

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

April 25, 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 | _____ |

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

Motion:
Second:
Action:

2. 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

**3. Minutes of a Regular Meeting of the Board of Directors held April 11, 2017
Minutes of a Special Meeting of the Board of Directors held April 12, 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. Consideration of Award of Contract for Backup Internet

Motion:

Second:

Action:

9. Miscellaneous Information Items

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 APRIL 11, 2017**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, April 11, 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 April 11, 2017.
- MINUTES** Upon motion by Director Cammarano and seconded by Director Chan, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on March 28, 2017.
- DEMANDS** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of check numbers 11037 through 11139 from the Revolving Account in the aggregate amount of \$14,768.23, and check numbers 18723 through 18772 from the General Account in the aggregate amount of \$260,024.52, for the March, 2017 invoices.
- EXPENSES** None.
- PUBLIC COMMENT** None
- DISTRICT COUNSEL** District counsel reported that the County Board of Supervisors had approved the District’s request to consolidate its elections with those of the statewide general elections. The Board requested that District Counsel determine how the District’s costs to notify ratepayers will be broken down for purposes of transparency. District Counsel advised that he would research the issue.
- District Counsel reported on the recent California Supreme Court holding in *City of San Jose v. Superior Court*, which concluded that records existing on the personal devices of agency employees and elected officials are subject to disclosure under the Public Records Act. District Counsel advised that he would work with staff to develop a written policy and notify District staff and personnel.

ACTION

Upon motion by Director Cammarano, and seconded by Director Chan, the Board voted unanimously to adopt Resolution No. 04-17-495, in recognition of Yolanda Ramos' service to the District on the occasion of her retirement.

Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to adopt Resolution No. 04-17-496, expressing the District's support of the Association of California Water Agencies' Policy Statement on Bay-Delta flow requirements.

INFORMATION

The March 2017 Banking and Investment Report was received and filed.

The March 2017 Water Well Report was received and filed.

**GENERAL
MANAGER
COMMENTS**

The General Manager reported that a contractor ("Sequel") had approached the District about leasing the Well No. 10 property for use during a construction project. A tentative agreement had been reached to lease the property for six months at \$1,500 per month.

The General Manager reported that, despite the Governor's lifting of the statewide drought order, the District was still in Stage 1 conservation because the Governor did not lift restrictions: the District remains obligated to conserve 25% by 2025. Nonetheless staff has seen more customers watering their lawns in violation of the restrictions, and staff will conduct outreach to remind customers of the situation. Staff is meeting with the newsletter publisher the following week, which should also be helpful in the effort.

The General Manager reported that George Atilano had recently earned his Conservation Certificate, and was doing a very good job.

The General Manager provided details for the Special Meeting to be held April 12, 2017.

The General Manager reported on the status of acquiring back-up internet service. The intended provider does not service the District's location, but the General Manager had found a comparable alternative.

**FUTURE
AGENDA
ITEMS**

Consideration of contract for back-up internet service provider.

**DIRECTOR
COMMENTS**

Director Cammarano sought clarification on a particular tax form and was advised a new one must be submitted each year.

Director Cammarano shared that while she would not be able to attend the upcoming ACWA/JPIA conference in Monterey because of a scheduling conflict, she had reviewed the program and thought two presentations in particular might be useful for Finance and Administration Manager Corona to attend: the sexual harassment seminar and the finance workshop.

ADJOURNMENT

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

President

Secretary

[SEAL]

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
HELD ON APRIL 12, 2017**

- CALL TO ORDER** A special meeting of the Board of Directors of the San Gabriel County Water District was held on Wednesday, April 12, 2017, at 8366 Grand Avenue, Rosemead, California at the hour of 1:30 p.m.
- ROLL CALL** President Taylor; Directors Cammarano, Chan 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.
- TOUR OF DISTRICT FACILITIES** Pursuant to Government Code section 54954(b)(2), the Board conducted an inspection tour of District facilities, led by General Manager Prior and Assistant General Manager Feilen. The sites inspected were: Well No. 14, Well No. 8, Well No. 16 and Van Nuys Reservoir, Well No. 15 and Longden Reservoir, Well No. 9, Well No. 10, and Well No. 11.
- FUTURE AGENDA ITEMS** None.
- DIRECTOR COMMENTS** None.
- 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 Date: 4/20/2017

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: 13100B - GENERAL ACCOUNT					13100
18773	04/20/17	P	12031	REVOLVING REIMBURSEMENT	\$143,205.62
BANK 13100B REGISTER TOTAL:					\$143,205.62
GRAND TOTAL :					\$143,205.62

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



April 20, 2017

To: Board of Directors
From: General Manager ✓
Subject: Backup Internet for Phone System

The District has purchased a new phone system to replace the old system. The new system is internet based and it has been recommended by our IT provider that a backup system would be a good idea just in case our main internet went down. Staff asked Highroad IT to find us internet providers that we could use as backups. Highroad came back with three options. They are as follows:

California Internet @ \$599 a month with a 36 month term.

AT&T @ \$593 a month with a 36 month term.


Spectrum @ \$1500 a month with a 36 month term. They don't service the area.

Recommendation:

Due to our past relationship with AT&T and the quality of service we received it is my recommendation to go with California Internet even though they are six dollars more a month.

Products

Description	Recurring	Qty	Ext. Recurring
ClearFiber - Business Class 20/20 Mbps DIA, Ethernet HandOff, 36 Month Term ClearFiber(tm) - Dedicated Bandwidth, Static IP, 24/7/365 SLA & 100% Uptime Ensured	\$ 599.00	1	\$ 599.00
New Install - One Time Charge -- WAIVED -- New Install - One Time Installation Charge	\$0.00	1	\$0.00
Recurring Subtotal:			\$599.00

		ACC PS160 For Administrative Use Only Master Agreement #: 0 MANAGED INTERNET SERVICE PRICING SCHEDULE For Customer Service Call 1-888-286-2685	
SECTION 1. ACC BUSINESS REPRESENTATION			
Agent / Retention Manager			
Agent Contact Person		Sub-Agent Contact Person	
Agent Email Address		Sub-Agent Email Address	
Agent Phone #	Agent Channel ID #	Sub-Agent Phone #	Sub-Agent Channel ID #
SECTION 2. ACCOUNT INFORMATION (All fields required)			
I. Company Name *		II. Billing Company Name: *	
Company Street *		Billing Street 1 *	Billing Street 2 *
City *	State *	Zip Code *	City * State * Zip Code *
Contact Person *		Billing Contact Person *	
Contact Email Address *		Billing Contact Email Address *	
Phone # *		Billing Contact Phone # *	
III. REQUIRED FOR ALL: Legal Company Name (Parent Company) *			
SECTION 3. MIS SERVICE LOCATION INFORMATION FOR SINGLE LOCATION			
Demarc Company Name *			
On-Site Local Contact Name (LCON) (required)		Alt LCON Contact Name (required)	
LCON Phone # (required)		Alt LCON Phone # (required)	
LCON Email Address (required)		ALT LCON Email Address (required)	
LCON Mobile Phone #		ALT LCON Mobile Phone #	
Street Demarc *		Telephone # of nearest neighbor/business	
Demarc Room & Floor (required (Inside wiring is the customer's responsibility.) *		Primary Technical Customer Contact Name (required) *	
City State Zip Code *		Primary Technical Customer Contact Phone # (required) *	
Active phone number at Demarc location (required)		Primary Technical Customer Contact Email Address (required) *	
Dedicated Analog Phone # (required for Included CPE) *		Additional Technical Contact (for technical interview and coordination of installation)	
		Additional Technical Customer Contact Name *	
Remarks:		Additional Technical Customer Contact Phone # *	
		Additional Technical Customer Contact Email Address *	
Is this site a Carrier Hotel/Data Center? SELECT		If yes, who owns the Carrier Hotel/Data Center?	
		LSO NPA-NXX (INTERNAL USE ONLY)	
SECTION 4A. ACCOUNT DETAIL INFORMATION			
New Account: YES Existing Account: NO		Account Number:	
SECTION 4B. BILLING OPTIONS (refer to Billing Options document, found on A.I.M.)			
STANDARD BILLING (Single Account Billing)		YES	
CORPORATE BILLING [†] : \$6.50/mo. Administrative Fee [†] plus \$3.00/mo. each service location [†]		NO	
Corporate Billing Option: Standard - Single Location Billing			
Corporate Billing: Is the above Service address the HQ Location? N/A			
Corporate Billing: Location #			
BILLING REPORT OPTIONS (please provide supporting paperwork):			
Access-a-Bill [†] \$19.95 per month		NO	
BILLING CYCLE (Bill Date Preference)		CYCLE 10	
†Charges marked by † are not stabilized for the Term, are illustrative to reflect the current Service Guide rates and will vary in accordance with the corresponding charges set forth in the Service Guide.			

SECTION 4C. ORDER TYPE							
New	YES	Renewal	NO	Inside Move	NO	Outside Move	NO
CHANGE (Change in port speed, CPE, DNS, firewall, etc.)			NO			Multiple (MIS Orders)	NO
Is this Order replacing or changing an existing ACC circuit? *				* SELECT			
*If yes, list existing circuit ID and details directly below (note: for multi-location orders, enter details for each site on the MISMultiloc sheet)							
Existing circuit IDs (required):				Reason for replacement or change (Move, Upgrade/ Downgrade, Tech Migration, etc.):			
SECTION 5A. PRICING SCHEDULE TERM AND PROMOTIONS							
Term: 2 Years			Promo Code(s):				
Other:							
SECTION 5B. SERVICE CHARGES & RATE PLANS (will be totaled for multiple locations)							
Applicable supporting documentation (SIMPL printout, quote letter and ICB) must be attached							
	PORT SPEED	Monthly Port Charges and Other Charges all Multi Locations	Total Number Selected	Monthly Port Charges and Other Charges Single Location	CPE Option/Install Charge Totals for a Single Location (No Tele-Install over 100Mbps)		
Full T1	SELECT				SELECT ONE		
NxT1	SELECT				SELECT ONE		
Fractional + Full T3	SELECT				SELECT ONE		
OCX	SELECT				SELECT ONE		
Ethernet	20 Mbps		1	\$112	Customer CPE, Tele-Install \$1,500 (waived)		
Other Charges	For Changes Complete Section 4C						
					Installation Charges	Amount Waived	
Total Port Charges Single Location:			1	\$112	\$1,500	\$1,500	

		Monthly Circuit Charges all Multi Locations	Total Number Selected	Monthly Charge Per Circuit Single Location	Installation Charges (Renewals=\$0 Prov. Order = SIMPL charges)	Amount Waived
LOCAL ACCESS						
128K-NxT1 (25 miles from PoP in the 48 states)						
128K-NxT1 (On-Net, Hawaii or 26+ miles from PoP in the 48 states)		SELECT				
Ethernet	Circuit Speed	Total Service (default)	1	\$481	\$0	\$0
	20M					
Fractional/Full T3, OC3, or T3/OC3 On-Net		SELECT				
Full OC12 or OC48 Access arrangement		SELECT				
Ethernet Interface		SELECT				
Total Local Access Charges Single Location			1	\$481	\$0	\$0
SECTION 5C. OPTIONAL SERVICES & CHARGES - SINGLE LOCATION						
IPv6/Dual Stack requested		NO				
Domain Name used for service: (additional domains identified during technical interview)						
Primary. # of domains (up to 15 included per MIS port):			SELECT	(additional Primary DNS is \$100/month per 15 domains)		
Secondary. # of domains (up to 15 included per MIS port):			SELECT	(additional Secondary DNS is \$100/month per 15 domains)		
COS (Class of Service)				Monthly Charges	One-Time Install Charges (Waived)	
COS (NxT1 ports require MLPPP)			SELECT	\$0		
PNT (Private Network Transport)				Monthly Charges	One-Time Install Charges (Waived)	
PNT (NxT1 ports require MLPPP)			SELECT	\$0		
			Quantity	Monthly Charges	One-Time Install Charges	
Type?		SELECT	0	\$0		
Choke Router/Outbound Load Balancing?		SELECT		\$0		
Redundant CPE (Cold Standby)?		SELECT		\$0		
Single Location Optional Services Totals:			0	\$0	\$0	
SECTION 5D. ONE-TIME MOVE CHARGES - SINGLE LOCATION						
Move Charges T1, NxT1, fractional T3, T3 & OCX.				SELECT	One-Time Move Charge \$0	

SECTION 5E. TOTAL ALL CHARGES		BILLED	WAIVED								
Total Single Location Monthly Port, Local Access, and Optional Service Charges:		\$593									
Total Single Location Non Recurring Port, Local Access, Optional Service, and Move Charges:		\$0	\$1,500								
SECTION 5F. MINIMUM PAYMENT AND MINIMUM RETENTION PERIOD											
Portion of Monthly Service Fees Applicable to Minimum Payment Period 50%	Service Components All Service components	Minimum Payment Period Until end of Pricing Schedule Term, but not less than 12 months per component (from original activation date)									
The minimum retention period is 12 months for all service components											
SECTION 6. TERMINATION											
<p>The Customer may terminate service without incurring Termination Charges prior to the end of the service term, provided the Customer is current in payment to ACC Business for services provided and replaces this Pricing Schedule with either:</p> <ol style="list-style-type: none"> 1) other domestic and/or international telecommunications services provided by ACC Business having a new revenue commitment equal to or greater than the revenue commitment set forth in this Pricing Schedule; or 2) the same services provided by ACC Business having a new revenue commitment equal to or greater than the remaining revenue commitment of this Pricing Schedule. <p>Additionally, ACC Business may terminate this Pricing Schedule in the event that (i) AT&T determines that Special Construction is necessary for ACC Business to provide the Service hereunder and (ii) Customer does not execute and return an ACC Business Special Construction Pricing Schedule within the time period designated by ACC Business. ACC Business may also terminate this Pricing Schedule in the event that Customer orders On-Net access and no capacity is available. Customer will not incur any Termination Charges in the event that ACC Business exercises its right of termination under this paragraph.</p>											
SECTION 7. TAX EXEMPT INFORMATION											
Tax Exempt: Certifications for all jurisdictions that apply must be attached: Applicable taxes will be applied to all invoices until supporting tax exempt documentation is provided.		<input type="checkbox"/>	<table border="1"> <tr> <td>Federal</td> <td>NO</td> </tr> <tr> <td>State</td> <td>NO</td> </tr> <tr> <td>County</td> <td>NO</td> </tr> <tr> <td>City</td> <td>NO</td> </tr> </table>	Federal	NO	State	NO	County	NO	City	NO
Federal	NO										
State	NO										
County	NO										
City	NO										
SIGNATURE BELOW BY YOUR AUTHORIZED REPRESENTATIVE IS CUSTOMER'S CONSENT TO THE TERMS AND CONDITIONS OF THIS PRICING SCHEDULE											
<p>Customer acknowledges that the terms and conditions set forth in this MIS Pricing Schedule ("Pricing Schedule") apply to Service for the duration of the Service Period. Additional terms, conditions and charges can be viewed on the AT&T Service Guide ("Service Guide") located at http://serviceguidenew.att.com/</p> <p>Customer further acknowledges that it must comply with the terms of the Acceptable Use Policy located at http://www.att.com/aup/</p> <p>When service is ordered for multiple locations of a Corporate Billed account the rates in the MIS Multi Location Worksheet apply.</p>											
Customer		ACC Business									
Name (Printed) *	_____	Name (Printed)	_____								
Signature By (x)	_____	Signature By (x)	_____								
Date	_____	Date	_____								
Company	_____	Company	ACC Business								
Title	_____	Title	Contract Specialist								