

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

**November 22, 2016**

**2:00 P.M.**

**AGENDA**

**Call to Order**

**1. Pledge of Allegiance**

- 2. Roll Call**
- |                           |       |
|---------------------------|-------|
| <b>Director Taylor</b>    | _____ |
| <b>Director Chan</b>      | _____ |
| <b>Director Cammarano</b> | _____ |
| <b>Director Cici</b>      | _____ |
| <b>Director DeLaTorre</b> | _____ |

**3. Public Comment:**

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

**4. Discussion of the District's 2017 Proposed Budget**

**5. 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.

**DRAFT**

**SAN GABRIEL COUNTY WATER DISTRICT**

**PROPOSED**

**2017 BUDGET**

James P. Prior  
Secretary/General Manager

## *MISSION*

The mission of San Gabriel County Water District is to provide high quality water for residential, commercial, industrial and fire protection uses that meets or exceeds all local, state and federal standards and to provide courteous and responsive service at the most reasonable cost to our customers.

TABLE 3-1

REVENUE AND EXPENDITURE DISTRIBUTION	(SUMMARY PAGE)			
	ACTUAL 2015	APPROVED 2016	(current rates) PROPOSED 2017	(proposed rates) PROPOSED 2017
REVENUE				
Operational	6,479,092	7,174,182	6,485,397	7,550,178
Non-Operational	<u>55,720</u>	<u>47,800</u>	<u>45,800</u>	<u>45,800</u>
Total Revenue	6,534,812	7,221,982	6,531,197	7,595,978
EXPENDITURES				
<u>Operating Expense</u>				
Production	2,276,360	1,652,108	1,630,914	1,630,914
Transmission/Distribution	390,960	478,165	479,292	479,292
Customer Service/Meter Reading	349,074	322,766	331,372	331,372
General/Administrative	<u>3,007,151</u>	<u>3,214,331</u>	<u>3,269,091</u>	<u>3,269,091</u>
Total Operating Exeprnc	6,023,545	5,667,370	5,710,669	5,710,669
<u>Non-Operating Expense</u>				
Interest Expense on Loan	26,255	0	0	0
Loan Costs - Amortised	3,449	0	0	0
Alameda Corridor East Project	1,250,000	50,000	0	0
GASB 45 Expense	440,074	420,000	420,000	420,000
CERBT Contribution	0	0	0	0
Total Non-Operating Expense	1,719,778	470,000	420,000	420,000
NET GAIN OR LOSS	-1,208,511	1,084,612	400,528	1,465,309
ESTIMATE OF FUND BALANCE AT:				
Fund Balance January 1	6,181,438	4,370,427	4,295,294	4,295,294
Add Back Depreciation	<u>984,000</u>	<u>1,000,755</u>	<u>1,030,777</u>	<u>1,030,777</u>
	7,165,438	5,371,182	5,326,071	5,326,071
Gain - Budget	<u>-1,208,511</u>	<u>1,084,612</u>	<u>400,528</u>	<u>1,465,309</u>
	5,956,927	6,455,794	5,726,599	6,791,380
Construction of Fixed Assets	-996,500	-2,160,500	-1,271,500	-1,271,500
Long Term Debt	-590,000	0	0	0
Operating Fund Balance December 31	4,370,427	4,295,294	4,455,099	5,519,880

**TABLE 3-2**

**REVENUE**

ACCT. NO.	DESCRIPTION	ACTUAL 2015	APPROVED 2016	PROPOSED 2017
	OPERATIONAL	5,664,762	7,174,182	7,550,178
	NON-OPERATIONAL	<u>49,700</u>	<u>47,800</u>	<u>45,800</u>
	TOTAL REVENUE	5,714,462	7,221,982	7,595,978
	<u>OPERATIONAL REVENUE</u>	4,312,440	4,217,734	4,473,350 water
		<u>1,152,706</u>	<u>2,347,893</u>	<u>2,599,728</u> meter
40100	Water Sales	5,437,460	6,565,627	7,073,078
40102	Capital Contributions	55,000	100,000	100,000
40105	Raymond Basin Water Lease	0.00	190,000	100,000
40110	Construction Water Hydrant	1,500	25,000	15,000
40115	Water Quality Authority Assessment	55,000	54,000	54,000
40200	City of S.G Hydrant Rental	3,700	3,700	3,700
40210	Fire Prevention (DC)	67,702	117,455	86,000
40275	Water Connection Charge	25,000	100,000	100,000
40300	Reconnection Fees	12,000	11,000	11,000
40310	Cross Connection Admin. Fee	7,400	7,400	7,400
	TOTAL OPERATIONAL REVENUE	5,664,762	7,174,182	7,550,178
	<u>NON-OPERATIONAL REVENUE</u>			
40410	Interest: LAIF	14,000	14,000	14,000
40420	CERBT Interest on trust	0	2,000	
40600	Capital Gain/Losses	3,000	0	
40700	Unclaimed Deposit	100	100	100
40800	Miscellaneous Income	5,000	5,000	5,000
40900	American Tower	21,600	20,700	20,700
41000	Enernoc	6,000	6,000	6,000
	TOTAL NON-OPERATIONAL REVENUE	49,700	47,800	45,800

\*Water Sales Based on 5100 acre feet

**TABLE 3-3**

***PRODUCTION AND SUPPLY***

**PROGRAM 52000**

<b>ACCT. NO.</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015</b>	<b>APPROVED 2016</b>	<b>PROPOSED 2017</b>
<u><b>SALARIES</b></u>				
52110	Salaries	229,860	\$196,308	\$206,664
52111	Overtime	5,000	7,000	5,000
	<b>Sub-Total Salaries</b>	<b>234,860</b>	<b>203,308</b>	<b>211,664</b>
<u><b>OPERATIONS AND MAINTENANCE EXPENSE</b></u>				
52120	Supplies /Tools	4,000	4,000	4,000
52130	Truck	8,000	8,000	8,000
52300	Training/Travel	1,000	1,000	1,000
52320	Electric Power	520,000	520,000	500,000
52330	Gas Power	500	800	500
52340	Reservoirs	10,000	10,000	10,000
52345	Well 3 Destruction	0	55,000	0
52350	Generator Maintenance/Diesel	11,000	7,500	9,000
52360	Pump/Motor Equipment	40,000	90,000	150,000
52370	Building/Grounds	35,000	25,000	25,000
52380	SCADA	5,000	5,000	5,000
52430	Lease Water Rights	945,000	348,500	175,750
52500	MSGB Watermaster Assessment	318,000	243,000	400,000
52501	Water Quality Authority Assessment	54,000	54,000	54,000
52510	Raymond Basin Assessment	25,000	22,000	22,000
52700	Water Quality Expense/Chlorinators	45,000	35,000	35,000
52710	Water Quality Monitoring (samples)	20,000	20,000	20,000
	<b>Sub-Total Expense</b>	<b>2,041,500</b>	<b>1,448,800</b>	<b>1,419,250</b>
	<b><i>PROGRAM 52000 TOTAL</i></b>	<b><i>2,276,360</i></b>	<b><i>1,652,108</i></b>	<b><i>1,630,914</i></b>
	<b>PERSONNEL AUTHORIZED</b>	<b>3.00</b>	<b>3.00</b>	<b>2.50</b>

**TABLE 3-4**

***TRANSMISSION AND DISTRIBUTION***

**PROGRAM 54000**

<b>ACCT. NO.</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015</b>	<b>APROVED 2016</b>	<b>PROPOSED 2017</b>
<b><u>SALARIES</u></b>				
54110	Salaries	263,760	\$319,965	\$313,092
54111	Overtime	5,000	7,000	9,000
	Sub-Total Salaries	268,760	326,965	322,092
<b><u>OPERATIONS AND MAINTENANCE EXPENSE</u></b>				
54130	Truck	25,000	20,000	20,000
54140	Tools	5,000	5,000	5,000
54150	Shop	2,500	2,500	5,000
54160	Uniforms	6,000	6,000	6,000
54300	Training and Travel	1,000	1,000	1,000
54460	Inventory Adjustment	200	200	200
54470	Distribution Mains/Leaks	36,000	50,000	55,000
54490	Service Leaks	30,000	50,000	50,000
54500	Large Meter Testing & Repair	10,000	10,000	10,000
54510	Fire Hydrant Maintenance	2,500	2,500	2,500
54520	Gate Valves Maintenance	4,000	4,000	2,500
	Sub-Total Expense	122,200	151,200	157,200
	<b><i>PROGRAM 54000 TOTAL</i></b>	<b>390,960</b>	<b>478,165</b>	<b>479,292</b>
	<b>PERSONNEL AUTHORIZED</b>	<b>3.50</b>	<b>3.50</b>	<b>4.00</b>

**TABLE 3-5**

***CUSTOMER SERVICE/METER READING/BILLING***

**PROGRAM 55000**

<b>ACCT. NO</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015</b>	<b>APPROVED 2016</b>	<b>PROPOSED 2017</b>
<b><u>SALARIES</u></b>				
55110	Salaries - Field	105,344	\$95,892	\$98,796
55111	Overtime	15,000	\$15,000	\$12,000
55112	Salaries - Office	147,780	\$138,024	\$146,976
	Sub-Total Salaries	268,124	248,916	257,772
<b><u>OPERATIONS AND MAINTENANCE EXPENSE</u></b>				
55120	Billing Supplies	20,000	20,000	20,000
55125	Online Payment (set-up fee)	23,500	12,000	12,000
55130	Truck	5,600	5,000	4,500
55150	Postage	30,000	30,000	30,000
55240	Uncollectable Accounts	1,000	1,000	1,000
55300	Training and Travel	750	750	1,000
55900	Cash Over/Short	100	100	100
55950	Conservation Education		5,000	5,000
	Sub-Total Expense	80,950	68,850	73,600
	<b><i>PROGRAM 55000 TOTAL</i></b>	<b><i>349,074</i></b>	<b><i>317,766</i></b>	<b><i>331,372</i></b>
<b>PERSONNEL AUTHORIZED</b>				
	Field	1.50	1.50	1.50
	Office	2.50	2.50	2.50
	Total	4.00	4.00	4.00



**TABLE 3-6****GENERAL AND ADMINISTRATIVE****PROGRAM 56000**

<b>ACCT. NO.</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015</b>	<b>APPROVED 2016</b>	<b>PROPOSED 2017</b>
<b><u>SALARIES</u></b>				
56110	Salaries	518,712	\$499,970	\$541,970
<b><u>OPERATIONS AND MAINTENANCE EXPENSE</u></b>				
56120	Office and Computer Supplies	28,500	28,500	28,500
56130	Automobile	6,000	6,000	5,500
56150	Safety Equipment and Incentives	1,500	3,500	6,500
56160	Elections	0	130,000	0
56200	Health/Vision/Life Insurance/Medicare	634,000	653,000	672,600
56210	Dental	60,000	65,000	65,000
56240	Maintenance Contracts & Renewals	46,000	60,000	72,000
56250	Office/Warehouse Utilities	32,000	38,000	22,000
56260	Outside Consultants	38,000	42,000	25,000
56270	Legal/Professional	42,000	42,000	42,000
56280	Audit Fees	11,000	8,900	9,000
56290	Outside Services	5,000	2,500	2,500
56300	Convention/Travel/Training	50,000	50,000	50,000
56310	Dues/Memberships	30,000	30,000	30,000
56320	Public Relations	12,000	15,000	15,000
56340	Alarm Rental	3,500	2,000	2,000
56350	Public Employees Retirement System	322,039	374,306	459,844
56360	Insurance	75,000	75,000	80,000
56370	Building and Grounds	52,000	40,000	40,000
56380	Communications	5,000	5,000	25,000
56390	Property Tax	1,000	0	0
56400	Depreciation	984,000	1,000,755	1,030,777
56710	Employment Physicals	400	400	400
56720	State Unemployment Cost	0	0	0
56730	Regulatory Fees (AQMD/NPDES/CDPH)	40,000	20,000	20,000
56900	Miscellaneous Bank Charges	7,000	20,000	20,000
56902	LAFCO Operating Costs	2,500	2,500	3,500
	<b>Sub-Total Expense</b>	<b>2,488,439</b>	<b>2,714,361</b>	<b>2,727,121</b>
	<b>PROGRAM 56000 TOTAL</b>	<b>3,007,151</b>	<b>3,214,331</b>	<b>3,269,091</b>
	<b>PERSONNEL AUTHORIZED</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

TABLE 4-2

***SAN GABRIEL COUNTY WATER DISTRICT  
5-STEP MERIT PLAN SALARY SCHEDULE  
CALENDAR YEAR 2017***

<u>RE-CLASSIFICATION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Office Clerk	3888	4082	4287	4501	4726
Water Service Worker I	3956	4154	4361	4580	4809
Billing Clerk/Office Assistant	4246	4458	4681	4915	5161
Water Service Worker II	4361	4579	4808	5048	5301
Account Clerk	4607	4837	5079	5333	5600
Customer Service Representative	4795	5035	5286	5551	5828
Production Operator	4957	5205	5465	5738	6025
Water Service Worker III	5040	5292	5557	5834	6126
Water Quality Specialist	5361	5629	5911	6206	6516
Project Manager	5894	6189	6498	6823	7164
Distribution Lead Person	5894	6189	6498	6823	7164
Operations Superintendent	7703	8088	8493	8917	9363
Finance & Admin. Manager	8472	8896	9340	9807	10298
Assistant General Manager	9227	9688	10173	10681	11215
General Manager	11111	11667	12250	12862	13505

2% Cost of Living effective 1/1/17

**CAPITAL IMPROVEMENTS**

			PROPOSED 2017
1	10730	Mainline Replacement	600,000
2	10740	Service Replacement	100,000
3	10750	Meters	120,000
4	10760	Fire Hydrants	40,000
5	10815	(2 )Computers (1) Laptop	4,500
6	10815	Phones	8,500
7	10820	Valve Turning Machine	30,000
8	10820	Saw Cutter	3,500
9	10840	Well 16 Generator	165,000
10	10931	Well 16 Equipping	200,000

Total

\$1,271,500