

**San Gabriel County Water District  
Regular Meeting of the Board of Directors  
8366 Grand Ave.  
Rosemead, CA 91770**

**June 23, 2015**

**4:00 P.M.**

**AGENDA**

**Call to Order**

**1. Pledge of Allegiance**

- 2. Roll Call**
- |                    |       |
|--------------------|-------|
| Director Cammarano | _____ |
| Director Taylor    | _____ |
| Director Cici      | _____ |
| Director Chan      | _____ |
| Director DeLaTorre | _____ |

**3. Additions, Re-order and Adoption of the Agenda:**

**Motion:**  
**Second:**  
**Action:**

**4. Public Comment on Agenda and Non-Agenda items**

**Anyone wishing to discuss items on and not on the agenda may do so at this time**

**5. Minutes of a regular meeting of the Board of Directors held June 09, 2015**

**Motion:**  
**Second:**  
**Action:**

**6. List of Demands on General Account**

**a. Revolving/Payroll Account Reimbursement**

**Motion:**  
**Second:**  
**Action:**

**7. District Counsel:**

**8. Action Item:**

**a. Proposal to Provide Professional Engineering Service for Well 16 Design**

**Motion:**

**Second:**

**Action:**

**b. ACWA Call for Candidate Nomination for the 2016 – 2017 term**

**Motion:**

**Second:**

**Action:**

**9. Miscellaneous Information Items**

**a. Receive and File the May 2015 Revenue & Expenditure Report**

**10. General Manager Report**

**11. Future Agenda Items**

**12. Director Comments**

**13. Adjournment**

**Motion:**

**Second:**

**Action:**

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at 8366 Grand Ave., Rosemead, CA 91770.

If you have special needs because of a disability which make it difficult for you to access or participate in the meeting, please contact the District Finance & Administration Manager, (626) 287-0341, by at least noon on the Monday preceding the meeting. The District will attempt to make arrangements to accommodate your attendance.

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON JUNE 9, 2015**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, June 9, 2015, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** President Cammarano; Directors Chan, Cici, DeLaTorre, and Taylor; General Manager Carrera; Assistant General Manager Prior; Finance and District Counsel Keith Lemieux were present.
- AGENDA** Upon motion by Director DeLaTorre, and seconded by Director Taylor, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on June 9, 2015.
- MINUTES** Upon motion by Director Taylor and seconded by Director Cici, the Board voted unanimously to approve the minutes of the regular meeting of the board of directors held on May 26, 2015.
- DEMANDS** Upon motion by Director Taylor and seconded by Director Chan, the Board voted unanimously to approve the payment of checks numbered 17516 through 17563 in the total amount of \$414,392.91 for the May 2015 invoices.
- EXPENSES** None.
- PUBLIC COMMENT** Students from Gabrielino High School introduced themselves to the Board.
- DISTRICT COUNSEL** Reported on attempts to depublish in the *San Juan Capistrano* case.
- ACTION** Upon motion by Director Cici and seconded by Director Chan, the Board voted unanimously to approve the second reading and adoption of Ordinance No. 2015-44 of the Board of Directors of San Gabriel County Water District amending Ordinance No. 2014-43 and amending Resolution No. 1-93-288 (Administrative Code) as it relates to water conservation measures.
- INFORMATION** The May 2015 Banking and Investment Report was received and filed.
- The General Manager reported on the water levels in the wells.
- The General Manager reported on the status of Well 16.

**GENERAL  
MANAGER  
COMMENTS**

General Manager reported on the status of Well 11.

General Manager reported the property at the Well 10 site will be leased out for approximately two months.

General Manager reported Upper San Gabriel Valley Municipal Water District representatives will be attending a future Board meeting.

**FUTURE  
AGENDA  
ITEMS**

None.

**DIRECTOR  
COMMENTS**

None.

**ADJOURNMENT**

Upon motion by Director Taylor and seconded by Director Chan, the Board voted unanimously to adjourn the meeting.

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President

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Secretary

[SEAL]

San Gabriel County Water District  
Invoice Register (By Invoice Number)

Invoice Number / Line Description	Vendor Name / Expense Account	Invoice Date	Posting Date	Terms Code	Purchase Order / Job	Amount
06/03/15PR	12031 REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING AC	06/03/15	06/03/15		INVOICE 06/03/15PR TOTAL:	\$47,115.84
REPORT TOTAL:						\$47,115.84

San Gabriel County Water District  
Invoice Register (By Invoice Number)

Invoice Number / Line Description	Vendor Name / Expense Account	Invoice Date	Posting Date	Terms Code	Purchase Order / Job	Amount
06/17/15PR.&.BOARD	12031 REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING ACI	06/17/15	06/17/15		INVOICE 06/17/15PR.&.BOARD TOTAL:	\$46,617.89
					REPORT TOTAL:	<u>\$46,617.89</u>



June 23, 2015

To: Board of Directors

From: Barbara Carrera 

Subject: Proposal to Provide Professional Engineering Service for Well 16 Design

Well 3 located north of San Marino High School was drilled in 1924 and is the District's oldest running well. This is the District's only well pumping water out of the Raymond Basin aquifer.

The District owns 1,091 acre feet of water rights in the Raymond Basin. Due to the drought, pumping rights for all producers in the Raymond Basin have been reduced by 30 percent. Even though the allocation has been reduced, having the ability to pump out of the Raymond Basin saves the District thousands of dollars by not having to lease or purchase as much replacement water in the Main San Gabriel Basin.

Well 3 is currently running, but recently has experienced production problems due to the age of the well and the drop in water levels in the basin. The time has come to retire Well 3 and replace it with Well 16.

Attached is the Professional Engineering Service Proposal presented by Civiltec Engineering Inc. to provide engineering design, permit processing, program and construction management, hydrogeology and public relations support for replacement Well 16 in the Raymond Basin.

Recommendation:

The Board of Directors approve Civiltec Engineering Inc. Professional Engineering Service Proposal in the amount of "not to exceed" \$257,925.

Attached:

Well 16 Professional Engineering Service Proposal  
Well 15 Cost Estimates Spreadsheet (for comparison)



# Association of California Water Agencies

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## MEMORANDUM

JUN 15 2015

**TO:** ACWA Public Agency Members  
General Managers and Board Presidents

**SAN GABRIEL  
COUNTY WATER DISTRICT**

**CC:** ACWA Board of Directors

**FROM:** ACWA Nominating Committee

**DATE:** June 3, 2015

**SUBJECT:** Call for Candidate Nominations for the 2016-2017 Term

ACWA's Nominating Committee is responsible for submitting a slate for the Association's statewide positions of president and vice president to the general membership meeting at Fall Conference.

Nominations must be received in the ACWA office by **Tuesday, September 1, 2015**, to be considered by the committee.

The following criteria must be met for names to be considered:

- Only elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association shall be eligible for election to the officer positions.
- Nominations of qualified candidates are encouraged from all member agencies.
- All nominations for the positions of ACWA President and Vice President shall be accompanied by an official nominating resolution from the ACWA member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.
- A resume of the candidate, highlighting qualifications for the position, shall accompany each nomination.

Additional letters or resolutions of support from other agencies may be submitted but are not required.

ACWA's Bylaws and Board policies establish the criteria outlined above, which also govern nominations from the floor. Board policy requires that all nominations received for the positions of ACWA President and Vice President shall be accompanied by a nominating resolution from



### 1.1 Board Officers

The president and vice president of the Association shall be the elected officers of the Association.

#### 1.1.1 President

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##### 1.1.1.1 Purpose

The president is an elected officer of the Association and presides at all meetings of the Board of Directors, the Executive Committee, and the general membership and is responsible to the Board of Directors and the general membership for the duties established by ACWA's Bylaws.

##### 1.1.1.2 Duties and Authority

Within the limits of ACWA's Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the executive director, the president:

- Serves on the ACWA Board and presides at all meetings.
- Serves as the chair of the Executive Committee and presides at all meetings.
- Schedules special Board and Executive Committee meetings.
- Presides over all general membership meetings.
- Serves as a non-voting *ex officio* member of each committee, but shall not be an *ex officio* member of the Nominating Committee or the region boards.
- Appoints members of all committees upon recommendation from members and regions as communicated by the region chairs.
- Appoints the chair and vice chair of each committee, each of whom shall be ratified by the Board of the Directors.
- Appoints special committees, work groups, and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association.
- Participates in the Association's spring and fall conferences.
- Represents and supports ACWA's official policies and positions when acting in capacity of ACWA President.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of ACWA functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the executive director.

## BASIC INFORMATION FOR ACWA OFFICER NOMINEES

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- Performs the duties of the president in the president's absence.
- Succeeds the president for an unexpired term if vacancy occurs.
- Serves on ACWA/JPIA's Executive Committee.
- Participates in the Association's spring and fall conferences.
- Represents and supports ACWA's official policies and positions when acting in capacity of ACWA Vice President.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of ACWA functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the executive director.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the executive director.
- Serves as a chair/vice chair or participant on committees or task forces as appointed by the president or Board of Directors.
- Performs other responsibilities assigned by the Board or president.

### ***1.1.2.3 Qualification***

The vice president shall be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

### ***1.1.2.4 Term of Office***

The vice president shall be elected by the members of the Association at its fall conference in each odd-numbered year and shall take office on January 1 of the calendar year following election. The vice president shall hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed.

### ***1.1.2.5 Vacancy***

Should a vacancy occur in the vice president's office, the Board of Directors shall appoint a person to fill the office for the unexpired term thereof.

### ***1.1.2.6 Compensation***

ACWA's vice president shall serve without compensation. The vice president shall be allowed reasonable reimbursement of expenses incurred in the performance of his/her duties while on Association business. The vice president will be reimbursed for expenses incurred for attending conferences, meetings, seminars, workshops or other events, which are mutually beneficial to the officer and the Association and have been authorized by either the Board of Directors or the executive director.



SAMPLE RESOLUTION TO NOMINATE CANDIDATE FOR ACWA PRESIDENT OR VICE PRESIDENT

RESOLUTION OF THE BOARD OF DIRECTORS OF

\_\_\_\_\_

TO NOMINATE AND SUPPORT

\_\_\_\_\_

AS A CANDIDATE FOR THE POSITION OF ACWA \_\_\_\_\_

WHEREAS, ACWA has announced that a Nominating Committee has been formed to develop a slate for the Association's statewide positions of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, \_\_\_\_\_ has served in a leadership role as a member of the \_\_\_\_\_ Board of Directors since \_\_\_\_\_; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS,

WHEREAS,

WHEREAS, it is the opinion of the \_\_\_\_\_ Board of Directors that \_\_\_\_\_ possesses all of the qualities needed to fulfill the duties of the office of ACWA \_\_\_\_\_.

NOW, THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ Board of Directors does hereby nominate and support \_\_\_\_\_ as a candidate for the office of ACWA \_\_\_\_\_, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the \_\_\_\_\_ Board of Directors at a regular meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors

## REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2015

Month of May

Projected YTD Percent - 40%

Description	Budget	Receipts and Expenditures For The Month	Total Year to Date	Balance	YTD %
Total Revenue	6,534,812	527,704	2,788,000	3,746,812	43%
Production	2,302,615	90,873	1,365,423	937,192	59%
Transmissin & Distribution	390,960	42,608	150,065	240,895	38%
Customer Service	349,074	25,933	127,571	221,503	37%
General & Administrative	3,010,400	235,721	1,210,460	1,799,940	40%
Payment on Long Term Debt	590,000	0	0	590,000	0%
GASB 45	440,074	0	0	440,074	0%
ACE Project	1,250,000	0	43,328	1,206,672	
Total Operational Expense	8,333,123	395,135	2,853,519	5,479,604	34%
Revenue Total	6,534,812	527,704	2,788,000	3,746,812	43%
Less Operational Expense	8,333,123	395,135	2,853,519	5,479,604	34%
Gain/Loss	(1,798,311)	132,568	(65,519)	(1,732,792)	4%
Capital Expenditures	996,500	146,156	250,764	745,736	25%
Overall Gain/Loss	(2,794,811)	(13,588)	(316,283)	(2,478,528)	11%

### Use of funds

Fund Balance Start of Month	6,211,160
Add Back Depreciation	83,277
Overall Gain/Loss	(13,588)
Total	6,280,849