

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 28, 2025
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to gm@kidwater.info prior to the meeting, any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:

<https://us02web.zoom.us/j/85061795151?pwd=QRaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. **CALL TO ORDER** – 3:00 P.M.
 - a. Declaration of a quorum
 - b. Review of agenda

2. **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** – December 17, 2024, Regular Meeting
Recommended Action: Review and approve motion to file.

4. **REVIEW OF MINUTES** – January 11, 2025, Emergency Meeting
Recommended Action: Review and approve motion to file.

5. **REVIEW OF FINANCIAL REPORTS** – December 2024
Recommended Action: Review and approve motion to file.

6. **EATON FIRE RESPONSE AND RECOVERY** –
Recommended Action: Discuss status of Eaton Fire Response and Recovery and direct General Manager to take certain actions to facilitate business continuity.

7. **INFORMATION ITEMS**
 - a. Water Loss Audit – December 2024*
 - b. Water Quality Testing Report – December 2024*
 - c. 2025 COLA Pay Adjustments for Staff on a January cycle (3.4%)
 - d. 2025 Budget Forecast (in progress)
 - e. Fluoride Blending Permit Application Status
 - f. Pasadena Interconnection Agreement Status
 - g. KEPOA Storage Bin Agreement
 - h. Customer Outreach/Newsletter - Jan/Feb 2025
 - i. KEPOA Storage Shed Relocation
 - j. 2024 Annual Report of Operations from General Manager

8. GENERAL MANAGERS REPORT – Information item presented by the General Manager.
General Manager to summarize the report and respond to questions.

9. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2025
Discussion of the District’s goals and objectives for calendar year 2025.

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e):
Title: General Manager

11. 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.

12. CALENDAR – Upcoming regular meetings: February 25, 2025; March 25, 2025; April 22, 2025

13. 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, December 17, 2024, 3:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: (In-Person): Stephen Brown, Gordon Johnson, William Opel, John Feliton, Timothy Eldridge (joined via telephone at 3:05pm and joined in person at 4:35pm following conclusion of voting matters for which he is recorded as absent)

DIRECTORS ABSENT: Timothy Eldridge (absent for purposes of voting matters until 4:35pm)

STAFF PRESENT: (In-Person): Tom Majich, General Manager (GM)

PUBLIC PRESENT: none

1. **CALL TO ORDER:**

Chairman Brown called the meeting to order at 3:03 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. **PUBLIC COMMENT:** none

3. **ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2025:**

Director Johnson nominated **Stephen Brown for Chairman** and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Johnson / Feliton – 4 Aye / 0 Nay / 1 Absent-Eldridge)

Director Brown nominated **Timothy Eldridge for Treasurer** and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Brown / Johnson – 4 Aye / 0 Nay / 1 Absent - Eldridge)

Director Feliton nominated **Gordon Johnson for Secretary** and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Feliton / Brown – 4 Aye / 0 Nay / 1 Absent - Eldridge)

4. **REVIEW OF MINUTES:**

Director Brown noted one revision necessary on Item 3. Director Feliton motioned to approve the **November 19, 2024 Special Meeting** Minutes for filing with the noted revision and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Feliton / Opel– 4 Aye / 0 Nay / 1 Absent-Eldridge)

5. REVIEW OF FINANCIAL REPORTS:

The General Manager presented the October 2024 financial reports. Director Johnson motioned to approve the reports for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Johnson / Opel – 4 Aye / 0 Nay /1 Absent-Eldridge)

6. REVIEW OF FINANCIAL REPORTS:

The General Manager presented the November 2024 financial reports and a year-end budget forecast. Director Opel motioned to approve the reports for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 4 Aye / 0 Nay /1 Absent-Eldridge)

7. ACWA-JPIA COMMITMENT TO EXCELLENCE PROGRAM:

The General Manager presented the Commitment to Excellence program offered by ACWA-JPIA and discussed the benefits to the District by making the commitment. Director Feliton motioned to approve the execution of the Commitment to Excellence agreement and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Feliton / Johnson – 4 Aye / 0 Nay /1 Absent - Eldridge)

8. KEPOA STORAGE SHED ON DISTRICT PROPERTY:

The General Manager presented the documents submitted to the Board of Directors at its November 2008 Regular Meeting regarding the proposal from the Kinneloa Estates Property Owners Association (KEPOA) as well as the excerpts from the meeting minutes from the November 18, 2008 KID Board of Directors Meeting noting the discussion and action. Director Feliton motioned to “authorize the General Manager to terminate any agreement regarding the placement of the KEPOA storage container on District property, providing a period of 90 calendar days for KEPOA to vacate the premises, and to invite the KEPOA to submit a proposal for an alternate storage site location to the Board of Directors for consideration” and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Feliton / Opel – 4 Aye / 0 Nay /1 Absent - Eldridge)

9. INFORMATION ITEMS:

- a. The General Manager reviewed the November 2024 water loss audit report.
- b. The General Manager reviewed the November 2024 report on water quality testing and results.
- c. The General Manager noted that a revised Permit Amendment Application for Fluoride Treatment via Blending was submitted to the Division of Drinking Water (DDW) on 12/05/24 and DDW staff confirmed receipt.
- d. The General Manager noted that the winter customer newsletter will be issued in mid-January drawing attention to resources for customers to learn about the rate adjustment effective 1/1/25 and also note what investments will be made next year and in which location of the District activities are planned.
- e. The General Manager provided a memo on the details of the Ford Maverick to be purchased immediately to replace one of the model year 2008 District vehicles.

10. GENERAL MANAGER'S REPORT:

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending June 2024 was reviewed.

11. DIRECTOR REPORTS AND/OR COMMENTS:

Director Feliton asked about the reduction in flow across the streets on the west side of Kinneloa Mesa Road, the GM responded that canyon runoff water has been temporarily diverted to another drainage location but will return to the normal flow location in early January.

12. CALENDAR: Upcoming regular meetings: January 28, 2025; February 25, 2025; March 25, 2025

13. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:07 P.M.

Prepared and submitted by,

**Tom Majich
General Manager**

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Saturday, January 11, 2025, 12:30 P.M.

MINUTES

The meeting was conducted in the District Board Room during a proclaimed State of Emergency by the State of California and an approved Presidential Major Disaster Declaration. No electricity or internet access was available at the time of the meeting at the District office, so the meeting was not made available for public access via teleconference.

DIRECTORS PRESENT: (In-Person): Stephen Brown, Gordon Johnson, William Opel, Timothy Eldridge

DIRECTORS ABSENT: John Feliton

STAFF PRESENT: (In-Person): Tom Majich, General Manager (GM)

PUBLIC PRESENT: none

1. CALL TO ORDER:

Chairman Brown called the meeting to order at 12:29 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: none

3. DECLARATION OF A LOCAL EMERGENCY:

The GM shared information provided from neighboring agencies that a declaration of a local emergency may have to be formally declared by the District to be eligible for government funded disaster relief associated with the Eaton Fire. Each Director present stated that they had surveyed their Division and agrees to the District making such a declaration if required. Director Brown motioned to “authorize the General Manager to engage District legal counsel for preparation of any declaration that may be required to comply with applicable law, and that the General Manager is authorized to execute such declaration” and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Brown / Opel – 4 Aye / 0 Nay /1 Absent - Feliton)

4. ADJOURNMENT:

Chairman Brown adjourned the meeting at 12:39 P.M.

Prepared and submitted by,

Tom Majich
General Manager

Kinneloa Irrigation District
Income Statement Compared with Budget for the Twelve Months Ending December 31, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Revenues							
4000 Water Sales	209,401.28	161,249.75	48,151.53	1,982,120.64	2,126,997.00	(144,876.36)	2,126,997.00
4020 Service Charges	573.27	0.00	573.27	7,115.90	0.00	7,115.90	0.00
4035 Interest-Reserve Fund	3,961.58	3,271.38	690.20	43,331.56	39,257.00	4,074.56	39,257.00
4036 Unrealized Gain(Loss)-CalTRU	0.00	0.00	0.00	(3,205.96)	0.00	(3,205.96)	0.00
4060 Grants/Disaster Assistance	35,215.00	0.00	35,215.00	35,215.00	0.00	35,215.00	0.00
4070 Misc. Income	11,384.00	0.00	11,384.00	17,623.78	0.00	17,623.78	0.00
Total Revenues	260,535.13	164,521.13	96,014.00	2,082,200.92	2,166,254.00	(84,053.08)	2,166,254.00
Expenses							
5005 Electricity	37,168.24	14,238.25	22,929.99	206,997.59	190,859.00	16,138.59	190,859.00
5010 Maintenance Supplies	2,636.70	2,083.37	553.33	26,664.44	25,000.00	1,664.44	25,000.00
5012 Safety Equipment	220.44	166.63	53.81	2,203.08	2,000.00	203.08	2,000.00
5015 Operations & Maintenance Labo	28,592.42	22,916.63	5,675.79	280,053.27	275,000.00	5,053.27	275,000.00
5016 Operations & Maintenance OT	961.92	1,750.00	(788.08)	21,902.23	21,000.00	902.23	21,000.00
5020 Standby Compensation	870.00	915.00	(45.00)	11,277.06	10,980.00	297.06	10,980.00
5022 Training/Certification	350.00	133.37	216.63	1,322.00	1,600.00	(278.00)	1,600.00
5025 Water Treatment/Analysis	360.00	1,000.00	(640.00)	11,873.84	12,000.00	(126.16)	12,000.00
5026 Water Treatment/Supplies	0.00	833.37	(833.37)	10,644.11	10,000.00	644.11	10,000.00
5030 Maintenance Contractors	6,072.45	10,666.63	(4,594.18)	125,306.36	128,000.00	(2,693.64)	128,000.00
5031 SCADA O&M	0.00	1,250.00	(1,250.00)	8,732.91	15,000.00	(6,267.09)	15,000.00
5033 Unplanned & Emergency Repair	10,454.71	0.00	10,454.71	84,759.53	0.00	84,759.53	0.00
5034 Equipment Maintenance	0.00	625.00	(625.00)	15,896.72	7,500.00	8,396.72	7,500.00
5035 Vehicle Maintenance	79.00	1,041.63	(962.63)	6,070.56	12,500.00	(6,429.44)	12,500.00
5036 Fuel - All Equipment	794.83	1,666.63	(871.80)	14,143.38	20,000.00	(5,856.62)	20,000.00
5040 Equipment Rental	0.00	500.00	(500.00)	0.00	500.00	(500.00)	500.00
5045 Insurance-Workers Compensatio	4,829.03	4,000.00	829.03	17,311.96	16,000.00	1,311.96	16,000.00
5046 Insurance-Liability	2,326.03	2,672.12	(346.09)	37,916.93	32,065.00	5,851.93	32,065.00
5048 Insurance-Property	398.28	395.50	2.78	4,677.10	4,746.00	(68.90)	4,746.00
5049 Insurance-Medical	7,969.11	6,250.00	1,719.11	77,395.37	75,000.00	2,395.37	75,000.00
6000 Engineering Services	3,500.00	9,583.37	(6,083.37)	78,322.86	115,000.00	(36,677.14)	115,000.00
6005 Watermaster Services	1,520.33	3,899.62	(2,379.29)	16,984.44	46,795.00	(29,810.56)	46,795.00
6015 Administrative Salary	14,737.50	14,935.00	(197.50)	176,850.00	179,220.00	(2,370.00)	179,220.00
6017 Administrative Travel	147.27	150.00	(2.73)	421.39	1,800.00	(1,378.61)	1,800.00
6020 Board of Directors Comp.	600.00	750.00	(150.00)	11,550.00	9,000.00	2,550.00	9,000.00
6021 Administrative & Board Expens	0.00	166.63	(166.63)	0.00	2,000.00	(2,000.00)	2,000.00
6022 Board of Directors Election	0.00	0.00	0.00	33,935.20	0.00	33,935.20	0.00
6024 Customer/Public Information	249.00	1,416.63	(1,167.63)	9,796.13	17,000.00	(7,203.87)	17,000.00
6025 CalPERS - KID	3,597.41	3,916.63	(319.22)	50,757.76	47,000.00	3,757.76	47,000.00
6030 Social Security - KID	3,247.65	3,250.00	(2.35)	41,599.35	39,000.00	2,599.35	39,000.00
6031 Medicare - KID	863.17	791.63	71.54	9,876.62	9,500.00	376.62	9,500.00
6032 State Employment Tax - KID	3,150.00	0.00	3,150.00	13,003.43	0.00	13,003.43	0.00
6035 Office/Computer Supplies	23.65	583.37	(559.72)	6,173.65	7,000.00	(826.35)	7,000.00

Kinneloa Irrigation District
Income Statement Compared with Budget for the Twelve Months Ending December 31, 2024

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6036 Postage/Delivery	465.65	416.63	49.02	5,307.83	5,000.00	307.83	5,000.00
6040 Professional Dues	380.41	1,659.13	(1,278.72)	20,346.88	19,910.00	436.88	19,910.00
6045 Legal Services	0.00	500.00	(500.00)	4,865.00	6,000.00	(1,135.00)	6,000.00
6050 Phone/Internet/Wireless	755.15	666.63	88.52	7,842.14	8,000.00	(157.86)	8,000.00
6059 Computer/Software Maintenanc	482.32	1,166.13	(683.81)	8,608.92	13,994.00	(5,385.08)	13,994.00
6061 Office Equipment Maintenance	0.00	208.37	(208.37)	0.00	2,500.00	(2,500.00)	2,500.00
6065 Accounting Services	0.00	0.00	0.00	7,600.00	7,700.00	(100.00)	7,700.00
6070 Office & Accounting Labor	14,528.60	14,375.00	153.60	186,259.88	172,500.00	13,759.88	172,500.00
6071 Office & Accounting Bonus	0.00	0.00	0.00	199.36	0.00	199.36	0.00
6075 Professional Services	1,111.25	5,416.63	(4,305.38)	59,204.61	65,000.00	(5,795.39)	65,000.00
6076 Contract Services	2,100.00	1,855.00	245.00	28,015.00	22,260.00	5,755.00	22,260.00
6080 FMWD Administrative Fees	1,088.01	1,099.38	(11.37)	12,937.39	13,193.00	(255.61)	13,193.00
6081 Permits/Fees	873.80	1,250.00	(376.20)	13,912.72	15,000.00	(1,087.28)	15,000.00
6086 Sales/Use Tax	0.00	41.63	(41.63)	0.00	500.00	(500.00)	500.00
6088 Interest Expense	0.00	0.00	0.00	39,955.30	40,306.00	(350.70)	40,306.00
6120 Bank Service Charges	2,148.98	1,000.00	1,148.98	24,678.73	12,000.00	12,678.73	12,000.00
Total Expenses	159,653.31	142,201.54	17,451.77	1,834,153.03	1,736,928.00	97,225.03	1,736,928.00
Net Income	100,881.82	22,319.59	78,562.23	248,047.89	429,326.00	(181,278.11)	429,326.00
Other Expenditures							
1504 Water Mains/Valves	32,329.39	125,000.00	(92,670.61)	32,329.39	125,000.00	(92,670.61)	125,000.00
1505 Water Tunnels	0.00	8,900.00	(8,900.00)	1,078.13	10,000.00	(8,921.87)	10,000.00
1512 Water Meters	0.00	0.00	0.00	33,265.93	20,000.00	13,265.93	20,000.00
1513 Electrical System	2,304.09	16,000.00	(13,695.91)	11,254.09	25,000.00	(13,745.91)	25,000.00
1514 Computer/Office Equipment	0.00	600.00	(600.00)	1,779.79	2,500.00	(720.21)	2,500.00
1515 Vehicles/Portable Equipment	33,505.50	0.00	33,505.50	35,515.24	0.00	35,515.24	0.00
1516 Water Company Facilities	0.00	0.00	0.00	35,968.91	0.00	35,968.91	0.00
1517 KID Office	0.00	20,000.00	(20,000.00)	0.00	20,000.00	(20,000.00)	20,000.00
1522 Eucalyptus Booster Station	0.00	0.00	0.00	22,277.64	0.00	22,277.64	0.00
1527 SCADA Equipment	0.00	6,200.00	(6,200.00)	3,628.84	10,000.00	(6,371.16)	10,000.00
1530 Tools	0.00	1,500.00	(1,500.00)	1,357.34	3,000.00	(1,642.66)	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	160,246.66	159,896.00	350.66	159,896.00
Total Other Expenditures	68,138.98	178,200.00	(110,061.02)	338,701.96	375,396.00	(36,694.04)	375,396.00
Total Increase or (Drawdown)	32,742.84	(155,880.41)	188,623.25	(90,654.07)	53,930.00	(144,584.07)	53,930.00

Kinneloa Irrigation District

Balance Sheet as of December 31, 2024

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 273,302.10
1012	Reserve Fund-LAIF	1,011,051.14
1016	Accrued Interest-LAIF	12,152.16
1017	Petty Cash	500.00
1100	Accts. Receivable-Water Sales	23,560.63
1101	Accts. Receiv.-Service Charges	2,200.94
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	208,932.00
1350	Prepaid Insurance	23,324.14
1360	Prepaid Expenses	<u>33,188.39</u>
	Total Current Assets	1,607,440.02

Property and Equipment

Total Property and Equipment	<u>5,226,242.25</u>
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Other Assets

1901	PERS-Deferred Outflows	197,834.00
	Total Assets	<u>\$ 7,031,516.27</u>

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 68,039.42
2005	Umpqua Visa Payable	6,982.38
2272	Job Deposits	13,616.00
2275	Deposits-Water Customers	255.02
2290	Accrued Vacation	<u>12,075.40</u>
	Total Current Liabilities	100,968.22

Long-Term Liabilities

2400	Installment Purchase Agreement	988,132.07
2801	PERS- Net Liability	462,280.08
2901	PERS- Deferred Inflows	<u>42,327.00</u>
	Total Long-Term Liabilities	<u>1,492,739.15</u>
	Total Liabilities	1,593,707.37

Capital

3040	Fund Balance	5,189,761.01
	Net Income	<u>248,047.89</u>
	Total Capital	<u>5,437,808.90</u>
	Total Liabilities & Capital	<u>\$ 7,031,516.27</u>

Kinneloa Irrigation District

Check/EFT Register

December 1, 2024 to December 31, 2024

Date	Check #	Payee	Amount	Description
12/15/24	EFT6456	Bernadette C. Allen	1,135.22	payroll
12/15/24	EFT6457	Arthur M. Aragon	1,511.55	payroll
12/15/24	EFT6458	Ramon Jr. Ascencio	2,681.96	payroll
12/15/24	EFT6459	Christopher A. Burt	3,165.53	payroll
12/15/24	EFT6460	Felipe Gallegos	2,114.32	payroll
12/15/24	EFT6461	Thomas L. Majich	1,043.17	payroll
12/15/24	EFT6462	Jeffrey L. Peterson	1,852.01	payroll
12/15/24	EFT6463	Melanie E. Timoteo	1,466.51	payroll
12/15/24	EFT6464	Christopher A. Burt	300.00	payroll
12/15/24	EFT6465	Felipe Gallegos	50.00	payroll
12/15/24	EFT6466	Automatic Data Processing, Inc.	5,545.22	payroll taxes and withholdings
12/17/24	EFT6467	Automatic Data Processing, Inc.	124.12	payroll processing fee
12/17/24	EFT6468	Applied Technology Group, Inc.	120.00	PWAG radios
12/17/24	EFT6469	CA Public Employees Ret. Sys.	7,241.96	KID & employee retirement contributions
12/17/24	EFT6470	CalPERS 457 Plan	7,031.59	employee contributions
12/17/24	EFT6471	Nexbillpay	2,355.86	credit card processing fees
12/17/24	EFT6472	Southern California Edison Co.	9,384.01	electricity - 12 sites (not K-3)
12/17/24	EFT6473	Streamline	249.00	website service
12/17/24	11185	ACWA-JPIA	8,731.19	KID & employee health benefits contributions
12/17/24	11186	BMC Landscape Management	2,100.00	landscape maintenance
12/17/24	11187	Clinical Lab of San Bernardino	375.00	water analysis
12/17/24	11188	Cricket Consulting	1,464.73	SCADA operation and maintenance
12/17/24	11189	Underground Service Alert	21.10	Digalert
12/17/24	11190	Envision Ford of Duarte	32,480.24	Ford Maverick
12/17/24	11191	Foothill Municipal Water District	1,088.01	administrative fee (O & M charge)
12/17/24	11192	Geotab USA, Inc.	79.00	vehicle maintenance
12/17/24	11193	Thomas Majich	147.27	mileage reimbursement
12/17/24	11194	McMaster Carr	288.21	maintenance/electrical supplies
12/17/24	11195	Municipal Diving Services Inc.	10,500.00	Glen Res. repairs; Wilcox & Euc. Res. inspections
12/17/24	11196	National Construction Rentals	196.03	portable restroom
12/17/24	11197	OnPage Corporation	347.88	telephone
12/17/24	11198	Jeffrey Peterson	220.44	safety boots reimbursement
12/17/24	11199	Public Water Agencies Group	380.41	PWAG monthly assessment
12/17/24	11200	Ultimate Cleaning Solutions, Inc.	90.00	janitorial service
12/17/24	11201	Utility Service Co., Inc.	6,072.45	tank maintenance
12/17/24	11202	Water Resources Economics	3,900.00	rate study
12/17/24	11203	Western Water Works	7,735.71	meter, water main, valve supplies and tools
12/17/24	11204	Western Water Works	25,894.42	K3 & Wilcox Intertie water main/valve supplies
12/17/24	EFT6474	Umpqua Bank	8,387.66	staff credit card purchases
12/30/24	EFT6475	Automatic Data Processing, Inc.	112.59	payroll processing fee
12/30/24	EFT6476	Arco Business Solutions	751.63	vehicle fuel
12/30/24	EFT6477	AT&T Mobility	62.40	FirstNet wireless service
12/30/24	EFT6478	CalPERS 457 Plan	7,024.57	employee contributions
12/30/24	EFT6479	Nexbillpay	368.80	eCheck processing fees
12/30/24	EFT6480	Pasadena Municipal Services	1,966.77	electricity - Wilcox Well
12/30/24	EFT6481	Spectrum	279.94	internet & telephone services
12/30/24	EFT6482	Verizon Wireless	41.57	wireless service
12/30/24	11205	Bluegrass Integrated Communications	465.65	bill printing & delivery service
12/30/24	11206	Civiltec Engineering, Inc.	800.00	fire flow test

Kinneloa Irrigation District
Check/EFT Register
December 1, 2024 to December 31, 2024

Date	Check #	Payee	Amount	Description
12/30/24	11207	Civiltec Engineering, Inc.	3,500.00	Holly Booster Station Project
12/30/24	11208	Clinical Lab of San Bernardino	150.00	water analysis
12/30/24	11209	National Construction Rentals	196.03	portable restroom
12/30/24	11210	SWRCB Accounting Office	6,701.44	small water system annual fees
12/31/24	EFT6483	Bernadette C. Allen	1,108.19	payroll
12/31/24	EFT6484	Arthur M. Aragon	1,931.59	payroll
12/31/24	EFT6485	Ramon Jr. Ascencio	2,905.95	payroll
12/31/24	EFT6486	Stephen Brown	138.52	payroll
12/31/24	EFT6487	Christopher A. Burt	3,845.20	payroll
12/31/24	EFT6488	Timothy J. Eldridge	138.52	payroll
12/31/24	EFT6489	John R. Feliton	138.52	payroll
12/31/24	EFT6490	Felipe Gallegos	2,588.92	payroll
12/31/24	EFT6491	Thomas L. Majich	600.07	payroll
12/31/24	EFT6492	Arthur W. Opel	138.52	payroll
12/31/24	EFT6493	Jeffrey L. Peterson	2,144.50	payroll
12/31/24	EFT6494	Melanie E. Timoteo	1,647.16	payroll
12/31/24	EFT6495	Christopher A. Burt	300.00	payroll
12/31/24	EFT6496	Felipe Gallegos	50.00	payroll
12/31/24	EFT6497	Automatic Data Processing, Inc.	7,942.61	payroll taxes and withholdings
12/31/24	EFT6498	Employment Development Dept.	3,150.00	state employment tax
Total			<u>209,061.44</u>	

Kinneloa Irrigation District
 Umpqua Bank Visa - Cash Disbursements Journal
 For the Period from Dec. 1, 2024 to Dec. 31, 2024

Date	Check #	Name	Line Description	Amount	Account ID	Account Description
12/1/24	20241201MA-1	Google LLC	Google Voice Standard - license usage	76.29	6050	Phone/Internet/Wireless
12/1/24	20241201MA-2	Google LLC	Google Workspace	144.00	6059	Computer/Software Maintenance
12/1/24	20241201TM-1cm	Amazon	refund for headset	-35.03	6035	Office/Computer Supplies
12/1/24	20241201TM-2cm	Amazon	refund for headset	-35.03	6035	Office/Computer Supplies
12/2/24	20241202RA-1	Arco - Pasadena	fuel	14.13	5036	Fuel - All Equipment
12/3/24	20241203RA-1	Home Depot	spray foam sealant	19.32	5010	Maintenance Supplies
12/5/24	20241205RA-1	Altadena Hardware	primer, paint for Wilcox Res repair	61.27	5010	Maintenance Supplies
12/8/24	20241208BA-1	Ware Disposal	trash pickup services	489.43	6075	Professional Services
12/9/24	20241209RA-1	Ganahl Lumber Company	drill bits	73.79	5010	Maintenance Supplies
12/10/24	20241210FG-1	Grainger	diesel fuel additive	150.91	5010	Maintenance Supplies
12/10/24	20241210FG-2	Griswold Industries	Cla-Val University Course CVU 101	350.00	5022	Training/Certification
12/10/24	20241210TM-1	Grainger	interior steel panel	259.32	1513	Electrical System
12/11/24	20241211CB-1	Amazon.com Inc	extended batteries	122.56	5010	Maintenance Supplies
12/11/24	20241211TM-1	Upwork	small logo upgrade task	45.99	6075	Professional Services
12/12/24	20241212RA-1	Arco - Pasadena	fuel for generator West Tank	12.98	5036	Fuel - All Equipment
12/12/24	20241212TM-1	Grainger	electrical enclosure	2,044.77	1513	Electrical System
12/13/24	20241213TM-1	Realtruck Backrack	rack (2), tool box install kit (2), rear bar (1)	1,025.26	1515	Vehicles/Portable Equipment
12/16/24	20241216FG-1	Home Depot	cleaning supplies, kneeling pad	24.63	6035	Office/Computer Supplies
12/17/24	20241217FG-1	Home Depot	grab hooks, anchor shackles, logging chains	169.81	5010	Maintenance Supplies
12/17/24	20241217MA-1	Amazon.com Inc	pens	69.08	6035	Office/Computer Supplies
12/17/24	20241217TM-1	Home Depot	salt crystals	1,105.17	5010	Maintenance Supplies
12/18/24	20241218FG-1	Harbor Freight	lifting slings, shop towels	141.05	5010	Maintenance Supplies
12/19/24	20241219TM-1	SimpliSafe	core monitoring subscription	31.99	6075	Professional Services
12/19/24	20241219TM-2	Grainger	meter gasket, meter panel mounting	142.93	5010	Maintenance Supplies
12/19/24	20251219JP-1	Arco - Pasadena	fuel	16.09	5036	Fuel - All Equipment
12/20/24	20241220MA-1	Microsoft Corporation	Microsoft 365 subscription	99.99	6059	Computer/Software Maintenance
12/21/24	20241221TM-1	Home Depot	ceiling exhaust fan with light	119.36	5010	Maintenance Supplies
12/27/24	20241227FG-1	Amazon.com Inc	standard bits and nut drivers	55.09	5010	Maintenance Supplies
12/27/24	20251227JP-1	Home Depot	brooms, nuts, bolts, washers	75.48	5010	Maintenance Supplies
12/30/24	20241230FG-1	Grainger	coupling, drum pump	111.75	5010	Maintenance Supplies
Total				<u>6,982.38</u>		

System Water Loss Audit - December 2024

	11/22/24	12/31/24				
Subeca Read Date	11/22/24	12/31/24				
Subeca Read Time	10:08	8:12				Variance
	Level	Level	Variance	Gal/Foot	Gallons	
Eucalyptus Reservoir	19.86	19.17	(0.69)	8,410.00	(5,802.90)	
Sage Tank	21.52	21.55	0.03	10,000.00	300.00	
West Tank	21.66	21.32	(0.34)	22,124.00	(7,522.16)	
Wilcox Reservoir	18.82	19.52	0.70	65,739.00	46,017.30	
Holly East	21.10	20.48	(0.62)	6,388.00	(3,960.56)	
Holly West	17.25	16.76	(0.49)	7,610.00	(3,728.90)	
Glen Reservoir	13.92	13.13	(0.79)	7,812.00	(6,171.48)	
Brown Reservoir	14.65	14.66	0.01	7,812.00	78.12	
Vosburg Reservoir	13.24	13.11	(0.13)	22,800.00	(2,964.00)	
East Tank	17.57	17.35	(0.22)	6,976.00	(1,534.72)	
			TANK VOLUME CHANGE		14,711	gallons
			TOTAL GROUNDWATER PRODUCED		21,820,608	gallons
				PWP IMPORT	-	gallons
				PWP EXPORT	-	gallons
			NET SYSTEM DEMAND		21,805,897	gallons
					29,152	CCF
				Metered Sales	24,597	CCF
				Loss	4,555	CCF
				Loss	3,407,341	gallons
				Loss %	15.6%	
			Previous Month Loss%		11.9%	
			YTD System Demand		271,757	
			YTD Metered Sales		233,172	
			YTD Loss %		14.20%	

WATER SAMPLE RESULTS SUMMARY

DECEMBER 2024

SAMPLE DATE	LAB	SOURCE OR DISTRIBUTION	TEST ANALYSIS	DESCRIPTION	# SAMPLES	# TESTS	RESULTS	COMMENTS
12/3/24	Clinical	Distribution	Bacteriological	Total Coliform, E.coli	6	12	ND	
12/3/24	Clinical	Distribution	General Physical	Color, Odor, Turbidity	6	18	< MCL	Color, odor, turbidity are regulated by a secondary standard to maintain aesthetic qualities such as taste, smell, & appearance.
12/3/24	Clinical	Distribution	Field	Chlorine Residual	6	6	1.27 - 1.74 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
12/3/24	Clinical	Source*	Bacteriological	Total Coliform, E.coli	2	4	ND	1st week sources tested are groundwater wells - Kinneloa #3 Well & Wilcox Well.
12/17/24	Clinical	Distribution	Bacteriological	Total Coliform, E.coli	6	12	ND	
12/17/24	Clinical	Distribution	Field	Chlorine Residual	6	6	1.31 - 1.83 mg/L	District permit requires Chlorine Residual to be > 0.5 mg/L.
12/17/24	Clinical	Source*	Bacteriological	Total Coliform, E.coli	5	10	2 positives	Groundwater source-tunnels are tested during the 3rd week of the month. Eucalyptus Tunnel & House Tunnel tested positive for TC and E.coli < 1. Eucalyptus and House Tunnels are offline and diverted to spreading.
Total Samples					37	68		

NOTES:

*All source groundwater tunnels were diverted to spreading on 12/01/2023. Delores Tunnel was turned into the system on 5/01/2024.
 < MCL = less than Maximum Contaminant Level, ND = not detected, mg/L = milligrams per liter, ug/L = micrograms per liter, A = Absence