

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

**August 28, 2018**

**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 August 14, 2018**

**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 Award of Contract for Mainline Phase three**

**Motion:**

**Second:**

**Action:**

**b. Moving forward with District video**

**Motion:**

**Second:**

**Action:**

**9. Miscellaneous Information Items**

**a. Receive and File: July 2018 Monthly Revenue and Expenditure Report**

**10. General Manager Report**

**11. Future Agenda Items**

**12. Director Comments**

**13. Adjourn to Close Session**

**a. Performance Evaluation**

**Pursuant to Government Code section 54957**

**Title: District Counsel**

**14. Reconvene in open Session**

**a. Report of Action, if any, Taken in Closed Session**

**15. 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 AUGUST 14, 2018**

**CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, August 14, 2018, 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 August 14, 2018.

**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 July 24, 2018.

**DEMANDS** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of check numbers 19624 through 19680 from the General Account in the aggregate amount of \$667,433.38, and check numbers 11584 through 11611 from the Revolving Account in the aggregate amount of \$35,961.84, for the July, 2018 invoices.

**EXPENSES** None.

**PUBLIC COMMENT** Ms. Cici related that the recent National Night Out event was very enjoyable, and she was pleased to see various staff and members of the Board in attendance.

**DISTRICT COUNSEL** None.

**ACTION** None

**INFORMATION** The July, 2018 Banking and Investment Report was received and filed. The July, 2018 Water Well Report was received and filed.

**GENERAL MANAGER COMMENTS** The General Manager reported that the District was approached by a law firm offering to represent the District as Plaintiff's counsel in a lawsuit against Shell and or Dow Chemical in connection with soil contamination from an herbicide. (123-TPC). On a related note, the District recently

received its permit from the Health Department for the blending program of Wells 11 & 12.

If there are no problems that arise from the water quality of any of the District's wells, staff recommends that no lawsuit be filed at this time. The rationale is that the damages currently potentially available would pale in comparison to the damages should contamination be found in any debilitating degree. As such, the District will be mindful of the three-year statute of limitations, but wait to see if action becomes more warranted.

The General Manager reported that the District's Emergency Coordinator advised of a program available whereby equipment can be made available to make telephone calls in the event the public system fails, for emergency coordination communications.

The General Manager reported that the recent National Night Out event was very successful and positive for the District.

The General Manager showed a short video presentation made by the La Puente Valley County Water District providing information to the public concerning the current state of the Main San Gabriel Basin, and preparing its customers for necessary rate increases. The General Manager suggested that a similar outreach effort might be very useful for the District's customers and the Board was receptive to the idea.

The General Manager reported that AB 1668 was signed by the Governor and it will now be mandated that no more than 55 gallons of water per person, per day, may be used. The General Manager reported that there has been no guidance provided by the State as to how to implement this restriction.

The General Manger reported that staff had further researched the issue of passing credit card processing fees along to customers who use that method of payment. It was decided to put the matter aside until the District's new software provider had installed the new system, which might present better options.

**FUTURE  
AGENDA  
ITEMS**

The board will consider an expenditure for an informational video concerning water rates and availability.

**DIRECTOR  
COMMENTS**

Director Cammarano commented that she thought the National Night Out event went well and was good exposure for the District.

Director Chan agreed with Director Cammarano's sentiments about the National Night Out event. Director Chan also inquired as to the reimbursement from the airline for travel to ACWA conference. Director DeLaTorre indicated that he would follow up on the matter.

Director Cammarano expressed concern about customers' reactions to the newly imposed limit on water usage, and suggested some form of public relations outreach. Staff advised that they would look into it.

Director Taylor indicated that he would like to attend the Water Forum conference in September. Director Taylor expressed frustration at proposed legislation, "Safe Drinking Water Solutions," expressing his concern that it would simply increase water rates, despite its description as "voluntary."

**ADJOURNMENT**

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

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President

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Secretary

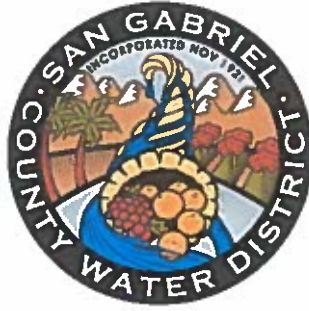
[SEAL]

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

Check Date: 8/28/2018

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: 13100B - GENERAL ACCOUNT</b>					<b>13100</b>
19681	08/28/18	P	12031	REVOLVING REIMBURSEMENT	\$124,288.52
<b>BANK 13100B REGISTER TOTAL:</b>					<b>\$124,288.52</b>
<b>GRAND TOTAL :</b>					<b>\$124,288.52</b>

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



August 28, 2018

To: Board of Directors

From: General Manager 

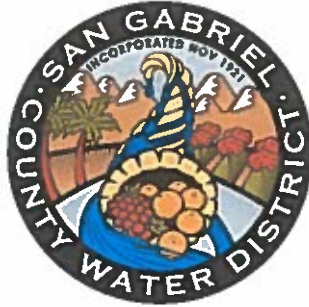
Subject: San Gabriel County Water District Mainline Replacement Phase 3

Each year, during budget planning, the District's mainlines are evaluated based on age and location for purposes of replacement. We would like to replace 786 feet on Lafayette St, 701 feet on California St., 616 feet on Marshall St. 465 feet on Glendon Way and 195 feet on Saxon Ave, these are 4" steel mains that were installed in the 1920's The District sent out bids proposals on August 6, 2018 and were due back on August 24, 2018 at 2 pm. The Contractors below were given bid packages. Bids were opened at the District office on August 24, 2018 at 2:10 pm. Present for the bid opening were James Prior, Casey Feilen, and Anthony Agobian.

Brkich Const	\$643,230.00
Doty Bros	\$834,638.00
Rasic Const	\$672,863.00
Frajjo Bros Inc.	\$631,494.75

**Recommendation:**

It is staff's recommendation that we choose Frajjo Brothers Construction to install the San Gabriel County Water District Mainline Replacement Phase 3 Project.



August 28, 2018

To: Board of Directors  
From: General Manager ✓  
Subject: San Gabriel County Water District Video

At the last board meeting, the Board was shown a video that was produced for another water district and was very impressed with the video. Staff was instructed to look into creating the Districts own video. Staff met with Ready Artwork in Monrovia and discussed with them creating our video. They were professional and discussed what they would need to get started. We explained to them that we would have to get approval from our board to continue.

**RECOMMENDATION:**

The Board of Directors authorize staff to create a District video not to exceed \$5,000.00. The funds would come from account 55950, Conservation Education.



## REVENUE AND EXPENDITURE DISTRIBUTION

Calendar Year 2018

Month of July

Projected YTD Percent - 58%

Description	Budget	Receipts and Expenditures For The Month	Total Year to Date	Balance	YTD %
Total Revenue	8,412,054	1,007,790	5,531,290	2,880,764	66%
Production	1,788,934	89,384	630,250	1,158,684	35%
Transmission & Distribution	566,772	39,376	260,718	306,054	46%
Customer Service	342,960	27,986	177,043	165,917	52%
General & Administrative	3,449,290	243,981	2,058,551	1,390,739	60%
Payment on Long Term Debt	0	0	0	0	0%
GASB 45	420,000	0	420,000	0	100%
ACE Project	0	0	0	0	0%
Total Operational Expense	6,567,956	400,727	3,546,562	3,021,394	54%
Revenue Total	8,412,054	1,007,790	5,531,290	2,880,764	66%
Less Operational Expense	6,567,956	400,727	3,546,562	3,021,394	54%
Gain/Loss	1,844,098	607,062	1,984,729	(140,631)	108%
Capital Expenditures	2,085,500	305,363	742,189	1,343,311	36%
		301,699	1,242,540		
		Use of Funds			
Fund Balance Start of Month		9,787,287			
Add Back Depreciation		94,532			
Overall Gain/Loss		301,699			
Total		10,183,518			

March 15, 2018

Jim Prior, General Manager  
San Gabriel County Water District  
P.O. Box 2227  
San Gabriel, CA 91778

Re: Legal Fees  
*Confidential Attorney-Client Communication*

Olivarez Madruga Lemieux O'Neill are proud of our association with San Gabriel County Water District and are grateful for the opportunity to provide legal services to the San Gabriel County Water District.

Because of our sensitivity to your budget concerns we have had a continuing commitment to keep our costs down. As a result, we have not asked for a rate adjustment since August 1, 2010. However, due to positive changes to the economy, our costs have increased significantly over the past year.

We are aware that San Gabriel County Water District is in the process of preparing its annual budget. We ask that a modest fee increase be considered by the District as part of its budget for the next fiscal year.

We currently charge the District a monthly retainer in the amount of \$ 3,500 per month. We proposed that this retainer be increased by 5% so that the new monthly retainer is \$ 3,675 per month.

We wish to again express our gratitude for the opportunity to provide work to the District. Please let us know if you have any questions regarding this request.

Olivarez Madruga Lemieux O'Neill



Keith Lemieux

I agree and accept terms as defined above

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Jim Prior, General Manager