

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

June 27, 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 Regular Meeting of the Board of Directors held June 13, 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 Cost Sharing MOU for Contract of PWAG Emergency Preparedness Coordinator Position**

Motion:

Second:

Action:

- b. Consideration of Award of Contract for Payroll to Paychex Payroll Services**

Motion:

Second:

Action:

9. Miscellaneous Information Items

- a. Receive and File: April 2017 Monthly Revenue and Expenditure Report
May 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 JUNE 13, 2017**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, June 13, 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 June 13, 2017.
- MINUTES** Upon motion by Director DeLaTorre and seconded by Director Cammarano, the Board voted unanimously to approve the minutes of the regular meeting of the board of directors held on May 23, 2017.
- DEMANDS** Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to approve the payment of check numbers 18833 through 18893 from the General Account in the aggregate amount of \$644,279.67, and check numbers 11170 through 11205 from the Revolving Account in the aggregate amount of \$34,880.53, for the May, 2017 invoices.
- EXPENSES** None.
- PUBLIC COMMENT** None.
- DISTRICT COUNSEL** None.
- ACTION** None.
- INFORMATION** The May 2017 Banking & Investment Report was received and filed.
- The May, 2017 Water Well Report was received and filed.
- The General Manager shared a draft letter to State Assembly Member Bill Quirk expressing opposition to Senate Bill 623. The Board authorized its transmittal by concurrence.
- The General Manager provided a proposed contract between the Public Water Agencies Group, of which the District is a member, and the firm of Lagerlof, Senecal, Gosney & Kruse, for the hiring of a full-time

emergency preparedness coordinator to work on behalf of the Public Water Agencies Group. The Board asked that the contract be reviewed by District counsel.

**GENERAL
MANAGER
COMMENTS**

The General Manager reported that the District's auditor recommended that the District's payroll processing be contracted out to a payroll company. The General Manager solicited quotes from various firms, and found one that would perform the service for \$2,200 per year. The Board expressed interest in the idea, and requested more information.

The General Manager asked the Directors if they had any questions on his recent report indicating what the District's finances would be if there had not been the recent rate increase. The Directors commented that it was an interesting report, but had no questions.

The General Manager reported that Southern California Water Utilities Association is holding a vendors' fair on September 16 at the Irwindale Speedway. He advised that if any Directors were interested in attending, he would get tickets.

**FUTURE
AGENDA
ITEMS**

Consideration of award of contract for payroll services.

The second meeting in July will include the mid-year budget review.

**DIRECTOR
COMMENTS**

Director Cammarano shared a mailer she received from a company called Buoy, which sells residential water meters/leak detectors.

Director Chan expressed his appreciation for Upper San Gabriel Valley Municipal Water District's providing cases of bottled water at the recent San Gabriel Youth Fitness fair.

Director Chan commented on a recent news item concerning LADWP's recent settlement of case involving alleged overbilling.

ADJOURNMENT

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

President

Secretary

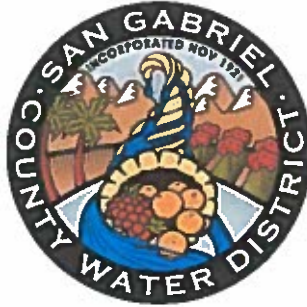
[SEAL]

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

Check Date: 6/27/2017

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: 13100B - GENERAL ACCOUNT					13100
18894	06/27/17	P	12031	REVOLVING REIMBURSEMENT	\$57,802.97
BANK 13100B REGISTER TOTAL:					\$57,802.97
GRAND TOTAL :					\$57,802.97

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



June 27, 2017

To: Board of Directors

From: General Manager

Subject: Public Water Agencies Group Emergency Preparedness Coordinator

Over the past couple of years, the Public Water Agencies Group (PWAG) has determined that there is a need for an emergency preparedness coordinator that would be employed by Legal Counsel. This person does training and coordination services as described in the attached job description. The group has come up with a cost share table, San Gabriel County Water Districts share would be \$963.75 monthly, \$11,565 annually. The initial term is two years, so if after two years we felt it was not the Districts best interest we would be able to withdraw.

Recommendation:

It is staff's recommendation that we enter into this agreement so we may take advantage of the services this position could bring to the District.

EXHIBIT A

PUBLIC WATER AGENCIES GROUP EMERGENCY PREPAREDNESS COORDINATOR

SUBJECT TO MODIFICATION

JOB SUMMARY: Acts as a general and individual resource for the Public Water Agencies Group to:

- Document standard emergency response operating guidelines and operational checklists, and related training;
- Coordinate overall emergency planning activities;
- Conduct regular review and editing of participating agencies' emergency response plans;
- Manage and update participating agencies' emergency resource database, consisting of participating agencies' equipment and personnel that are available to other agencies in the event of an emergency;
- Employ standard emergency management concepts and strategic methodologies;
- Conduct disaster exercises in accordance with state and federal requirements, operates and tests Emergency Operations Center (EOC) equipment and systems, develops activation procedures, prepares checklists for positions in the Incident Command System for training programs and tabletop drills;
- Familiar with SEMS and NIMS procedures and functions and provide SEMS and NIMS training;
- Liaison with applicable federal, state and local emergency planning and response offices; staffs and serves on committees with other departments, agencies, commissions and emergency management groups; coordinates the other agencies concerned with emergency management;
- Work to enhance the visibility of the participating member agencies in county-wide emergency planning and management efforts, and to integrate water agencies into such planning activities
- Coordinate with participating agencies' Public Information Coordinators/Officers to establish communication channels with local mutual aid groups, emergency responders, hospitals, and local officials on agencies' response capabilities and plans in the event of an emergency;
- Confer with state and federal emergency management representatives in supporting participating agencies' emergency management activities; assures conformity of participating agencies' emergency management programs with federal and state requirements;
- Works in conjunction with the PWAG Group to promote awareness and to coordinate of emergency response plans and procedures;
- Provide requisite planning activity reports, budget submissions, and/or other required documentation for federal and state emergency response funding sources to ensure all necessary prerequisites to receiving federal and state emergency funding are met;
- Assist with development of operational drills and/or exercise scenarios among participating agencies and other public entities to train, test and evaluate emergency response concepts or standard operating guidelines;
- Adjust emergency plans, procedures or protocols to reflect any changes in federal, state, or local laws and improve efficiency as appropriate;
- Participate in related training programs as directed, completing courses, workshops, seminars, and other training to keep abreast of emergency planning issues and concepts;
- Perform other related duties as assigned; and
- Carry cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home (cellular phone costs to be included in salary).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the laws and regulations governing emergency management; Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing emergency preparedness services; implement policies and procedures. Knowledge of emergency and/or disaster planning principles and practices; Conducts/oversees disaster exercises in accordance with state and federal requirements, operates and tests Emergency Operations Center (EOC) equipment and systems, develops activation procedures, prepares checklists for positions in the Incident Command System for training programs and tabletop drills; activates sections of the emergency plan; Skill in organization and planning techniques; Ability to analyze information under emergency operating conditions and directing the course of action to be taken; Skill in public relations and public speaking; Skill in computer and communication equipment operation; Knowledge of basic budget development and fiscal management; Knowledge of public health; Ability to establish and maintain effective working relationships with other government officials, employees, agencies, volunteers, and the public; Ability to communicate effectively, verbally and in writing; Ability to learn the principles, practices and techniques involved in emergency management; and Knowledge of principles and practices of governmental and public health agency structures and resources.

SPECIAL REQUIREMENTS

Ability to travel throughout Los Angeles County and possible neighboring counties; mileage reimbursement at establish IRS rate to be provided. May be on-call twenty-four (24) hours a day, seven (7) days a week. The person filling this position must complete training courses as recommended.

EDUCATION AND EXPERIENCE

Equal to the ability and experience to get the job done

EXPERIENCE

At least three years of water agency management, and/or direct experience coordinating emergency services.

LICENSING AND CERTIFICATION

Not required for the position, but any professional certification or pertinent undergraduate or graduate specialized degree would be beneficial.

SALARY AND BENEFITS

Range of \$85,000 to \$105,000 per year, plus retirement benefits and health benefits to be negotiated. Step salary increases and/or cost of living adjustments to be considered.

EXPENSES

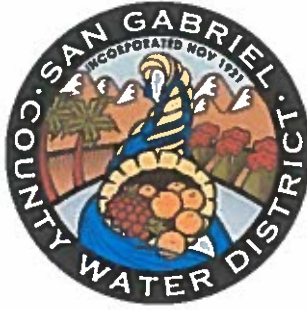
To be addressed in employment agreement

OFFICE SPACE

To be agreed upon with applicant. Office equipment and support to be provided by PWAG Legal Counsel, as needed.

REPORT TO:

Public Water Agencies Group Emergency Preparedness Committee, with direct reporting to PWAG Legal Counsel.



June 27, 2017

To: Board of Directors
From: ✓ General Manager
Subject: Payroll Outsourcing

During the last audit, it was brought to the District's attention that it might be in the best interest to the District to have payroll outsourced. Payroll requires regular reporting and tax returns to the IRS and Franchise Tax Board. The outsourced payroll provider prepares the tax returns, W-2s, and all correspondence with the IRS and Franchise Tax Board. They are experts in this preparation and are up to date on any changes. Here are proposals from three Payroll Companies.

Paycom @ \$2,067.90 annually
Am Check @ \$2,723.00 annually
Pay Chex @ \$2,054.26 annually
ADP @ \$2,986.86 annually

Recommendation:

It is staff's recommendation that we choose Pay Chex, they are a local company and come highly recommended.

REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2017

Month of April

Projected YTD Percent - 32%

Description	Budget	Receipts and Expenditures For The Month	Total Year to Date	Balance	YTD %
Total Revenue	7,595,978	792,963	2,540,655	5,055,323	33%
Production	1,630,914	253,033	426,879	1,204,035	26%
Transmission & Distribution	479,292	42,583	151,128	328,164	32%
Customer Service	331,372	21,359	92,962	238,410	28%
General & Administrative	3,269,091	265,100	985,172	2,283,919	30%
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	582,076	1,656,142	4,474,527	27%
Revenue Total	7,595,978	792,963	2,540,655	5,055,323	33%
Less Operational Expense	6,130,669	582,076	1,656,142	4,474,527	27%
Gain/Loss	1,465,309	210,887	884,513	580,796	60%
Capital Expenditures	1,271,500	77,232	260,611	1,010,889	20%
		133,655	623,902		
		Use of Funds			
Fund Balance Start of Month		5,279,800			
Add Back Depreciation		83,117			
Overall Gain/Loss		133,655			
Total		5,496,572			

REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2017

Month of May

Projected YTD Percent - 40%

Description	Budget	Receipts and Expenditures For The Month	Total Year to Date	Balance	YTD %
Total Revenue	7,595,978	668,775	3,209,430	4,386,548	42%
Production	1,630,914	74,651	501,531	1,129,383	31%
Transmission & Distribution	479,292	48,243	199,371	279,921	42%
Customer Service	331,372	35,353	128,315	203,057	39%
General & Administrative	3,269,091	290,962	1,276,135	1,992,956	39%
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	449,210	2,105,352	4,025,317	34%
Revenue Total	7,595,978	668,775	3,209,430	4,386,548	42%
Less Operational Expense	6,130,669	449,210	2,105,352	4,025,317	34%
Gain/Loss	1,465,309	219,565	1,104,079	361,230	75%
Capital Expenditures	1,271,500	277,588	538,200	733,300	42%
		(58,023)	565,879		
		Use of Funds			
Fund Balance Start of Month		5,496,572			
Add Back Depreciation		83,803			
Overall Gain/Loss		(58,023)			
Total		5,522,352			