

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

February 23, 2016

4:00 P.M.

AGENDA

Call to Order

1. Pledge of Allegiance

- 2. Roll Call**
- | | |
|--------------------|-------|
| Director Taylor | _____ |
| Director Chan | _____ |
| Director Cammarano | _____ |
| Director Cici | _____ |
| 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 February 9, 2016

Motion:
Second:
Action:

6. List of Demands on the General Account

a. Revolving/Payroll Account Reimbursement

Motion:
Second:
Action:

7. District Counsel

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8. Action Items

a. Rebuild Cabinets in District Boardroom

Motion:

Second:

Action:

9. Miscellaneous Information Items

a. Water Master Presentation

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 FEBRUARY 9, 2016**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, February 9, 2016, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** President Taylor; Directors Chan, Cici, DeLaTorre, and Cammarano; General Manager Prior; Assistant General Manager Feilen; Finance and Administration Manager Corona; and District Counsel Colin O'Neill were present.
- AGENDA** Upon motion by Director DeLaTorre, and seconded by Director Cici, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on February 9, 2016.
- MINUTES** Upon motion by Director Chan and seconded by Director DeLaTorre, the Board voted unanimously to approve the minutes of the regular meeting of the board of directors held on January 26, 2016.
- DEMANDS** Upon motion by Director Chan, and seconded by Director Cici, the Board voted unanimously to approve the payment of check numbers 17948 through 17993 in the aggregate amount of \$273,302.74 for the January, 2016 invoices.
- EXPENSES** None.
- PUBLIC COMMENT** Public commented regarding an upcoming rain-barrel giveaway sponsored by Upper San Gabriel Valley Municipal Water District.
- DISTRICT COUNSEL** District counsel reported regarding tax and prevailing wage issues related to the statewide turf removal rebate program.
- ACTION** Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted unanimously to award the contract to update the District's Urban Water Management Plan to Stetson Engineers in the amount of \$26,500.
- Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted unanimously to award the contract for drilling, construction, development and testing of Well No. 16 to Hydro Resources in the amount of \$1,036,150.
- INFORMATION** The January, 2016, Banking and Investment Report was received and filed.
- The Water Well Report was received and filed.

**GENERAL
MANAGER
COMMENTS**

The December, 2015, Revenue and Expenditure Report was received and filed.

General Manager reported on the District's hiring of a new employee for billing and accounting, who will begin February 16, 2016.

General Manager reported that a representative of the Raymond Basin Watermaster will be attending the next meeting.

General Manager provided draft language for the District's website to survey customer opinion regarding changing the time of meetings from 4:00 p.m. to 7:00 p.m., and a discussion was held regarding placing similar language on customers' bills.

General Manager reported on the status of the Request for Proposals for the Well No. 15 project.

General Manager reported regarding an upcoming meeting with the representatives of the Sheraton Hotel to discuss placement of backflow devices.

General Manager reported that the current salary structure for District's water quality specialist is 26% below industry norms, and indicated he would like to raise the pay structure to come closer to industry standards. The matter will be revisited at the time of the employee's next review.

**FUTURE
AGENDA
ITEMS**

None.

**DIRECTOR
COMMENTS**

Director Cammarano reported on a telephone encounter with an angry customer of San Gabriel Valley Water Company, who mistakenly believed Director Cammarano was the appropriate person with whom to air her grievances.

Director Chan expressed thanks to District staff for making the Lunar New Year event a success, and Director Taylor echoed these sentiments.

ADJOURNMENT

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

President

Secretary

[SEAL]

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

02/18/16
9:03:29 AM

| Invoice Number / Line Description | 12031 | Vendor Name / Expense Account | Invoice Date | Posting Date | Terms Code | Purchase Order / Job | Amount |
|-----------------------------------|-------|---|--------------|--------------|------------|-----------------------------------|--------------------|
| 02/10/16PR.&.BOARD | | REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING AC | 02/10/16 | 02/10/16 | | INVOICE 02/10/16PR.&.BOARD TOTAL: | \$42,966.85 |
| | | | | | | REPORT TOTAL: | <u>\$42,966.85</u> |

DIRECTORS

LARRY TAYLOR, President
ERIC CHAN, Vice President
MARY CAMMARANO
SABINO CICI
CHARLES DELATORRE

OFFICE

8366 GRAND AVENUE
ROSEMEAD, CA 91770

MAILING

P.O. BOX 2227
SAN GABRIEL, CA 91778-2227



**SAN GABRIEL
COUNTY WATER DISTRICT**

EXECUTIVE OFFICERS

JAMES P. PRIOR
Secretary/General Manager

CASEY G. FEILEN
Assistant General Manager

CARMEN I. CORONA
Treasurer/Finance & Administration Manager

LEMIEUX & O'NEILL
General Counsel

(626) 287-0341
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WWW.SGCWD.COM

February 23, 2016

To: Board of Directors

From: General Manager

Subject: Rebuild Cabinets in District Boardroom

The District Boardroom cabinetry has been slowly deteriorated over the last couple of years and is at the point where is getting unsafe to open and close cabinet doors. The staff budgeted \$10,000.00 to replace the existing cabinetry. Trademark Construction submitted a proposal to replace the existing cabinetry in the District boardroom for a cost of \$5,600.00.

Recommendation:

The Board of Directors allows Trademark Construction to replace existing cabinetry in the District boardroom.