

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

**December 13, 2016**

**2:00 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 special meeting of the Board of Directors held November 22, 2016  
Minutes of a regular meeting of the Board of Directors held November 22, 2016**

**Motion:**

**Second:**

**Action:**

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

**a. November 2016 Invoices**

**Motion:**

**Second:**

**Action:**

**7. District Counsel**

**8. Action Item**

- a. 2017 Budget – Consider Adoption of Resolution No. 12-16-491**

**Motion:  
Second:  
Action:**

- b. Authorized Positions and Compensation – Consider Adoption of Resolution No. 12-16-492**

**Motion:  
Second:  
Action:**

**9. Miscellaneous Information Items**

- a. Receive and File the November 2016 Banking and Investment Report**

- b. Water Well 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 SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON NOVEMBER 22, 2016**

- CALL TO ORDER** A special meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, November 22, 2016, at 8366 Grand Avenue, Rosemead, California at the hour of 2:00 p.m.
- ROLL CALL** President Taylor; Directors Cammarano, Chan, Cici, and DeLaTorre; General Manager Prior; Assistant General Manager Feilen; Finance and Administration Manager Corona; and District Counsel Colin O’Neill were present.
- PUBLIC COMMENT** None.
- DISCUSSION** The Board considered the Proposed Budget for 2017. A line-item review took place, and the General Manager answered questions that Directors had as to specific budgeted items and various concerns.
- ACTION** None.
- ADJOURNMENT** Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted unanimously to adjourn the meeting.

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President

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Secretary

[SEAL]

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON NOVEMBER 22, 2016**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, November 22, 2016, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** President Taylor; Directors Cammarano, Chan, Cici, and DeLaTorre; 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 Chan, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on November 22, 2016.
- MINUTES** Upon motion by Director Chan and seconded by Director DeLaTorre, the Board voted unanimously to approve the minutes of the Special Meeting of the Board of Directors held on November 9, 2016.
- DEMANDS** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of check number 18494 in the amount of \$90,909.47 for the Revolving/Payroll Account reimbursement.
- EXPENSES** None.
- PUBLIC COMMENT** None
- DISTRICT COUNSEL** District counsel reported regarding various statutes concerning the consolidation of special district elections to be concurrent with statewide general elections. The Board directed counsel to draft a resolution for the Board's consideration.
- ACTION** Upon motion by Director Cammarano, and seconded by Director DeLaTorre, the Board voted 4-1 to raise the District's water rates pursuant to a previous rate study and public outreach on the subject. The lone "No" vote was cast by Director Chan.
- Upon motion by Director Chan, and seconded by Director Cici, the Board voted unanimously to award the contract for auditing services for the 2016 audit to Egan & Egan in an amount not to exceed \$9,000.
- Upon motion by Director Cammarano, and seconded by Director DeLaTorre, the Board voted unanimously to award the contract for equipping Well No. 16 to Layne Christensen in the amount of \$158,441.00.

**INFORMATION**

The October 2016 Monthly Revenue & Expenditure Report was received and filed.

**GENERAL  
MANAGER  
COMMENTS**

The General Manager reported that the annual SCWUA party was being held at the Pomona Fairplex, and that he would circulate the flyer with details when completed.

The General Manager reported on the upcoming Groundwater Trust Conference, and that he would provide details in the near future.

The General Manager reported the District had received 2 bids for upgrades to the security system – one from San Marino Security and one from ACM Security Systems. The District is waiting on one more bid. A brief discussion was held regarding the relative merits of internet-based systems and antenna-based systems.

The General Manager reported that he would provide the Board with details on program information for the upcoming ACWA conference.

**FUTURE  
AGENDA  
ITEMS**

Director Cammarano asked that the subject of consolidating District elections with statewide general elections be placed on the agenda for the second meeting in January.

**DIRECTOR  
COMMENTS**

Director Cammarano wished everybody a happy and safe Thanksgiving holiday.

**CLOSED SESSION**

The Board adjourned to closed session to conduct the performance review of the General Manager. Present were President Taylor; Directors Cammarano, Chan, Cici, and DeLaTorre; General Manager Prior; and District Counsel Colin O’Neill. No reportable action was taken.

**ADDITIONAL  
ACTION ITEM**

Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted 4-1 to increase the General Manager’s compensation according to schedule, moving him from Step “C” to Step “D.” The lone “No” vote was cast by Director Chan.

**ADJOURNMENT**

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

[SEAL]

San Gabriel County Water District  
AP Check Register (Current by Bank)

Check Dates: 11/1/2016 to 11/30/2016

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: 13200 - REVOLVING ACCOUNT</b>					<b>13200</b>
10962	11/02/16	P	10072	EMPLOYMENT DEVELOPMENT DEPT. -	\$1,898.34
10963	11/02/16	P	11940	LINCOLN NATIONAL LIFE INS. CO.	\$1,995.00
10964	11/02/16	P	10017	PUBLIC EMPLOYEES RETIREMENT SY	\$9,376.30
10966	11/07/16	P	13217	ANTHONY PISCOPO	\$150.00
10967	11/07/16	P	13300	BRIAN W. SNAER, D.D.S.	\$245.00
10968	11/07/16	P	13296	JEFFREY C. MURPHY, D.D.S.	\$92.00
10969	11/07/16	P	13350	L. ANDREW MUTCH, D.D.S.	\$1,239.00
10970	11/07/16	P	13190	PATRICK ROWLAND	\$142.33
10971	11/07/16	P	13237	PHILIP B. MALDONADO, D.D.S.	\$83.00
10972	11/07/16	P	13457	ROBERT A. FOSS, D.D.S., INC.	\$203.00
10973	11/07/16	P	13285	STATE WATER RESOURCES	\$105.00
10974	11/07/16	P	12674	U.S. BANK	\$780.79
10975	11/07/16	P	13322	VICKEN MARGANIAN, D.D.S.	\$434.00
10976	11/09/16	P	13751	ALSCO	\$81.75
10979	11/15/16	P	13217	ANTHONY PISCOPO	\$30.00
10980	11/16/16	P	13217	ANTHONY PISCOPO	\$205.25
10981	11/16/16	P	10072	EMPLOYMENT DEVELOPMENT DEPT. -	\$2,000.39
10982	11/16/16	P	11940	LINCOLN NATIONAL LIFE INS. CO.	\$1,995.00
10983	11/16/16	P	10017	PUBLIC EMPLOYEES RETIREMENT SY	\$9,376.30
10984	11/16/16	P	13333	RESERVE ACCOUNT	\$300.00
10985	11/17/16	P	13277	HILTON HOTEL	\$1,796.23
10986	11/17/16	P	10423	SCWUA - % BRIAN BOWCOCK	\$60.00
10987	11/22/16	P	10076	BLUE SHIELD OF CALIFORNIA	\$2,859.00
10988	11/22/16	P	13694	CALIFORNIA AMERICAN WATER	\$78.26
10989	11/22/16	P	12192	FEDERAL EXPRESS	\$9.14
10990	11/22/16	P	13752	FREDERICK JOHNSON, D.D.S.	\$540.00
10991	11/22/16	P	13387	GEORGINA BABOL-BANEZ, DMD	\$570.00
10992	11/22/16	P	13350	L. ANDREW MUTCH, D.D.S.	\$405.00
10993	11/22/16	P	13547	LOUISE DIRIAN	\$725.00
10996	11/23/16	P	13285	STATE WATER RESOURCES	\$90.00
10997	11/30/16	P	ONETIM	917 RAMONA LLC	\$253.63
10998	11/30/16	P	ONETIM	CHARLES P. RUDEL	\$48.45
10999	11/30/16	P	10072	EMPLOYMENT DEVELOPMENT DEPT. -	\$1,888.94
11000	11/30/16	P	ONETIM	EVELYN XU	\$1,070.66
11001	11/30/16	P	11940	LINCOLN NATIONAL LIFE INS. CO.	\$1,995.00
11002	11/30/16	P	ONETIM	MARK MAK	\$479.15
11003	11/30/16	P	10017	PUBLIC EMPLOYEES RETIREMENT SY	\$9,370.09
11004	11/30/16	P	13218	RAGAN COMMUNICATIONS, INC.	\$26.95
11005	11/30/16	P	13494	ROY H. CHANG, D.D.S.	\$284.00
11011	11/30/16	P	ONETIM	SOLARIS INVESTMENT, LLC	\$3,933.99
<b>BANK 13200 REGISTER TOTAL:</b>					<b>\$57,215.94</b>
<b>GRAND TOTAL :</b>					<b>\$57,215.94</b>

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ) ; "A" - Application ; "E" - EFT  
\*\* Denotes broken check sequence.

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
11/30/16PR.&.BOARD	12031 REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING AC	11/30/16	11/30/16		INVOICE 11/30/16PR.&.BOARD TOTAL:	\$44,652.53 <b>\$44,652.53</b>
NOVEMBER.2016	12031 REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING AC	11/30/16	11/30/16		INVOICE NOVEMBER.2016 TOTAL:	\$57,215.94 <b>\$57,215.94</b>
					REPORT TOTAL:	<b>\$101,868.47</b>



December 13, 2016

To: The Board of Directors  
From: James Prior  
Subject: 2017 Proposed Budget

On Tuesday, November 22, 2016 the Board of Directors held a Budget Workshop to review and consider approval of the 2017 Budget.

Recommendation:

The Board of Directors approve the 2017 Budget and Adopt Resolution No. 12-16-491

Attached:

Resolution No. 12-16-491



**RESOLUTION NO. 12-16-491**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GABRIEL COUNTY WATER DISTRICT  
TRANSFERRING FUNDS UNAPPROPRIATED AS OF  
DECEMBER 31, 2016 TO THE DISTRICT'S CONTINGENCY  
RESERVE ACCOUNT, AND APPROVING THE DISTRICT'S  
BUDGET FOR THE FISCAL YEAR COMMENCING  
JANUARY 1, 2017.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SAN GABRIEL COUNTY  
WATER DISTRICT** as follows:

**Section 1:     *Contingency Reserves***

The District has previously established a Contingency Reserve Account for each discrete fund of the District. The continued existence of such Contingency Reserve Account is hereby affirmed.

All Monies previously appropriated to any fund of the District which are not expended as of December 31, 2016 shall be appropriated to the Contingency Reserve Account of each respective District fund.

Monies previously and currently appropriated to the various Contingency Reserve Accounts shall be expended during future fiscal years first to avoid borrowing pending receipt of tax revenues and then for usual and necessary expenses chargeable to each of the various respective funds prior to the expenditure of appropriations for the then current fiscal year, provided, moneys appropriated to a Contingency Reserve Account shall not be expended as aforesaid to the extent that appropriations to a Contingency Reserve Account are being accumulated to provide reserves for emergencies, other unforeseen contingencies, specific Capital Projects or other property acquisition.

Section 2. *Budget*

The Budget attached hereto and hereby incorporated by this reference as Exhibit A, be and the same is hereby proposed for the fiscal year commencing January 1, 2017.

**PASSED, APPROVED AND ADOPTED THIS 13th DAY OF DECEMBER, 2016**

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PRESIDENT

ATTEST:

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SECRETARY  
(SEAL)

**EXHIBIT "A" TO  
SAN GABRIEL COUNTY WATER DISTRICT  
RESOLUTION NO. 12-16-491**

WATER OPERATIONS FUND

CALENDAR YEAR 2017

WATER OPERATIONS FUND RESERVES:

Estimated Water Sales: \$7,550,178

Estimated Other Revenues: \$45,800

TOTAL WATER FUND REVENUES \$7,595,978

WATER OPERATIONS FUND EXPENDITURES:

Production \$1,630,914

Transmission and Distribution \$479,292

Customer Service/Meter Reading/Billing \$331,372

General and Administrative \$3,269,091

Capital Expenditures \$1,271,500

GASB 45 Liability \$420,000

TOTAL WATER FUND EXPENDITURES \$7,402,169.00

TABLE 3-1

REVENUE AND EXPENDITURE DISTRIBUTION		(SUMMARY PAGE)		
	ACTUAL 2015	APPROVED 2016	PROPOSED 2017	
REVENUE				
Operational	6,479,092	7,174,182	7,550,178	
Non-Operational	<u>55,720</u>	<u>47,800</u>	<u>45,800</u>	
Total Revenue	6,534,812	7,221,982	7,595,978	
EXPENDITURES				
<u>Operating Expense</u>				
Production	2,276,360	1,652,108	1,630,914	
Transmission/Distribution	390,960	478,165	479,292	
Customer Service/Meter Reading	349,074	322,766	331,372	
General/Administrative	<u>3,007,151</u>	<u>3,214,331</u>	<u>3,269,091</u>	
Total Operating Exepnse	6,023,545	5,667,370	5,710,669	
<u>Non-Operating Expense</u>				
Interest Expense on Loan	26,255	0	0	
Loan Costs - Amortised	3,449	0	0	
Alameda Corridor East Project	1,250,000	50,000	0	
GASB 45 Expense	440,074	420,000	420,000	
Total Non-Operating Expense	1,719,778	470,000	420,000	
NET GAIN OR LOSS	(1,208,511)	1,084,612	1,465,309	
ESTIMATE OF FUND BALANCE AT:				
Fund Balance at January 1	6,181,438	4,370,427	4,295,294	
Add Back Depreciation	<u>984,000</u>	<u>1,000,755</u>	<u>1,030,777</u>	
	7,165,438	5,371,182	5,326,071	
Gain - Loss Budget	<u>(1,208,511)</u>	<u>1,084,612</u>	<u>1,465,309</u>	
	5,956,927	6,455,794	6,791,380	
Construction of Fixed Assets	-996,500	-2,160,500	-1,271,500	
Long Term Debt	-590,000	0	0	
Fund Balance at December 31,	4,370,427	4,295,294	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	0
40600	Capital Gain/Losses	3,000	0	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	Enemoc	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>
<b><u>SALARIES</u></b>				
52110	Salaries	229,860	\$196,308	\$206,664
52111	Overtime	5,000	7,000	5,000
	Sub-Total Salaries	234,860	203,308	211,664
<b><u>OPERATIONS AND MAINTENANCE EXPENSE</u></b>				
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
	Sub-Total Expense	2,041,500	1,448,800	1,419,250
	<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**

<u>ACCT. NO</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2015</u>	<u>APPROVED 2016</u>	<u>PROPOSED 2017</u>
<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**

ACCT. NO.	DESCRIPTION	ACTUAL 2015	APPROVED 2016	PROPOSED 2017
<u>SALARIES</u>				
56110	Salaries	518,712	\$499,970	\$541,970
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
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
	Sub-Total Expense	2,488,439	2,714,361	2,727,121
	<i>PROGRAM 56000 TOTAL</i>	<i>3,007,151</i>	<i>3,214,331</i>	<i>3,269,091</i>
	PERSONNEL AUTHORIZED	4.50	4.50	4.50

**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



December 13, 2016

To: The Board of Directors  
From: James Prior  
Subject: 2017 Authorized Positions and Compensation

On Tuesday, November 22, 2016 the Board of Directors held a Budget Workshop to review and consider approval of the 2017 Budget. Included in the proposed 2017 budget are recommended Positions and compensation.

A 2.0% Cost of Living was added to each position's salary effective January 1, 2017.

Recommendation: The Board of Directors adopt Resolution No. 12-16-492 approving Positions as listed on Table 4-1 and compensation as listed on 4-2 of the 2017 Budget.

Attached:

Resolution No. 12-16-492  
Table 4-1  
Table 4-2

**RESOLUTION NO. 12-16-492**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GABRIEL COUNTY WATER DISTRICT ESTABLISHING  
AUTHORIZED POSITIONS AND COMPENSATION**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SAN GABRIEL  
COUNTY WATER DISTRICT as follows:**

**Section 1.     *Purpose***

This resolution establishes authorized positions and the rate of compensation for authorized positions commencing January 1, 2017.

**Section 2.     *Authorized Positions***

The positions described on Table 4-1 attached hereto and hereby incorporated by this reference, are authorized.

**Section 3.     *Compensation***

Salaries described on Table 4-2 attached hereto and hereby incorporated by this reference, are authorized at the salary indicated.

**PASSED, APPROVED AND ADOPTED THIS 13th DAY OF  
DECEMBER, 2016.**

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

(SEAL)

TABLE 4-1

DISTRICT POSITIONS

<u>POSITION /CLASSIFICATION</u>	<u>2016 ACTUAL</u>	<u>2017 PROPOSED</u>
Office Clerk	1	1
Billing Clerk	1	1
Water Service Worker I	2	2
Account Clerk	1	1
Water Service Worker II	0	0
Production Operator	1	1
Water Service Worker III	1	1
Water Quality Specialist	1	1
Customer Service Representative	1	1
Project Manager	1	1
Distribution Lead Person	0	1
Distribution Supervisor	1	0
Production Supervisor	1	0
Operation Superintendent	0	1
Finance & Administration Manager	1	1
Assistant General Manager	1	1
General Manager	1	1
TOTAL PERMANENT EMPLOYEES	15	15

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	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



SAN GABRIEL COUNTY WATER DISTRICT  
Bank Account November 30, 2016

State of California Local Agency Investment Fund  
Transactions through Citizens Bank, Sacramento, CA

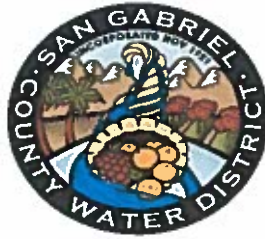
Amount of Investment	\$5,168,001.46
LAIF Interest Rate	.67%
Citizens Bank - General Account	\$2,788,393.78

I hereby certify that the foregoing is true and correct and in accord with the District's Investment Policy.

Date: 12/13/2016

  
\_\_\_\_\_  
Treasurer

<u>November 2015</u>	<u>YTD November 2015</u>	<u>November 2016</u>	<u>YTD November 2016</u>
<u>Cash Receipts</u>			
\$598,062.03	\$7,201,387.37	\$686,332.50	\$7,832,856.13
<u>Disbursements</u>			
\$351,775.44	\$7,363,092.09	\$380,032.13	\$7,614,641.87
<u>Water Sales</u>			
\$409,337.01	\$4,750,506.72	\$614,985.46	\$6,480,541.77



**Water Levels as of November 30, 2016**

Listed below are the water levels in the Baldwin Park Key Well and Wells owned and operated by San Gabriel County Water District.

The Baldwin Park Key Well is located in the central portion of the San Gabriel Valley within the City of Baldwin Park and is used by the Main San Gabriel Basin Watermaster to monitor changes in the groundwater supply for the Basin. Each vertical foot is equivalent to about 8,000 acre-feet of groundwater in the Main Basin. The Key Well elevation is measured at sea level.

	<u>November 2015</u>	<u>November 2016</u>
Baldwin Park Key Well	174.02	176.1

**Reservoir Storage in the San Gabriel Canyon:**

Cogswell Reservoir	11,136 acre-feet
San Gabriel Reservoir	43,646 acre-feet
Morris Reservoir	<u>28,696 acre-feet</u>
Total Storage Capacity	83,478 acre-feet

As of November 29, 2016 combined storage was 12,234 acre-feet (15 percent of capacity)

**San Gabriel County Water District**

Listed below are water levels measured at static and pumping and also pump depth.

	<u>2015</u>	<u>2015</u>	<u>2016</u>	<u>2016</u>	
	STATIC	PUMPING	STATIC	PUMPING	PUMP DEPTH
<u>Raymond Basin</u>					
Well #3	266	299	Destroyed	N/A	N/A
<u>Main San Gabriel Basin</u>					
Well #9	305	425.5	NM	436	462
Well #11	217	offline	222	offline	460
Well #12	229.5	253	234.5	256.5	360
Well #14	201.5	269.5	198.5	276	360
Well #15	381	offline	389	429	660