

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

December 11, 2018

2:00 P.M.

AGENDA

Call to Order

1. Pledge of Allegiance

- 2. Roll Call** **Director Taylor**
 Director Chan
 Director Cammarano
 Director Cici
 Director DeLaTorre

Election of Officers:

President:

Motion:
Second:
Action:

Vice President:

Motion:
Second:
Action:

Secretary: Jim Prior

Motion:
Second:
Action:

Treasurer: Carmen Corona

Motion:
Second:
Action:

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 November 27, 2018
Minutes of a Regular Meeting of the Board of Directors held November 27, 2018**

**Motion:
Second:
Action:**

6. List of Demands on General Account

a. November 2018 Invoices

**Motion:
Second:
Action:**

7. District Counsel

8. Action Item

a. 2019 Budget – Consider Adoption of Resolution No. 12-18-503

**Motion:
Second:
Action:**

**b. Authorized Positions and Compensation – Consider Adoption of Resolution
No. 12-18-504**

**Motion:
Second:
Action:**

c. General Manager Contract

**Motion:
Second:
Action:**

9. Miscellaneous Information Items

- a. Receive and File the November 2018 Banking and Investment Report**
- b. Water Well Report**

10. General Manager Report

- a. Reschedule or Cancel December 25, 2018 Board Meeting**

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.

CONFIDENTIAL MEMORANDUM

To: San Gabriel County
Water District

Date: December 3, 2018

Re: Closed Session Held On
November 27, 2018

From: Colin O'Neill

This memorandum is prepared under Government Code Section 54957 and the information contained herein is exempt from disclosure under Government Code Section 6254.25.

The board of directors of the San Gabriel County Water District met in closed session at a regular meeting on November 27, 2018. Present were Directors Cammarano, Chan, Cici, DeLaTorre, and Taylor; General Manager Jim Prior; and District Counsel Colin O'Neill.

The purpose of the meeting was to conduct a performance review of General Manager Jim Prior. No reportable action was taken.

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
HELD ON NOVEMBER 27, 2018**

- CALL TO ORDER** A special meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, November 27, 2018, at 8366 Grand Avenue, Rosemead, California at the hour of 2:00 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.
- PUBLIC COMMENT** None.
- DIRECTOR DISCUSSION** The Board of Directors conducted a line-item review of the 2019 proposed budget, making various inquiries and comments. Certain potential changes were identified, and the General Manager was given certain instructions concerning revisions to be considered and/or implemented.
- 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 REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
HELD ON NOVEMBER 27, 2018**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, November 27, 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 November 27, 2018.
- MINUTES** Upon motion by Director Cammarano and seconded by Director DeLaTorre, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on November 13, 2018.
- DEMANDS** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of check number 19842 from the General Account in the amount of \$62,027.20 for the Revolving reimbursement.
- EXPENSES** None.
- PUBLIC COMMENT** Ms. Cici informed that the 42nd annual San Gabriel Holiday Tree Lighting Ceremony will be taking place December 4th, at Plaza Park.
- DISTRICT COUNSEL** District counsel reported regarding certain issues concerning Directors' oaths of office.
- ACTION** Upon motion by Director Cammarano, and seconded by Director Cici, the Board voted unanimously to implement the previously noticed rate adjustment, upward in an amount of 9%, pursuant to the Proposition 218 Rate Study and resulting adjustment schedule now in place.
- INFORMATION** The October, 2018, Monthly Revenue and Expenditure Report was received and filed.
- GENERAL MANAGER COMMENTS** The General Manager reported that ACWA/JPIA will soon be considering a change in the nature of their coverage plans, and that he would monitor developments.

The General Manager reported that the Key Well had again reached a new historic low, and that there may possibly be a need for pumpers in the basin to lower their pumps.

The General Manager discussed details of where and when the oaths of office will be taken.

**FUTURE
AGENDA
ITEMS**

For a date now unknown, the board would like to consider a 3 – 5 year Strategic Plan.

For a meeting in January, a consideration of revising the Personnel Manual as to the District's policy concerning employees' Holidays.

Resolutions regarding the 2019 Budget.

**DIRECTOR
COMMENTS**

The Board concurred in its cautious optimism regarding the predicted rainfall.

Director Chan thanked the Board for the opportunity to attend the upcoming ACWA conference, and advised that he would report back.

The Board briefly discussed the ramifications of Measure "W," and Director Chan advised that he would inquire whether there was a presentation at the ACWA conference on the subject.

CLOSED SESSION

The Board convened in closed session pursuant to Government Code section 54957(b)(1),
No reportable action was taken.

ADJOURNMENT

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

President

Secretary

[SEAL]

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

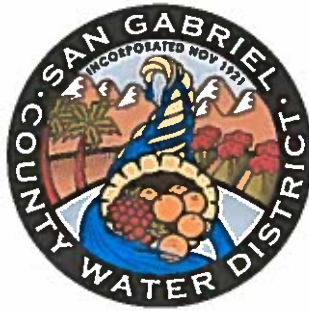
Check Dates: 11/1/2018 to 11/30/2018

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: 13200 - REVOLVING ACCOUNT					13200
11691	11/13/18	P	13440	LARRY TAYLOR	\$92.35
11691	11/13/18	V	11/13/18 13440	LARRY TAYLOR	(\$92.35)
11692	11/13/18	P	13529	ERIC CHAN	\$92.35
11693	11/14/18	P	10094	FRANCHISE TAX BOARD	\$50.00
11694	11/14/18	P	11940	LINCOLN NATIONAL LIFE INS. CO.	\$2,045.00
11695	11/14/18	P	13505	MEGAN PRIOR-PFEIFER	\$300.00
11696	11/14/18	P	10423	SCWUA - % BRIAN BOWCOCK	\$90.00
11697	11/16/18	P	13296	JEFFREY C. MURPHY, D.D.S.	\$114.00
11698	11/16/18	P	13594	LAWRENCE PERKINS, D.D.S.	\$160.00
11699	11/16/18	P	13701	MARY ANN EBBA, D.M.D.	\$425.00
11700	11/16/18	P	13457	ROBERT A. FOSS, D.D.S., INC.	\$408.00
11701	11/16/18	P	12674	U.S. BANK	\$2,703.43
11702	11/20/18	P	13296	JEFFREY C. MURPHY, D.D.S.	\$277.00
11703	11/20/18	P	13911	KAXPORT CLEANING SERVICE INC	\$120.00
11704	11/20/18	P	13350	L. ANDREW MUTCH, D.D.S.	\$75.00
11705	11/27/18	P	13283	JARED DiBENEDETTO	\$135.77
11706	11/27/18	P	13529	ERIC CHAN	\$92.35
11707	11/28/18	P	11940	LINCOLN NATIONAL LIFE INS. CO.	\$2,045.00
11708	11/28/18	P	10094	FRANCHISE TAX BOARD	\$50.00
11709	11/28/18	P	13283	JARED DiBENEDETTO	\$64.23
11710	11/29/18	P	13285	SWRCB-DWOC	\$105.00
11711	11/29/18	P	13755	DAVID A. TABATA, D.D.S.	\$830.00
11712	11/29/18	P	10093	JUSTIN A SHUFFER DDS, INC.	\$203.00
11713	11/29/18	P	12209	PAUL M. REISCHL, D.D.S.	\$1,329.00
11714	11/30/18	P	12435	GEORGE ATILANO	\$1,097.24
11715	11/30/18	P	13163	CARLOS CARDONA	\$1,452.04
11716	11/30/18	P	13161	CASEY FEILEN	\$2,400.38
11717	11/30/18	P	10138	CATHY CHAO	\$1,051.06
11718	11/30/18	P	10141	EFRAIN LOPEZ	\$557.90
11719	11/30/18	P	10140	IRENE LAW	\$83.48
11720	11/30/18	P	10137	PROFESSIONAL ELECTRICAL	\$1,496.00
11721	11/30/18	P	10139	STELLA WAT	\$412.42
BANK 13200 REGISTER TOTAL:					\$20,264.65
GRAND TOTAL :					\$20,264.65

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

San Gabriel County Water District
Invoice Register (By Invoice Number)

Invoice Number / Line Description	Vendor Name / Expense Account	Invoice Date	Posting Date	Terms Code	Purchase Order / Job	Amount
11/27/18BOARDPR 12031	REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING ACI	11/27/18	11/27/18		INVOICE 11/27/18BOARDPR TOTAL:	\$445.90 \$445.90
11/28/18PR 12031	REVOLVING REIMBURSEMENT 13200 - CITIZENS BANK - REVOLVING ACI	11/28/18	11/28/18		INVOICE 11/28/18PR TOTAL:	\$61,342.71 \$61,342.71
REPORT TOTAL:						\$61,788.61



December 11, 2018

To: The Board of Directors

From: James Prior ✓

Subject: 2019 Proposed Budget

On Tuesday, November 27, 2018 the Board of Directors held a Budget Workshop to review and consider approval of the 2019 Budget.

There are two major increases to the budget. I have a list below.

The purchases of imported water to meet our customers demand	\$800,000
The increase of the MSGM Watermaster Assessment	\$875,000

Recommendation:

The Board of Directors approve the 2019 Budget and Adopt Resolution No. 12-18-503

Attached:

Resolution No. 12-18-503

RESOLUTION NO. 12-18-503

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN GABRIEL COUNTY WATER DISTRICT
TRANSFERRING FUNDS UNAPPROPRIATED AS OF
DECEMBER 31, 2018 TO THE DISTRICT'S CONTINGENCY
RESERVE ACCOUNT, AND APPROVING THE DISTRICT'S
BUDGET FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2019.**

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

Section 1: *Contingency Reserves*

The District has previously established a Contingency Reserve Account for each discrete fund of the District. The continued existence of such Contingency Reserve Account is hereby affirmed.

All Monies previously appropriated to any fund of the District which are not expended as of December 31, 2018 shall be appropriated to the Contingency Reserve Account of each respective District fund.

Monies previously and currently appropriated to the various Contingency Reserve Accounts shall be expended during future fiscal years first to avoid borrowing pending receipt of tax revenues and then for usual and necessary expenses chargeable to each of the various respective funds prior to the expenditure of appropriations for the then current fiscal year, provided, moneys appropriated to a Contingency Reserve Account shall not be expended as aforesaid to the extent that appropriations to a Contingency Reserve Account are being accumulated to provide reserves for emergencies, other unforeseen contingencies, specific Capital Projects or other property acquisition.

Section 2. *Budget*

The Budget attached hereto and hereby incorporated by this reference as Exhibit A, be and the same is hereby proposed for the fiscal year commencing January 1, 2019.

PASSED, APPROVED AND ADOPTED THIS 11th DAY OF DECEMBER, 2018

PRESIDENT

ATTEST:

SECRETARY
(SEAL)

**EXHIBIT "A" TO
SAN GABRIEL COUNTY WATER DISTRICT
RESOLUTION NO. 12-18-503**

WATER OPERATIONS FUND

CALENDAR YEAR 2019

WATER OPERATIONS FUND RESERVES:

Estimated Water Sales:	\$9,481,421
Estimated Other Revenues:	\$93,800
TOTAL WATER FUND REVENUES	\$9,575,221

WATER OPERATIONS FUND EXPENDITURES:

Production	\$2,852,454
Transmission and Distribution	\$566,254
Customer Service/Meter Reading/Billing	\$355,890
General and Administrative	\$3,710,207
Capital Expenditures	\$1,500,000
GASB 45 Liability	\$550,000
TOTAL WATER FUND EXPENDITURES	\$9,532,805.00

TABLE 3-1

REVENUE AND EXPENDITURE DISTRIBUTION		(SUMMARY PAGE)		
	ACTUAL 2017	APPROVED 2018	PROPOSED 2019	
REVENUE				
Operational	8,529,662	8,360,254	9,481,421	
Non-Operational	<u>45,800</u>	<u>51,800</u>	<u>93,800</u>	
Total Revenue	8,575,462	8,412,054	9,575,221	
EXPENDITURES				
<u>Operating Expense</u>				
Production	1,788,910	1,788,934	2,852,454	
Transmission/Distribution	462,497	566,772	566,254	
Customer Service/Meter Reading	312,500	342,960	355,890	
General/Administrative	<u>2,996,585</u>	<u>3,449,290</u>	<u>3,710,207</u>	
Total Operating Expense	5,560,492	6,147,956	7,484,805	
<u>Non-Operating Expense</u>				
GASB 45 Expense	420,000	420,000	550,000	
Total Non-Operating Expense	420,000	420,000	550,000	
Capital Expenditures	1,292,422	2,085,500	1,500,000	
NET GAIN OR LOSS	1,302,548	(241,402)	40,416	

TABLE 3-2

REVENUE

ACCT. NO.	DESCRIPTION	ACTUAL 2017	APPROVED 2018	PROPOSED 2019
	OPERATIONAL	8,529,662	8,360,254	9,481,421
	NON-OPERATIONAL	<u>99,269</u>	<u>51,800</u>	<u>93,800</u>
	TOTAL REVENUE	8,628,931	8,412,054	9,575,221
	<u>OPERATIONAL REVENUE</u>	6,243,299	4,890,118	5,839,250 water
		<u>1,659,611</u>	<u>3,009,036</u>	<u>3,280,071</u> meter
40100	Water Sales	7,902,910	7,899,154	9,119,321
40105	Raymond Basin Water Lease	125,000	100,000	0
40110	Construction Water Hydrant	10,226	10,000	10,000
40115	Water Quality Authority Assessment	45,674	54,000	54,000
40200	City of S.G Hydrant Rental	3,650	3,700	3,700
40210	Fire Prevention (DC)	109,378	100,000	100,000
40275	Water Connection Charge	229,912	100,000	100,000
40300	Reconnection Fees	12,171	11,000	11,000
40305	Developers Fees	80,561	75,000	75,000
40310	Cross Connection Admin. Fees	7,380	7,400	7,400
40315	Fire Flow Fee	2,800	0	1,000
	TOTAL OPERATIONAL REVENUE	8,529,662	8,360,254	9,481,421
	<u>NON-OPERATIONAL REVENUE</u>			
40400	Lease Revenue	4,500	0	0
40410	Interest: LAIF	53,550	17,500	50,000
40430	Interest: Time Value Investment	5,795	2,500	5,000
40600	Capital Gain/Losses	0	0	0
40700	Unclaimed Deposit	100	100	100
40800	Miscellaneous Income	12,083	5,000	15,000
40900	American Tower	18,975	20,700	20,700
41000	Enernoc	8,766	6,000	3,000
	TOTAL NON-OPERATIONAL REVENUE	99,269	51,800	93,800

*Water Sales Based on 5400 acre feet

TABLE 3-3

PRODUCTION AND SUPPLY

PROGRAM 52000

ACCT. NO.	DESCRIPTION	ACTUAL 2017	APPROVED 2018	PROPOSED 2019
<u>SALARIES</u>				
52110	Salaries	\$214,467	\$216,684	\$219,954
52111	Overtime	4,919	5,000	5,000
	Sub-Total Salaries	219,386	221,684	224,954
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
52120	Supplies /Tools	2,129	4,000	4,000
52130	Truck	4,441	7,000	8,000
52300	Training/Travel	674	1,000	1,000
52320	Electric Power	444,267	465,000	500,000
52330	Gas Power	251	500	500
52340	Reservoirs	6,176	10,000	10,000
52350	Production Maintenance Contract	6,088	15,000	10,000
52360	Pump/Motor Equipment	157,130	223,000	250,000
52370	Building/Grounds	28,048	24,000	33,000
52380	SCADA	1,257	5,000	5,000
52430	Lease Water Rights	363,413	181,750	800,000
52500	MSGB Watermaster Assessment	440,095	500,000	875,000
52501	Water Quality Authority Assessment	53,958	54,000	54,000
52510	Raymond Basin Assessment	21,868	22,000	22,000
52700	Water Quality Expense/Chlorinators	25,713	35,000	30,000
52710	Water Quality Monitoring (samples)	14,017	20,000	25,000
	Sub-Total Expense	1,569,524	1,567,250	2,627,500
	<i>PROGRAM 52000 TOTAL</i>	<i>1,788,910</i>	<i>1,788,934</i>	<i>2,852,454</i>
	PERSONNEL AUTHORIZED	2.50	2.50	2.50

TABLE 3-4

TRANSMISSION AND DISTRIBUTION

PROGRAM 54000

<u>ACCT. NO.</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2017</u>	<u>APPROVED 2018</u>	<u>PROPOSED 2019</u>
<u>SALARIES</u>				
54110	Salaries	\$284,630	\$331,572	\$330,054
54111	Overtime	10,771	14,000	14,000
	Sub-Total Salaries	295,401	345,572	344,054
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
54130	Truck	17,885	23,000	23,000
54140	Tools	4,770	4,000	5,000
54150	Shop	3,311	4,000	4,000
54160	Uniforms	5,972	6,500	7,000
54300	Training and Travel	864	1,000	1,000
54460	Inventory Adjustment	(972)	200	200
54470	Distribution Mains/Leaks	57,545	70,000	70,000
54480	Paving	0	20,000	17,000
54490	Service Leaks	70,323	70,000	70,000
54500	Large Meter Testing & Repair	5,742	10,000	10,000
54510	Fire Hydrant Maintenance	288	2,500	2,500
54520	Gate Valves Maintenance	1,368	2,500	2,500
54530	Permits	0	7,500	10,000
	Sub-Total Expense	167,096	221,200	222,200
	<i>PROGRAM 54000 TOTAL</i>	<i>462,497</i>	<i>566,772</i>	<i>566,254</i>
	PERSONNEL AUTHORIZED	4.00	4.00	4.00

TABLE 3-5

CUSTOMER SERVICE/METER READING/BILLING

PROGRAM 55000

ACCT. NO	DESCRIPTION	ACTUAL 2017	APPROVED 2018	PROPOSED 2019
<u>SALARIES</u>				
55110	Salaries - Field	\$92,721	\$108,300	\$113,755
55111	Overtime	\$13,114	\$12,000	\$12,000
55112	Salaries - Office	\$147,279	\$147,060	\$154,035
	Sub-Total Salaries	253,114	267,360	279,790
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
55120	Billing Supplies	12,506	20,000	20,000
55125	Online Payment	10,876	12,000	12,000
55130	Truck	4,254	5,000	5,500
55150	Postage	26,746	30,000	30,000
55240	Uncollectable Accounts	1,315	2,000	2,000
55300	Training and Travel	65	1,500	1,500
55900	Cash Over/Short	(6)	100	100
55950	Conservation Education	3,631	5,000	5,000
	Sub-Total Expense	59,387	75,600	76,100
	<i>PROGRAM 55000 TOTAL</i>	<i>312,500</i>	<i>342,960</i>	<i>355,890</i>
PERSONNEL AUTHORIZED				
	Field	1.50	1.50	1.50
	Office	2.50	2.50	2.50
	Total	4.00	4.00	4.00

TABLE 3-6

GENERAL AND ADMINISTRATIVE

PROGRAM 56000

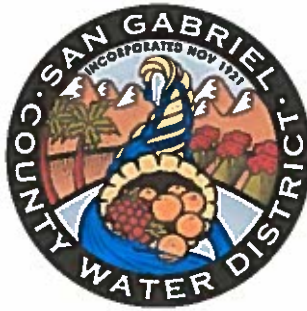
ACCT. NO.	DESCRIPTION	ACTUAL 2017	APPROVED 2018	PROPOSED 2019
<u>SALARIES</u>				
56110	Salaries	\$579,872	\$575,652	\$587,677
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
56120	Office and Computer Supplies	23,603	28,000	25,000
56130	Automobile	4,633	5,500	6,500
56150	Safety Equipment and Incentives	4,356	5,000	5,000
56160	Elections	5,219	0	0
56200	Health/Vision/Life Insurance/Medicare	528,276	760,038	800,000
56210	Dental	66,787	65,000	65,000
56240	Maintenance Contracts & Renewals	63,050	80,000	100,000
56250	Office/Warehouse Utilities	16,246	20,000	20,000
56260	Outside Consultants	37,688	38,000	60,000
56270	Legal/Professional	42,000	42,000	42,630
56280	Audit Fees	9,000	9,500	9,500
56290	Outside Services	33	5,000	5,000
56300	Convention/Travel/Training	12,452	50,000	50,000
56310	Dues/Memberships	12,551	25,000	27,000
56320	Public Relations	10,737	25,000	32,500
56340	Alarm Rental	2,025	2,000	2,000
56350	Public Employees Retirement System	361,366	460,000	562,000
56360	Insurance	69,704	80,000	80,000
56370	Building and Grounds	40,319	35,000	48,000
56380	Communications	15,601	18,000	18,000
56400	Depreciation	1,020,162	1,061,700	1,100,000
56710	Employment Physicals	229	400	400
56730	Regulatory Fees (AQMD/NPDES/CDPH)	49,750	35,000	35,500
56900	Miscellaneous Bank Charges	18,568	20,000	25,000
56902	LAFCO Operating Costs	2,359	3,500	3,500
	Sub-Total Expense	2,416,713	2,873,638	3,122,530
	<i>PROGRAM 56000 TOTAL</i>	<i>2,996,585</i>	<i>3,449,290</i>	<i>3,710,207</i>
	PERSONNEL AUTHORIZED	4.50	4.50	4.50

CAPITAL IMPROVEMENTS

			PROPOSED 2019
1	10730	MAINLINE REPLACEMENT	945,000
2	10740	SERVICE REPLACEMENT	125,000
3	10750	METERS	200,000
4	10760	FIRE HYDRANT	40,000
5	10815	CASELLE SOFTWARE	100,000
6	10820	REPLACE TRUCK # 119,121 & 122	90,000

Total

\$1,500,000



December 11, 2018

To: The Board of Directors

From: James Prior 

Subject: 2019 Authorized Positions and Compensation

On Tuesday, November 27, 2018 the Board of Directors held a Budget Workshop to review and consider approval of the 2019 Budget. Included in the proposed 2019 budget are recommended positions and compensation.

A 1.5 % Cost of Living was added to each position's salary effective January 1, 2019.

Recommendation: The Board of Directors adopt resolution No. 12-18-504 approving Positions as listed on Table 4-1 and compensation as listed on 4-2 of the 2019 Budget.

Attached:

Resolution No. 12-18-504

Table 4-1

Table 4-2

RESOLUTION NO. 12-18-504

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN GABRIEL COUNTY WATER DISTRICT ESTABLISHING
AUTHORIZED POSITIONS AND COMPENSATION**

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

Section 1. *Purpose*

This resolution establishes authorized positions and the rate of compensation for authorized positions commencing January 1, 2019.

Section 2. *Authorized Positions*

The positions described on Table 4-1 attached hereto and hereby incorporated by this reference, are authorized.

Section 3. *Compensation*

Salaries described on Table 4-2 attached hereto and hereby incorporated by this reference, are authorized at the salary indicated.

**PASSED, APPROVED AND ADOPTED THIS 11th DAY OF
DECEMBER, 2018.**

PRESIDENT

ATTEST:

SECRETARY

(SEAL)

TABLE 4-1

DISTRICT POSITIONS

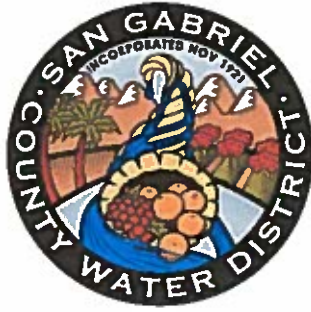
<u>POSITION /CLASSIFICATION</u>	<u>2018 ACTUAL</u>	<u>2019 APPROVED</u>
Office Clerk	1	1
Billing Clerk	1	1
Water Service Worker I	0	0
Account Clerk	1	1
Water Service Worker II	2	2
Production Operator	1	1
Water Service Worker III	1	1
Water Quality Specialist	1	1
Customer Service Representative	1	1
Project Manager	1	1
Distribution Lead Person	1	1
Distribution Supervisor	0	0
Production Supervisor	0	0
Operation Superintendent	1	1
Finance & Administration Manager	1	1
Assistant General Manager	1	1
General Manager	1	1
TOTAL PERMANENT EMPLOYEES	15	15

TABLE 4-2

***SAN GABRIEL COUNTY WATER DISTRICT
5-STEP MERIT PLAN SALARY SCHEDULE
CALENDAR YEAR 2019***

<u>RE-CLASSIFICATION</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Office Clerk	4060	4263	4476	4700	4935
Water Service Worker I	4132	4339	4556	4783	5022
Billing Clerk	4435	4657	4890	5134	5391
Water Service Worker II	4554	4782	5021	5272	5535
Account Clerk	4812	5053	5305	5570	5849
Customer Service Representative	5259	5522	5798	6088	6392
Production Operator	5178	5437	5709	5994	6294
Water Service Worker III	5264	5527	5804	6094	6398
Water Quality Specialist	5879	6173	6482	6806	7146
Project Manager	6156	6464	6787	7126	7483
Distribution Lead Person	6156	6464	6787	7126	7483
Operations Superintendent	8045	8447	8870	9313	9779
Finance & Admin. Manager	8849	9291	9756	10244	10756
Assistant General Manager	9637	10119	10625	11156	11714
General Manager	11604	12184	12793	13433	14105

1.5% Cost of Living effective 1/1/19



SAN GABRIEL COUNTY WATER DISTRICT
Bank Account November 30, 2018

State of California Local Agency Investment Fund
Transactions through Citizens Bank, Sacramento, CA

Time Value Investment	\$1,500,687.69
Amount of Investment	\$8,239,907.13
LAIF Interest Rate	2.17%
Citizens Bank - General Account	\$2,774,882.56

I hereby certify that the foregoing is true and correct and in accord with the District's Investment Policy.

Date: 12/11/18


Treasurer

<u>November 2017</u>	<u>YTD November 2017</u>	<u>November 2018</u>	<u>YTD November 2018</u>
<u>Cash Receipts</u>			
\$893,116.48	\$8,318,214.69	\$965,497.55	\$9,520,578.37
<u>Disbursements</u>			
\$486,996.48	\$7,115,276.44	\$701,880.57	\$7,667,101.46
<u>Water Sales</u>			
\$695,075.13	\$7,351,916.76	\$782,088.07	\$8,304,063.36



Water Levels as of November 26, 2018

Listed below are the water levels in the Baldwin Park Key Well and Wells owned and operated by San Gabriel County Water District.

The Baldwin Park Key Well is located in the central portion of the San Gabriel Valley within the City of Baldwin Park and is used by the Main San Gabriel Basin Watermaster to monitor changes in the groundwater supply for the Basin. Each vertical foot is equivalent to about 8,000 acre-feet of groundwater in the Main Basin. The Key Well elevation is measured at sea level.

	<u>November 2017</u>	<u>November 2018</u>
Baldwin Park Key Well	183.7	169.4

Reservoir Storage in the San Gabriel Canyon:

Cogswell Reservoir	10,438 acre-feet
San Gabriel Reservoir	44,106 acre-feet
Morris Reservoir	<u>29,944 acre-feet</u>
Total Storage Capacity	84,488 acre-feet

As of October 26, combined storage was 19,853 acre-feet (23 percent of capacity)

San Gabriel County Water District

Listed below are water levels measured at static and pumping and also pump depth.

	<u>2017</u>	<u>2017</u>	<u>2018</u>	<u>2018</u>	
	STATIC	PUMPING	STATIC	PUMPING	PUMP DEPTH
<u>Raymond Basin</u>					
Well #16	242	NM	277	376	423
<u>Main San Gabriel Basin</u>					
Well #9	NM	396.5	NM	401	462
Well #11	222	offline	219	N/M	460
Well #12	233	255.5	237.5	262	360
Well #14	199.5	275.5	210	293	360
Well#15	393	428	393	434	660