

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

January 24, 2017

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 Special Meeting of the Board of Directors held January 10, 2017

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. Consider Adoption Resolution No. 1-17-493, amending Resolution No 1-93-288**

Motion:

Second:

Action:

- c. Consider Award of Contract to Pacific Tek / Valve Turning Machine**

Motion:

Second:

Action:

9. Miscellaneous Information Items

- a. Receive and File: December 2016 Monthly Revenue and 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 JANUARY 10, 2017**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, January 10, 2017, 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 Cici, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on January 10, 2017.
- 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 December 13, 2016.
- DEMANDS** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of checks numbered 18549 through 18606 from the General Account in the aggregate amount of \$550,059.57, and checks numbered 11012 through 11043 from the Revolving Account in the aggregate amount of \$40,680.88 for the December, 2016 invoices.
- PUBLIC COMMENT** Director Chavez of Upper San Gabriel Valley Municipal Water District was in attendance. He reported on Upper District's recent election: that Director Trevino was appointed because no challenger filed to run against him; that he, Director Chavez, was named President of the Board; Al Contreras defeated former Director Touhey, and Director Contreras was named Vice-President of the Board; and Director Trevino is the new representative to Metropolitan Water District.
- DISTRICT COUNSEL** District counsel reported regarding consolidation of elections, the details of the governing statute, and input from the Los Angeles County election official who oversees consolidations.
- ACTION** None.
- INFORMATION** The December 2016 Banking and Investment Report was received and filed.
The December, 2016 Water Well Report was received and filed.

**GENERAL
MANAGER
COMMENTS**

The General Manager presented a report summarizing time value investments and offered his opinion that it appeared the District could get a better return with such an instrument than it presently receives from LAIF (.68%).

The General Manager provided an update on the process of hiring a security firm for District's facilities, and the various quotes received. Director Taylor inquired regarding the effectiveness of placing surveillance cameras, wondering whether such a measure would actually prevent anyone from causing harm. After discussion, the Board directed the General Manager to give more thought to the matter and to consider alternatives such as installing alarms on hatches and doors at District facilities.

**FUTURE
AGENDA
ITEMS**

A Resolution to amend the Administrative Code to consolidate District elections with those of the statewide general elections will be an action item at the next regular meeting.

An action item for investing District funds in a time value investment(s) will be an action item at the next regular meeting. The General Manager shall prepare reports for three hypothetical levels of investment: \$750k, \$1mm and \$1.5mm.

**DIRECTOR
COMMENTS**

Director Cammarano reported on a recent newspaper article concerning the general public's mistaken perception that storm runoff simply washes out to the ocean. Director Cammarano expressed her surprise to learn that the capture rate for rainwater is 90%, and she felt this fact would be illuminating for District ratepayers. To this end, she suggested that this fact should be included in a newsletter. It was agreed that the District would publish a newsletter this year, and this item would be included.

ADJOURNMENT

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

President

Secretary

[SEAL]

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

Check Date: 1/24/2017

| Check No. | Date | Status | Vendor ID | Payee Name | Amount |
|--|----------|--------|-----------|-------------------------|--------------------|
| BANK ID: 13100B - GENERAL ACCOUNT | | | | | 13100 |
| 18607 | 01/24/17 | P | 12031 | REVOLVING REIMBURSEMENT | \$48,341.11 |
| BANK 13100B REGISTER TOTAL: | | | | | \$48,341.11 |
| GRAND TOTAL : | | | | | \$48,341.11 |

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

RESOLUTION NO. 01-17-493

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
AMENDING RESOLUTION NO. 01-93-288 (ADMINISTRATIVE
CODE) AS IT RELATES TO THE ELECTION OF DIRECTORS**

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

1. Scope and Purpose.

This resolution amends the San Gabriel County Water District Administrative Code to change the date of the election of Directors pursuant to Elections Code section 10404 to encourage maximum voter turnout and minimize costs.

2. Amendment.

Article 2, Section 2.01 of Resolution No. 1-93-288 (Administrative Code) is hereby amended and reenacted to read as follows:

"2.01 Election and Appointment

(a) Directors shall be elected and appointed in accordance with the Act, except the date of election shall be the same date as the statewide general election. Specifically, elections shall be held on the first Tuesday following the first Monday in November of each even-numbered year. The dates of any nominations, notices, canvass of voters, certification of election, and all other procedural requirements shall comply with those of the statewide general election.

(b) Directors whose terms of office would have, prior to the adoption of this Resolution, expired in 2017 following the election, shall now instead continue in office no later than December, 2018. Directors whose terms of office would have, prior to the adoption of this Resolution, expired in 2019 following the election, shall now instead continue in office not later than December, 2020.

(c) Each candidate for District office may prepare a candidate's statement of qualifications on an appropriate form provided by the Registrar. Such statements shall not exceed 200 words in length. The Registrar shall prepare and distribute the statement of qualifications in accordance with the Elections Code. The Registrar shall collect, at the time each candidate avails himself/herself of these services, a sum not greater than the actual prorated costs of printing, handling, and transmitting the candidate's statement, if any, incurred by the District as the result of providing this service."

3. Other.

Except as provided herein, Resolution No. 1-93-288 (Administrative Code) is hereby reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on _____, 2017.

President, San Gabriel County Water District

ATTEST:

Secretary, San Gabriel County Water District

[SEAL]



1298 N Blue Gum Street
 Anaheim CA 92806
 P:(714) 835-3088
 F:(714) 835-3091

Quote

| | |
|-----------|---------|
| Date | Quote # |
| 1/10/2017 | 992730 |

| Name / Address |
|---|
| San Gabriel County Water District PO Box 2227 San Gabriel, CA 91778 Attn: Accts. Payable |

| Ship To |
|--|
| San Gabriel County Water District 8366 Grand Ave Rosemead, CA 91770 Carlos (626) 287-0341 |

| Terms | Rep | FOB |
|--------|------|---------|
| Net 30 | PRES | ANAHEIM |

| Item | Description | Qty | Cost | Total |
|---|--|-----|-----------|------------|
| 11-00001 | PT1000SH Slide Head Valve Exerciser - 8' slide reach and up to 250 degree rotation - Base mounted on curb side - 850 ft-lb of torque - 24 gallon hydraulic fluid reservoir - Electric fan hydraulic oil thermal transfer - Digital revolution and torque readout - Telescoping valve key 5'-8' and valve stem socket adaptor Ai - Automated Intelligence Valve Cycle Controller - Automatically and safely cycle through exercising valves - Includes weather resistant digital touch screen controller LOW PROFILE - Slide Head hung lower than standard height | 1 | 17,500.00 | 17,500.00T |
| Labor | Labor hours to remove and remount customer PV66 | 8 | 135.00 | 1,080.00 |
| Labor | Labor hours to remove old bed from vehicle | 4 | 135.00 | 540.00 |
| 88-95210 | 8' x 7' Flatbed - 8' x 7' steel frame - 1" TG Apitong wood floor - Wood treatment - Headache rack - 5000# hitch - Dock bumper - Mud flaps - Powder coated black if not specified (60" cab to axle truck/chassis not included) | 1 | 5,900.00 | 5,900.00T |
| 036-36210 | 36" x 18" x 18" under deck lockable storage box - black | 2 | 500.00 | 1,000.00T |
| storage tubes | under deck storage tube | 4 | 100.00 | 400.00T |
| Labor | Labor hours to remove and remount customer traffic director | 8 | 135.00 | 1,080.00 |
| WORK TO BE COMPLETED ON A 200 ⁴ CHEVY 2500 CUSTOMER TO DELIVER VEHICLE TO PACIFIC TEK | | | | |

| | | |
|--|-------------------------|-------------|
| PLEASE NOTE - END USER IS RESPONSIBLE FOR WEIGHT CARRIED ON THE TRAILER/VEHICLE - NOT TO EXCEED GVWR | Subtotal | \$27,500.00 |
| | Sales Tax (8.0%) | \$1,984.00 |
| | Total | \$29,484.00 |

REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2016

Month of December

Projected YTD Percent - 100%

| Description | Budget | Receipts and Expenditures For The Month | Total Year to Date | Balance | YTD % |
|-----------------------------|-------------|---|--------------------|-------------|-------|
| Total Revenue | 7,221,982 | 583,537 | 7,772,232 | (550,250) | 108% |
| Production | 1,652,108 | 54,890 | 1,908,702 | (256,594) | 116% |
| Transmission & Distribution | 478,165 | 76,278 | 428,296 | 49,869 | 90% |
| Customer Service | 322,766 | 23,773 | 306,430 | 16,336 | 95% |
| General & Administrative | 3,214,331 | 202,318 | 3,040,655 | 173,676 | 95% |
| Payment on Long Term Debt | 0 | 0 | 0 | 0 | 0% |
| GASB 45 | 420,000 | 0 | 420,000 | 0 | 100% |
| ACE Project | 50,000 | 0 | 4,368 | 45,633 | 9% |
| Total Operational Expense | 6,137,370 | 357,259 | 6,108,450 | 28,920 | 100% |
| Revenue Total | 7,221,982 | 583,537 | 7,772,232 | (550,250) | 108% |
| Less Operational Expense | 6,137,370 | 357,259 | 6,108,450 | 28,920 | 100% |
| Gain/Loss | 1,084,612 | 226,278 | 1,663,782 | (579,170) | 153% |
| Capital Expenditures | 2,160,500 | 207,035 | 1,694,249 | 466,251 | 78% |
| Overall Gain/Loss | (1,075,888) | 19,243 | (30,467) | (1,045,421) | 3% |

Use of funds

| | |
|-----------------------------|-----------|
| Fund Balance Start of Month | 4,436,664 |
| Add Back Depreciation | 84,667 |
| Overall Gain/Loss | 19,243 |
| Total | 4,540,574 |