individuals to the oversight board. No nominations were made.

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
JULY 18, 2017**

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**DISCUSSION OF FORMAT, POLICY AND GUIDELINES FOR BOARD MEETING MINUTES:** Director Johnson stated that given the amount of time it takes to prepare the minutes in the given format, he wanted to determine if there was value in continuing this format or if there was interest in a more minimal format. Director Opel and Director Eldridge expressed that the minutes were adequate and they would prefer additional detail. The Chair expressed that the minutes were adequate and did not want additional detail. Director Eldridge emphasized that any Board member can add information to the minutes when they are submitted for review. The Board decided to make no changes to the current format.

**ACWA SPRING CONFERENCE:** The Board reviewed the General Manager's report on the conference. There were no questions and the Board expressed appreciation for the information and presentation.

**GENERAL MANAGER'S REPORT:** The General Manager entertained questions from the Board. Director Opel, based upon pending legislation AB978, asked if the District has an Illness and Injury Prevention Plan. The General Manager stated that there is a plan. Director Opel requested that the Personnel Committee review the plan. Director Griffith inquired about the OSHA requirements and signage. The General Manager and Facilities Supervisor stated that these items are reviewed annually in an onsite tour with ACWA JPIA's Risk Management Consultant. In addition, the General Manager stated that he has taken the 10-hour Cal/OSHA training class. The Chair concluded that the Board would like to be assured that policies are up to date and reviewed with staff on a regular basis.

**REVIEW OF FINANCIAL REPORTS:** The Financial Reports for June 30, 2017, were approved for filing as presented.

**POSSIBLE ITEMS FOR THE NEXT REGULAR MEETING AGENDA:**

1. No items requested

**ADJOURNMENT:** The next regular meeting will be on August 15, 2017, at 7:30 P.M. Director Opel stated that he will not be available for the meeting in September. The meeting was adjourned at 8:07 P.M.

Respectfully submitted by,



Bernadette C. Allen  
Office Manager and Acting Secretary to the Board

# OFFICIAL REGION 8 Board Ballot

2018-2019  
TERM



**Please return completed ballot  
by September 29, 2017**

E-mail: anaj@acwa.com  
Mail: ACWA  
910 K Street, Suite 100  
Sacramento, CA 95814

## General Voting Instructions:

**1** You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.

**2** Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

## Region 8 Rules & Regulations:

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

### **1** Nominating Committee's Recommended Slate

I concur with the Region 8 Nominating Committee's recommended slate below.

#### **CHAIR:**

- **Steve Blois**, Board Member, Calleguas Municipal Water District

#### **VICE CHAIR:**

- **Gloria Gray**, Board Director, West Basin Municipal Water District

#### **BOARD MEMBERS:**

- **Brian Bowcock**, Director, Three Valleys Municipal Water District
- **William Cooper**, Director, Castaic Lake Water Agency
- **Anthony R. Fellow, Ph.D.**, Board Member, Upper San Gabriel Valley Municipal Water District
- **Melvin L. Matthews**, Director, Foothill Municipal Water District
- **Leonard (Len) Polan**, Director, Las Virgenes Municipal Water District

OR

### Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

#### **CANDIDATES FOR CHAIR: (CHOOSE ONE)**

- Steve Blois**, Board Member, Calleguas Municipal Water District

#### **CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)**

- Gloria Gray**, Board Director, West Basin Municipal Water District

#### **CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)**

- Brian Bowcock**, Director, Three Valleys Municipal Water District
- William Cooper**, Director, Castaic Lake Water Agency
- Anthony R. Fellow, Ph.D.**, Board Member, Upper San Gabriel Valley Municipal Water District
- Melvin L. Matthews**, Director, Foothill Municipal Water District
- Leonard (Len) Polan**, Director, Las Virgenes Municipal Water District

**2**

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

## **RESOLUTION 2017-08-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT REQUESTING THAT THE LOS ANGELES COUNTY BOARD OF SUPERVISORS APPOINT THE PERSONS NOMINATED FOR DIVISION 2, DIVISION 3 AND DIVISION 5.**

WHEREAS, only one person has filed a declaration of candidacy for the office of the Board of Directors in each of Divisions 2, 3 and 5 of the Kinneloa Irrigation District as of 5:00 P.M. on the 83<sup>rd</sup> day prior to the general district election;

WHEREAS, neither a petition signed by 10 percent of the voters nor 50 voters from Divisions 2, 3 and 5 have been presented to the District:

THEREFORE, pursuant to Section 10515 of the Election Code, the Board of Directors of the Kinneloa Irrigation District hereby requests that the Los Angeles County Board of Supervisors appoint, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, the following persons who have filed declarations of candidacy:

Division 2: Frank J. Griffith

Division 3: Gordon Johnson

Division 5: William Opel

PASSED, APPROVED, AND ADOPTED THIS 15<sup>th</sup> DAY OF AUGUST 2017.

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

ATTEST: \_\_\_\_\_  
Timothy J. Eldridge, Secretary

# General Manager's Report for the Board of Directors Meeting on August 15, 2017

## I. Customer Account Information and Internet Usage

### A. Delinquent Accounts –

18 accounts received past-due notice  
 18 accounts received late charges in the total amount of \$286.44  
 2 accounts received door hanger shut off notice  
 0 account was shut off for non-payment  
 0 account remains shut off for non-payment

### B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
January	\$18,655.25	\$831.08	\$77.07	\$509.18	\$20,072.58
February	\$13,415.24	\$2,017.08	\$3.69	\$0.00	\$15,436.01
March	\$11,853.30	\$567.02	\$0.00	\$0.00	\$12,420.32
April	\$30,240.57	\$1,960.49	\$0.00	\$0.00	\$32,201.06
May	\$32,820.78	\$1,211.49	\$0.00	\$0.00	\$34,032.27
June	\$41,823.31	\$1,194.07	\$0.00	\$0.00	\$43,017.38
July	\$46,258.41	\$1,721.59	\$34.64	\$0.00	\$48,014.64
August					
September					
October					
November					
December					

### C. Internet Usage –

Month	Sessions	Page Views	Online Payments	Online Amount
January	164	432	56	\$11,131.89
February	212	403	54	\$6,571.90
March	149	297	60	\$9,330.36
April	173	395	51	\$9,717.78
May	275	623	66	\$13,331.34
June	243	536	59	\$12,824.62
July	190	654	66	\$17,960.58
August				
September				
October				
November				
December				
Year to Date	1,406	3,340	412	\$80,868.47

## II. General Manager's Projects and Activities

A. **HR Activities** – Recruitment for an Administrative Assistant and a Facilities Operator is in progress and a status report will be given at this meeting.

### B. Activities/Meetings/Webinars/Conferences

Subject	Location	Start	End	Purpose/Notes/Action/Benefit
<b>SMV-Barhite Project</b>	KID Office	Wed 7/5/2017 10:00 AM	Wed 7/5/2017 11:00 AM	Review invoicing for SMV-Barhite Project with Jose Salazar
<b>FMWD Board Meeting</b>	La Cañada	Mon 7/17/2017 3:00 PM	Mon 7/17/2017 5:00 PM	Regular Board meeting
<b>KID Board Meeting</b>	KID Office	Tue 7/18/2017 6:30 PM	Tue 7/18/2017 9:30 PM	Executive Session and regular Board meeting
<b>Arroyo to Eaton Pipeline Project</b>	Altadena Community Center	Thu 7/20/2017 7:00 PM	Thu 7/20/2017 9:00 PM	Representatives from LA County and City of Pasadena gave presentation on this important water conservation project

## III. System and Facility Activities and Incidents

### A. Water Leaks/Water Waste/Customer Contact

Location	Type	Date	Description
<b>Doyme Road</b>	Customer responded to our leak report letter and requested assistance in turning off water to facilitate repair	7/5/2017	Mel located the leak and turned off water so that customer could have leak repaired. Plumber turned water back on.
<b>Dove Creek Lane</b>	Customer requested help in shutting off water to house to repair leaking toilet	7/5/2017	Mel determined that shut off valve to house on customer's side of meter at garage was frozen in the on position. Customer was advised to have plumber replace outside valve at the same time as repairing the toilet valve. Water was left on at the meter.
<b>Kinneloa Canyon Road</b>	Customer requested leak check after receiving our leak report letter	7/10/2017	We confirmed that there was still a leak. Customer was not home but she determined that the leak was due to toilet running in the home which was unoccupied at the time of our service call.
<b>Windover Road</b>	Customer requested leak check after receiving our leak report letter	7/10/2017	Chris confirmed that there was a small leak but was unable to find the source after touring the property with the owner. However, it appears that high water bills are due to outside watering and the customer was advised to check sprinkler timer for proper frequency and duration.

<b>Vosburg Reservoir</b>	Customer reported water running down our driveway during times of day for the past 5 days	7/12/2017	Chris and Mel determined that a portion of our drip watering system on driveway slope had been chewed by an animal. Chris spliced the tubing together with couplings.
<b>Barhite Street</b>	Customer reported a large geyser in his front yard	7/12/2017	Mel turned off the water at the customer's meter and determined that the main line between the meter and the house had broken. Customer was advised to call a plumber to repair or replace the line. Bernadette called the customer to let him know that the leak would probably add about \$100 to the monthly bill based on the meter reading when the water was shut off as compared to normal usage.
<b>Clarmeya Lane</b>	Brian noticed water in meter box during meter reading	7/25/2017	Brian pumped out box and determined that the leak was at the meter gasket on the KID side of the meter and he replaced the gasket.
<b>Pasadena Glen</b>	Customer reported break in our main line. (See Below)	7/27/2017	See Below
<b>Kinclair Drive</b>	Customer requested help after air got in her service line because of the emergency shut down on Kinclair when a SCE contractor broke our service line during conduit installation (See Below)	7/27/2017	Bernadette instructed customer to run outside hose to bleed air out of the service line. Mel went to the home and determined that there was no longer any air in the line. However, after inspecting her toilets, he determined that the rubber hoses that lead from the valve to the overflow tube had come loose on two of the toilets. This is what was causing the unusual noises that the customer heard and water on the floor and walls. He re-attached the hoses and verified proper operation.
<b>Villa Mesa Road</b>	Customer reported neighbor's sprinkler spaying on tennis court/garage	7/30/2017	This is a repeat call. Mel found source of problem earlier in the month and corrected it as a courtesy. However, apparently it reoccurred. Chris responded this time but neighbor was not at home. Both the customer and the neighbor have been informed in writing that this is a neighbor-to-neighbor issue and that it is not the responsibility of the KID to solve it.
<b>Kinclair Drive</b>	Customer reported broken sprinkler head and requested shut off	7/31/2017	Mel turned off sprinkler valve manually and water was left on at the meter.



## **B. Facility and Equipment Failures, Maintenance and Repairs**

1. Water main break on Pasadena Glen access road – Brian and Mel isolated the broken line after receiving a page from answering service with a message from a customer and after receiving a phone call from Director Eldridge. No customer homes were out of service after the shut down since this is a looped main with no service laterals in this location. It was decided that no emergency repair would be performed since this PVC line has ruptured before, causing significant property damage, and there is a high potential for it to rupture again. Quotations for replacing the PVC line with a ductile iron line are being sought.
2. The safety float on K-3 on-site sodium hypochlorite generator stuck causing failure of the generator to run. The cause has not been determined and the float was recently replaced to try to solve the problem. However, the temporary fix is to tap the sight gauge to free the float. There is sufficient storage capacity to bridge these periodic failures.
3. Contractor broke service lateral on Kinclair Drive – Contractor installing electrical conduit for Southern California Edison broke an unmarked and not used water service lateral. We knew that this lateral existed but even professional locating contractors that we hired could not find the exact location. Brian and Mel did an emergency shut down and then capped the line. Water service to 23 homes was interrupted for about two hours.
4. The air conditioning unit for the K-3 Well variable frequency drive (VFD) motor control cabinet failed. A fan was installed as a temporary fix during the hot weather. The original VFD installation did not include this unit but air conditioning was added to provide a greater safety margin during warm weather.

**IV. Water Supply Summary as of June 2017 for the Year July 2016 through June 2017**

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	3.4
Prior Year Carryover	52	Far Mesa	2.3
Less Temporary 30% Reduction in Water Rights	-155	Delores	1.1
Leases/Exchanges	207	House	0.0
Prior Year Spreading	89	Holly High/Low	4.2
Short Term Storage	104		
Current Year Spreading	0		
<b>Total Allowable Extractions</b>	<b>813</b>		
Less Water Extracted YTD through June 2017	- 562	Current Tunnel Monthly Production	11.0
Remaining Allowable Groundwater Extractions through June 2017	251	Remaining Estimated Tunnel Production through June 2017	0.0
Total Available Water Supply through June 2017 (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2017)		251 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2017		-0 Acre Feet	
Remaining Water through June 2017*		251 Acre Feet	

\* This is the forecasted remaining water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2015-2016 year, 86 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2016-2017 and 104 Acre-Feet were put into our short-term storage account. We have also purchased pumping rights for an additional 207 Acre-Feet which is reflected in the remaining water through June 2017. The lease of pumping rights is subject to negotiation with another agency with surplus pumping rights and is not a guaranteed source of supply.

In addition to the available water, the KID has 790 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply we do not plan to use or sell this water now.

## Kinneloa Irrigation District 2017 Financial Summary (Forecasted)

Account	Account Description	2017 Budget	2017 FYE Forecasted	Deviation from Budget	
				Amount	Percent
4000	Water Sales	1,347,000	1,353,905	6,905	1%
4015	Wholesale Water Sales-Pasadena	75,000	23,940	-51,060	-68%
4020	Service/Installation Charges	10,000	24,199	14,199	142%
4025	Asset Sale/Miscellaneous	0	0	0	
4035	Interest-Reserve Fund	9,804	12,999	3,195	33%
4050	Capacity Charge	0	0	0	
4070	Misc. Income	0	3,943	3,943	
	<b>Total Income</b>	<b>1,441,804</b>	<b>1,418,985</b>	<b>-22,819</b>	<b>-2%</b>
	<b>Expenditures</b>				
5000	Leased Water Rights.	63,135	0	-63,135	-100%
5005	Electricity	120,000	117,395	-2,605	-2%
5010	Maintenance/Repair Supplies	25,000	32,254	7,254	29%
5011	Material & Labor for Installations	10,000	14,870	4,870	49%
5012	Safety Equipment	1,600	1,077	-523	-33%
5015	Operations & Maintenance Labor	149,350	141,124	-8,226	-6%
5016	Operations & Maintenance OT	16,000	24,506	8,506	53%
5017	Operations Bonus	0	0	0	
5020	Stand-by Compensation	7,500	7,115	-385	-5%
5022	Training/Certification	1,600	817	-783	-49%
5025	Water Treatment/Analysis	22,000	15,574	-6,426	-29%
5030	Maintenance/Repair Contractors	125,000	148,500	23,500	19%
5034	Equipment Maintenance	10,000	14,306	4,306	43%
5035	Vehicle Maintenance	7,000	5,620	-1,380	-20%
5036	Fuel	15,000	11,022	-3,978	-27%
5040	Equipment Rental	500	0	-500	-100%
5045	Insurance-Workers Comp.	12,000	10,929	-1,071	-9%
5046	Insurance-Liability	16,000	14,999	-1,001	-6%
5048	Insurance-Property	2,500	2,190	-310	-12%
5049	Insurance-Medical	76,500	72,048	-4,452	-6%
6000	Engineering Services	47,500	30,747	-16,753	-35%
6005	Watermaster Services	12,000	11,492	-508	-4%
6015	Administrative Salary	136,000	132,538	-3,462	-3%
6016	Administrative Bonus	0	0	0	
6017	Administrative Travel	3,000	2,334	-666	-22%
6020	BofD Compensation	4,200	4,050	-150	-4%
6021	Administrative & Board Exp.	1,000	1,284	284	28%
6022	B of D Election	12,500	0	-12,500	-100%
6024	Customer/Public Info. Prog.	2,000	1,833	-167	-8%
6025	PERS - KID	24,750	25,643	893	4%
6030	Social Security - KID	25,750	23,502	-2,248	-9%
6031	Medicare - KID	6,200	5,570	-630	-10%
6035	Office/Computer Supplies	7,000	6,952	-48	-1%

Account	Account Description	2017 Budget	2017 FYE Forecasted	Deviation from Budget	
				Amount	Percent
6036	Postage/Delivery	5,000	4,423	-577	-12%
6040	Professional Dues	11,330	10,909	-421	-4%
6045	Legal Services	15,000	7,920	-7,080	-47%
6050	Telephone	4,500	4,071	-429	-10%
6051	Mobile Telephone	1,500	1,122	-378	-25%
6052	Pagers	300	372	72	24%
6053	Internet Service	1,000	1,123	123	12%
6059	Computer/Software Maintenance	9,000	7,249	-1,751	-19%
6061	Office Equipment Maintenance	1,000	545	-455	-45%
6065	Accounting Services	7,000	0	-7,000	-100%
6070	Office & Accounting Labor	93,720	71,172	-22,548	-24%
6071	Office & Accounting Bonus	0	0	0	
6075	Professional/Contract Services	23,000	23,770	770	3%
6080	Administrative Fees	8,900	8,447	-453	-5%
6081	Permits/Fees	14,000	10,124	-3,876	-28%
6086	Taxes - Sales	500	276	-224	-45%
6088	Interest Expense	75,901	75,916	15	0%
6120	Bank Service Charges	6,000	6,073	73	1%
	<b>Total Expenses</b>	<b>1,240,236</b>	<b>1,113,804</b>	<b>-126,432</b>	<b>-10%</b>
	<b>NET REVENUES</b>	<b>201,568</b>	<b>305,181</b>	<b>103,613</b>	<b>51%</b>
	<b>Other Expenditures and Adjustments</b>				
1504	Water Mains	25,000	189,245	164,245	657%
1505	Water Tunnels	7,000	0	-7,000	-100%
1506	K-3 Well	0	6,695	6,695	
1511	Water Treatment Plant	6,000	0	-6,000	-100%
1512	Water Meters	4,500	5,509	1,009	22%
1513	Electrical/Electronic Equipment	5,000	0	-5,000	-100%
1514	Computer/Office Equipment	5,000	5,000	0	0%
1515	Vehicles/Portable Equipment	0	0	0	
1516	Water Company Facilities	10,000	0	-10,000	-100%
1526	Vosburg Booster Station	0	0	0	
1527	SCADA	11,000	23,318	12,318	112%
1528	Tanks and Reservoirs	0	0	0	
1530	Tools	3,000	0	-3,000	-100%
2400	Installment Purchase Agreement	124,301	124,286	-15	-0%
	<b>Total Other Expenditures</b>	<b>200,801</b>	<b>354,053</b>	<b>153,252</b>	<b>76%</b>
	<b>NET CASH FLOW</b>	<b>767</b>	<b>-48,872</b>	<b>-49,639</b>	<b>-6,472%</b>

**Kinneloa Irrigation District**  
**Income Statement for the Seven Months Ending July 31, 2017**

		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	148,547.90	136,000.00	12,547.90	776,904.55	770,000.00	6,904.55 *
4015	Wholesale Water Sales	3,222.29	0.00	3,222.29	23,940.10	75,000.00	(51,059.90) *
4020	Service/Installation Charges	566.44	833.33	(266.89)	20,031.93	5,833.31	14,198.62
4035	Interest-Reserve Fund	1,480.15	817.00	663.15	8,913.83	5,719.00	3,194.83
4070	Misc. Income	0.00	0.00	0.00	3,942.82	0.00	3,942.82
	<b>Total Revenues</b>	<b>153,816.78</b>	<b>137,650.33</b>	<b>16,166.45</b>	<b>833,733.23</b>	<b>856,552.31</b>	<b>(22,819.08)</b>
<b>Expenses</b>							
5005	Electricity	11,554.55	11,000.00	554.55	66,395.03	69,000.00	(2,604.97) *
5010	Maintenance/Repair Supplies	3,393.79	2,083.33	1,310.46	21,837.01	14,583.31	7,253.70
5011	Material and Labor for Install	0.00	833.33	(833.33)	10,703.00	5,833.31	4,869.69
5012	Safety Equipment	0.00	133.33	(133.33)	410.61	933.31	(522.70)
5015	Operations Labor	8,566.62	12,445.83	(3,879.21)	78,894.52	87,120.81	(8,226.29)
5016	Operations OT	1,118.43	1,333.33	(214.90)	17,839.77	9,333.31	8,506.46
5020	Stand-by Compensation	330.00	625.00	(295.00)	3,990.00	4,375.00	(385.00)
5022	Training/Certification	60.00	133.33	(73.33)	150.00	933.31	(783.31)
5025	Water Treatment/Analysis	1,106.13	1,833.33	(727.20)	6,407.29	12,833.31	(6,426.02)
5030	Maintenance/Repair Contractors	13,322.93	10,416.67	2,906.26	96,416.65	72,916.69	23,499.96
5034	Equipment Maintenance	0.00	833.33	(833.33)	10,139.72	5,833.31	4,306.41
5035	Vehicle Maintenance	0.00	583.33	(583.33)	2,702.83	4,083.31	(1,380.48)
5036	Fuel	644.88	1,250.00	(605.12)	4,772.37	8,750.00	(3,977.63)
5045	Insurance-Workers Compensation	0.00	0.00	0.00	4,929.46	6,000.00	(1,070.54) *
5046	Insurance-Liability	1,190.33	1,333.33	(143.00)	8,332.31	9,333.31	(1,001.00)
5048	Insurance-Property	155.33	208.33	(53.00)	1,148.57	1,458.31	(309.74)
5049	Insurance-Medical	5,621.65	6,375.00	(753.35)	40,173.20	44,625.00	(4,451.80)
6000	Engineering Services	800.00	3,958.33	(3,158.33)	10,955.00	27,708.31	(16,753.31)
6005	Watermaster Services	909.25	1,000.00	(90.75)	6,492.25	7,000.00	(507.75)
6015	Administrative Salary	10,838.70	11,333.33	(494.63)	75,870.90	79,333.31	(3,462.41)
6017	Administrative Travel	15.25	250.00	(234.75)	1,084.06	1,750.00	(665.94)
6020	Board Compensation	400.00	350.00	50.00	2,300.00	2,450.00	(150.00)
6021	Administrative & Board Expense	580.00	83.33	496.67	867.00	583.31	283.69
6024	Customer/Public Info. Prog.	125.00	166.67	(41.67)	1,000.00	1,166.69	(166.69)
6025	PERS - KID	2,510.52	2,062.50	448.02	15,330.80	14,437.50	893.30
6030	Social Security - KID	1,635.72	2,145.83	(510.11)	12,772.48	15,020.81	(2,248.33)
6031	Medicare - KID	382.53	516.67	(134.14)	2,987.05	3,616.69	(629.64)
6035	Office/Computer Supplies	1,257.57	583.33	674.24	4,035.78	4,083.31	(47.53)
6036	Postage/Delivery	543.75	416.67	127.08	2,339.81	2,916.69	(576.88)
6040	Professional Dues	883.99	944.17	(60.18)	6,188.01	6,609.19	(421.18)
6045	Legal Services	767.00	1,250.00	(483.00)	1,670.07	8,750.00	(7,079.93)
6050	Telephone	75.00	375.00	(300.00)	2,196.08	2,625.00	(428.92)
6051	Mobile Telephone	37.89	125.00	(87.11)	497.05	875.00	(377.95)
6052	Pagers	39.01	25.00	14.01	246.66	175.00	71.66
6053	Internet Service	346.16	83.33	262.83	706.10	583.31	122.79
6059	Computer Software Maintenance	371.64	750.00	(378.36)	3,498.82	5,250.00	(1,751.18)
6061	Office Equipment Maintenance	0.00	83.33	(83.33)	128.74	583.31	(454.57)
6065	Accounting Services	0.00	0.00	0.00	0.00	7,000.00	(7,000.00) *
6070	Office & Accounting Labor	4,134.38	7,810.00	(3,675.62)	32,121.68	54,670.00	(22,548.32)
6075	Professional/Contract Services	2,801.25	1,916.67	884.58	14,186.21	13,416.69	769.52
6080	Administrative Fees	674.15	741.67	(67.52)	4,738.63	5,191.69	(453.06)
6081	Permits/Fees	1,304.48	1,166.67	137.81	4,290.79	8,166.69	(3,875.90)
6086	Taxes - Sales	0.00	0.00	0.00	276.00	500.00	(224.00) *
6088	Interest Expense	0.00	0.00	0.00	38,524.58	38,509.50	15.08 *
6120	Bank Service Charges	511.23	500.00	11.23	3,573.28	3,500.00	73.28
	<b>Total Expenses</b>	<b>79,009.11</b>	<b>90,058.30</b>	<b>(11,049.19)</b>	<b>624,120.17</b>	<b>674,417.60</b>	<b>(50,297.43)</b>
	<b>Net Income</b>	<b>74,807.67</b>	<b>47,592.03</b>	<b>27,215.64</b>	<b>209,613.06</b>	<b>182,134.71</b>	<b>27,478.35</b>

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

\* 2017 budgeted total amount for account not evenly allocated.

## Kinneloa Irrigation District Balance Sheet as of July 31, 2017

### ASSETS

#### Current Assets

1010	Checking-Wells Fargo Bank	\$ 151,488.60
1012	Reserve Fund-LAIF	120,169.07
1014	Reserve Fund-CalTRUST	1,145,963.80
1015	Accr. Int./Price Adj.-CalTRUST	3,929.16
1016	Accrued Interest-LAIF	57.34
1050	Project Escrow Account	78,512.72
1100	Accts. Receivable-Water Sales	48,014.64
1101	Accts. Receiv.-Service Charges	1,826.13
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	168,452.02
1350	Prepaid Insurance	2,009.87
1360	Prepaid Expenses	21,178.77

Total Current Assets

1,760,830.64

#### Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,674,163.24
1505	Water Tunnels	705,985.75
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	185,398.06
1512	Water Meters	88,328.50
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	65,168.24
1515	Vehicles & Portable Equipment	242,548.91
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	1,555,035.10
1524	Constr. in Progress-East/West	847,446.53
1526	Vosburg Booster	92,180.56
1527	SCADA Equipment	278,045.10
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,811.57
1600	Accum. Depreciation	(4,245,822.02)

Total Property and Equipment

6,148,574.62

#### Other Assets

1901	PERS-Deferred Outflows	30,295.00
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Total Assets

\$ 7,939,700.26

**Kinneloa Irrigation District**  
**Balance Sheet as of July 31, 2017**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 98,309.04	
2200	Fed. Withholding Tax Payable	(297.29)	
2210	Social Security Tax Payable	(123.70)	
2211	Medicare Tax Payable	(28.93)	
2220	State Withholding Tax Payable	(73.70)	
2271	Deposits-Construction Meters	850.00	
2272	Job Deposits	3,000.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	14,380.60	
	Total Current Liabilities		116,271.04

**Long-Term Liabilities**

2400	Installment Purchase Agreement	2,060,099.02	
2801	PERS- Net Liability	173,870.00	
2901	PERS- Deferred Inflows	53,567.00	
	Total Long-Term Liabilities		2,287,536.02
	Total Liabilities		2,403,807.06

**Capital**

3040	Fund Balance	5,326,280.14	
	Net Income	209,613.06	
	Total Capital		5,535,893.20
	Total Liabilities & Capital		\$ 7,939,700.26

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the Seven Months Ended July 31, 2017**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 74,807.67	\$ 209,613.06
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(11,522.64)	(7,398.36)
1101 Accts. Receiv.-Service Charges	0.00	(1,826.13)
1102 Accts. Receiv.-Wholesale Water	6,525.38	0.00
1340 Accrued Water Sales	17,487.76	(63,133.67)
1350 Prepaid Insurance	1,345.66	7,616.88
1360 Prepaid Expenses	(5,941.27)	(5,061.75)
2000 Accounts Payable	72,915.00	78,854.83
2200 Fed. Withholding Tax Payable	(297.29)	(297.29)
2210 Social Security Tax Payable	(123.70)	(123.70)
2211 Medicare Tax Payable	(28.93)	(28.93)
2220 State Withholding Tax Payable	(73.70)	(73.70)
2271 Deposits-Construction Meters	850.00	850.00
2272 Job Deposits	(224,109.00)	(900.00)
2275 Deposits-Water Customers	0.00	255.02
	(142,972.73)	8,733.20
<b>Net Cash Provided by Operations</b>	<b>(68,165.06)</b>	<b>218,346.26</b>
 <b>Cash Flows from Investing Activities</b>		
<i>Used for</i>		
1504 Water Mains	(189,245.00)	(189,245.00)
1506 K-3 Well	0.00	(6,694.69)
1512 Water Meters	0.00	(5,509.04)
1514 Computer/Office Equipment	0.00	(1,626.47)
1524 Constr. in Progress-East/West	0.00	(133,769.40)
1527 SCADA Equipment	0.00	(23,318.47)
	(189,245.00)	(360,163.07)
<b>Net Cash Used in Investing</b>	<b>(189,245.00)</b>	<b>(360,163.07)</b>
 <b>Cash Flows from Financing Activities</b>		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	0.00	(61,576.40)
	0.00	(61,576.40)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (257,410.06)</b>	<b>\$ (203,393.21)</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 1,500,120.69	\$ 1,500,120.69
Cash Balance at Beg. of Period	(1,757,530.75)	(1,703,513.90)
	(1,757,530.75)	(1,703,513.90)
<b>Net Increase (Decrease) in Cash</b>	<b>\$ (257,410.06)</b>	<b>\$ (203,393.21)</b>



**Kinneloa Irrigation District**  
**Check Register**  
For the Period from July 1, 2017 to July 31, 2017

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/10/17	EFT3142	Automatic Data Processing, Inc.	81.59	Payroll processing
7/10/17	EFT3143	American Messaging Services	39.01	Pager service
7/10/17	EFT3144	Arco Gaspro Plus	644.88	Fuel for trucks
7/10/17	EFT3145	Athens Services	170.49	Trash pickup service
7/10/17	EFT3146	Bank of the West	3,640.47	Voided below due to wrong vendor address
7/10/17	EFT3147	CA Public Employees Ret. Sys.	9,250.00	Prepayment for unfunded accrued liability
7/10/17	EFT3148	Century Business Solutions	15.00	Credit card monthly fee
7/10/17	EFT3149	Charter Communications	346.16	Internet and phone service
7/10/17	EFT3150	Pasadena Municipal Services	1,463.44	Wilcox Well power
7/10/17	EFT3151	Southern California Edison Co.	13,437.08	Facility power
7/10/17	EFT3152	Verizon Wireless	37.87	Mobile phone service for Chris
7/10/17	EFT3153	CA Public Employees Ret. Sys.	3,473.65	KID and employee contributions
7/10/17	8558	ACWA/JPIA	6,622.35	KID & employee payment for health insurance
7/10/17	8559	Bernadette Allen	22.63	Expense reimbursement
7/10/17	8560	AmeriPride Services	54.22	Shop rag service
7/10/17	8561	County of Los Angeles	522.96	Annual LAFCO fees
7/10/17	8562	De Nora Water Technologies	287.36	Temperature level switch for K-3 Cl2 generator
7/10/17	8563	Eurofins Eaton Analytical, Inc.	158.40	Water sample analysis
7/10/17	8564	Ultimate Cleaning Solutions, Inc.	75.00	Janitorial service for office
7/10/17	8565	Underground Service Alert	9.00	Dig alerts
7/10/17	8566	Utility Service Co., Inc.	4,392.27	Tank maintenance agreement
7/10/17	8567	Western Water Works	2,833.37	Maintenance supplies
7/15/17	EFT3154	Bernadette C. Allen	1,300.14	Salary
7/15/17	31529767	Brian L. Fry	1,336.58	Salary - Voided below
7/15/17	31529767V	Brian L. Fry	-1,336.58	Voided because paid by workers compensation
7/15/17	EFT3155	Christopher A. Burt	3,233.87	Salary
7/15/17	EFT3156	Melvin L. Matthews	3,534.91	Salary
7/15/17	EFT3157	Christopher A. Burt	150.00	Salary
7/15/17	EFT3158	Automatic Data Processing, Inc.	4,507.31	Payroll taxes and employee withholding
7/18/17	EFT3146V	Bank of the West	-3,640.47	Voided due to wrong vendor address
7/18/17	EFT3159	Century Business Solutions	281.71	Credit card payment processing fees
7/18/17	8568	ACWA/JPIA	2,482.18	Quarterly workers' compensation payment
7/18/17	8569	BrightView Landscape Services	1,490.00	Landscape maintenance service
7/18/17	8570	Civiltec Engineering, Inc.	800.00	Fire flow test and report
7/18/17	8571	Clinical Laboratory, SB	24.00	Water sample analysis
7/18/17	8572	Foothill Municipal Water District	674.15	Administrative fee
7/18/17	8573	Lagerlof, Senecal, Gosney & Kruse	767.00	KID share of PWAG fees
7/18/17	8574	McMaster Carr	68.60	Tarp for Wilcox Well lubricating oil drum
7/26/17	8575	Bank of the West Business Card	3,640.47	Voided below - paper check printed in error
7/26/17	8576	Byrd Industrial Electronics	8,930.66	SCADA facility touch panel upgrade

**Kinneloa Irrigation District**  
**Check Register**  
For the Period from July 1, 2017 to July 31, 2017

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/26/17	8577	Eurofins Eaton Analytical, Inc.	105.60	Water sample analysis
7/26/17	8578	Goldak, Inc.	900.00	Water line locating for SCE construction project
7/26/17	8579	SWRCB-DWOCP	60.00	Operator certification renewal for Brian
7/26/17	8575V	Bank of the West Business Card	-3,640.47	Voided because paper check printed in error
7/26/17	EFT3160	Bank of the West Business Card	3,640.47	Credit card payment - See attached detail
7/26/17	8580	J.A. Salazar Construction & Supply	334,841.28	Sierra Madre Villa/Barhite Street pipeline
7/31/17	EFT3161	Bernadette C. Allen	1,369.22	Salary
7/31/17	EFT3162	Christopher A. Burt	2,609.75	Salary
7/31/17	EFT3163	Timothy J. Eldridge	92.35	Salary
7/31/17	31558509	Brian L. Fry	651.80	Salary
7/31/17	EFT3164	Francis J. Griffith	92.35	Salary
7/31/17	EFT3165	Melvin L. Matthews	3,534.91	Salary
7/31/17	EFT3166	Arthur W. Opel	92.35	Salary
7/31/17	EFT3167	Gerrie G. Kilburn	92.35	Salary
7/31/17	EFT3168	Automatic Data Processing, Inc.	75.17	Payroll processing
7/31/17	EFT3169	Christopher A. Burt	150.00	Salary
7/31/17	EFT3170	Automatic Data Processing, Inc.	3,863.96	Payroll taxes and employee withholding
<b>Total</b>			<b><u><u>424,352.82</u></u></b>	

**Credit Card Detail Bank of the West**

**June 2017**

(Expenses incurred/billed in June and due/paid in July.)

<b>Acct. No.</b>	<b>Account Description</b>	<b>Additional Description</b>	<b>BCA</b>	<b>CAB</b>	<b>SLB</b>	<b>BLF</b>	<b>MLM</b>	<b>CJM</b>	<b>TOTAL</b>
5010	Maintenance Supplies	Fire hose/adapters and repair kit, relays, marking paint		\$768.87		\$42.24			\$811.11
5012	Safety Equipment	tarps				\$38.04			\$38.04
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	K-3 Cl2 fittings		\$16.39					\$16.39
5035	Vehicle Maintenance	08-2 brakes,oil change, replace ignition switch cyl.				\$1,677.03			\$1,677.03
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6035	Office/Computer Supplies	Paper, clipboard, snacks, dividers, hand soap	\$40.90						\$40.90
6036	Postage/Delivery	Postage	\$343.00						\$343.00
6040	Professional Dues								\$0.00
6050	Telephone	Answering service					\$75.00		\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.	Annual Accounting Software upgrade/support fee					\$639.00		\$639.00
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
<b>TOTAL</b>			\$383.90	\$785.26	\$0.00	\$1,757.31	\$714.00	\$0.00	<b>\$3,640.47</b>