

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

**May 23, 2017**

**4:00 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. 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 May 09, 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**
- 9. Miscellaneous Information Items**
  - a. Receive and File 2016 Audited Financial Statement**
  - b. Receive and File: January 2017 Monthly Revenue and Expenditure Report  
February 2017 Monthly Revenue and Expenditure Report  
March 2017 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 MAY 9, 2017**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, May 9, 2017, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** President Taylor; Directors Cammarano and Cici; General Manager Prior; Assistant General Manager Feilen; and District Counsel Colin O’Neill were present.
- AGENDA** Upon motion by Director Cici, and seconded by Director Cammarano, the Board voted unanimously (3-0) to adopt the agenda for this regular meeting of the Board of Directors held on May 9, 2017.
- MINUTES** Upon motion by Director Cammarano and seconded by Director Cici, the Board voted unanimously (3-0) to approve the minutes of the special meeting of the board of directors held on April 12, 2017.
- Upon motion by Director Cammarano and seconded by Director Cici, the Board voted unanimously (3-0) to approve the minutes of the regular meeting of the board of directors held on April 25, 2017.
- DEMANDS** Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted unanimously (3-0) to approve the payment of check numbers 18774 through 18831 from the General Account in the aggregate amount of \$492,159.11, and check numbers 11140 through 11169 from the Revolving Account in the aggregate amount of \$30,468.31, for the April, 2017, invoices.
- EXPENSES** None.
- PUBLIC COMMENT** Director Chavez of the Upper San Gabriel Valley Municipal Water District was in attendance and reported that Upper District is currently recruiting a new assistant General Manager. Additionally, Director Chavez reported on greywater workshops Upper District is conducting – essentially an instructional program on “laundry to landscape.” The next workshops offered are June 3, in Spanish, and June 10, in Mandarin, the English language event having already taken place.
- DISTRICT COUNSEL** No report.
- ACTION** None

## **INFORMATION**

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

The April 2017 Water Well Report was received and filed

## **GENERAL MANAGER COMMENTS**

The General Manager reported that a draft version of the District's newsletter had been provided, and there was some discussion concerning revisions to the layout and minor edits to some of the verbiage.

The General Manager reported that he had received a call from the County elections office regarding the notice to District customers of the recent consolidation of District elections. The County informed the General Manager that the County would mail out the required notices, with the only cost being postage, at 34 cents per notice, for a total of approximately \$5,000.

The General Manager reported that the District would be purchasing motion sensor lights for installation at District facilities, which should be completed in the next few weeks.

The General Manager reported that the District was considering engaging a company to conduct "well profiling" at Well No. 8, which is widely considered the best and most informative means of diagnosing a well.

The General Manager reported that District staff had discovered a street sweeper from Athens Services stealing water from an unmetered District hydrant. District counsel was instructed to send a warning letter.

The General Manager reported that he had been receiving conflicting information from the City of San Gabriel regarding the District's obligations in connection with the California Street pipeline project. The Board advised that the general manager get something in writing from the appropriate city staff.

The General Manager expressed frustration at the City of San Gabriel's inspection fees and inspector practices. It was decided that inquiries would be made to see if the city is treating the District differently in this regard than it does other water providers.

## **FUTURE AGENDA ITEMS**

Director Taylor asked that the issue of a security system upgrade be placed on a future agenda.

**DIRECTOR  
COMMENTS**

Director Taylor expressed his desire that Directors Chan and DeLaTorre provide a report on what they did and what occurred at the ACWA conference they were currently attending.

**ADJOURNMENT**

Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted unanimously (3-0) to adjourn the meeting.

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President

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Secretary

[SEAL]

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

Check Date: 5/23/2017

| Check No.                                | Date     | Status | Vendor ID | Payee Name              | Amount              |
|--|----------|--------|-----------|-------------------------|---------------------|
| <b>BANK ID: 13100B - GENERAL ACCOUNT</b> |          |        |           |                         | <b>13100</b>        |
| 18832                                    | 05/23/17 | P      | 12031     | REVOLVING REIMBURSEMENT | \$117,378.28        |
| <b>BANK 13100B REGISTER TOTAL:</b>       |          |        |           |                         | <b>\$117,378.28</b> |
| <b>GRAND TOTAL :</b>                     |          |        |           |                         | <b>\$117,378.28</b> |

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

REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2017

Month of January

Projected YTD Percent - 8%

| Description                 | Budget    | Receipts and Expenditures For The Month | Total Year to Date | Balance   | YTD % |
|-----------------------------|-----------|---|--------------------|-----------|-------|
| Total Revenue               | 7,595,978 | 563,929                                 | 563,929            | 7,032,049 | 7%    |
| Production                  | 1,630,914 | 58,346                                  | 58,346             | 1,572,568 | 4%    |
| Transmission & Distribution | 479,292   | 37,716                                  | 37,716             | 441,576   | 8%    |
| Customer Service            | 331,372   | 23,208                                  | 23,208             | 308,164   | 7%    |
| General & Administrative    | 3,269,091 | 267,088                                 | 267,088            | 3,002,003 | 8%    |
| Payment on Long Term Debt   | 0         | 0                                       | 0                  | 0         | 0%    |
| GASB 45                     | 420,000   | 0                                       | 0                  | 420,000   | 0%    |
| ACE Project                 | 0         | 0                                       | 0                  | 0         | 0%    |
| Total Operational Expense   | 6,130,669 | 386,357                                 | 386,357            | 5,744,312 | 6%    |
| Revenue Total               | 7,595,978 | 563,929                                 | 563,929            | 7,032,049 | 7%    |
| Less Operational Expense    | 6,130,669 | 386,357                                 | 386,357            | 5,744,312 | 6%    |
| Gain/Loss                   | 1,465,309 | 177,572                                 | 177,572            | 1,287,737 | 12%   |
| Capital Expenditures        | 1,271,500 | 39,338                                  | 39,338             | 1,232,162 | 3%    |
|                             |           | 138,234                                 | 138,234            |           |       |
|                             |           | Use of Funds                            |                    |           |       |
| Fund Balance Start of Month |           | 4,540,574                               |                    |           |       |
| Add Back Depreciation       |           | 83,202                                  |                    |           |       |
| Overall Gain/Loss           |           | 138,234                                 |                    |           |       |
| Total                       |           | 4,762,010                               |                    |           |       |

REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2017

Month of February

Projected YTD Percent - 16%

| Description                 | Budget    | Receipts and Expenditures For The Month | Total Year to Date | Balance   | YTD % |
|-----------------------------|-----------|---|--------------------|-----------|-------|
| Total Revenue               | 7,595,978 | 582,553                                 | 1,146,482          | 6,449,496 | 15%   |
| Production                  | 1,630,914 | 63,200                                  | 121,546            | 1,509,368 | 7%    |
| Transmission & Distribution | 479,292   | 30,245                                  | 67,961             | 411,331   | 14%   |
| Customer Service            | 331,372   | 24,976                                  | 48,183             | 283,189   | 15%   |
| General & Administrative    | 3,269,091 | 230,566                                 | 497,653            | 2,771,438 | 15%   |
| Payment on Long Term Debt   | 0         | 0                                       | 0                  | 0         | 0%    |
| GASB 45                     | 420,000   | 0                                       | 0                  | 420,000   | 0%    |
| ACE Project                 | 0         | 0                                       | 0                  | 0         | 0%    |
| Total Operational Expense   | 6,130,669 | 348,986                                 | 735,343            | 5,395,326 | 12%   |
| Revenue Total               | 7,595,978 | 582,553                                 | 1,146,482          | 6,449,496 | 15%   |
| Less Operational Expense    | 6,130,669 | 348,986                                 | 735,343            | 5,395,326 | 12%   |
| Gain/Loss                   | 1,465,309 | 233,567                                 | 411,139            | 1,054,170 | 28%   |
| Capital Expenditures        | 1,271,500 | 69,306                                  | 108,644            | 1,162,856 | 9%    |
|                             |           | 164,261                                 | 302,495            |           |       |
|                             |           | Use of Funds                            |                    |           |       |
| Fund Balance Start of Month |           | 4,762,010                               |                    |           |       |
| Add Back Depreciation       |           | 82,818                                  |                    |           |       |
| Overall Gain/Loss           |           | 164,261                                 |                    |           |       |
| Total                       |           | 5,009,089                               |                    |           |       |



REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2017

Month of March

Projected YTD Percent - 24%

| Description                 | Budget    | Receipts and<br>Expenditures<br>For The Month | Total Year<br>to Date | Balance   | YTD % |
|-----------------------------|-----------|---|-----------------------|-----------|-------|
| Total Revenue               | 7,595,978 | 601,210                                       | 1,747,692             | 5,848,286 | 23%   |
| Production                  | 1,630,914 | 52,300  | 173,846               | 1,457,068 | 11%   |
| Transmission & Distribution | 479,292   | 40,584  | 108,545               | 370,747   | 23%   |
| Customer Service            | 331,372   | 23,420  | 71,603                | 259,769   | 22%   |
| General & Administrative    | 3,269,091 | 222,419                                       | 720,072               | 2,549,019 | 22%   |
| Payment on Long Term Debt   | 0         | 0   | 0                     | 0         | 0%    |
| GASB 45                     | 420,000   | 0   | 0                     | 420,000   | 0%    |
| ACE Project                 | 0         | 0   | 0                     | 0         | 0%    |
| Total Operational Expense   | 6,130,669 | 338,723                                       | 1,074,066             | 5,056,603 | 18%   |
| Revenue Total               | 7,595,978 | 601,210                                       | 1,747,692             | 5,848,286 | 23%   |
| Less Operational Expense    | 6,130,669 | 338,723                                       | 1,074,066             | 5,056,603 | 18%   |
| Gain/Loss                   | 1,465,309 | 262,488                                       | 673,626               | 791,683   | 46%   |
| Capital Expenditures        | 1,271,500 | 74,736  | 183,379               | 1,088,121 | 14%   |
|                             |           | 187,752                                       | 490,247               |           |       |
|                             |           | Use of Funds                                  |                       |           |       |
| Fund Balance Start of Month |           | 5,009,089                                     |                       |           |       |
| Add Back Depreciation       |           | 82,959  |                       |           |       |
| Overall Gain/Loss           |           | 187,752                                       |                       |           |       |
| Total                       |           | 5,279,800                                     |                       |           |       |