

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

January 22, 2019

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 January 08, 2019

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. Professional Services Agreement – Renewal Civiltec Engineering Inc**

Motion:

Second:

Action:

9. Miscellaneous Information Items

- a. President’s Special Recognition Award**

- b. Water Well Report**

10. General Manager Report

- a. Review Holiday Schedule**

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 JANUARY 8, 2019**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, January 8, 2019, 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; 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 January 8, 2019.
- PUBLIC COMMENT** Ms. Cici reported that the annual San Gabriel Women's Foundation holiday luncheon was a great success and that she was pleased to see staff in attendance.
- Sean Harkness, of C.V. Strategies, was in attendance and wanted to introduce himself to the Board, as he would be assuming a larger role on the District's account.
- Kevin Smead, of Stetson Engineering, gave a presentation regarding water availability assessments, along with background and the current state of the Main San Gabriel Basin.
- MINUTES** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on December 11, 2018.
- DEMANDS** Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to approve the payment of check numbers 19892 through 19944 from the General Account in the aggregate amount of \$379,902.39, and check numbers 11722 through 11753 from the Revolving Account in the aggregate amount of \$19,537.04, for the December, 2018 invoices.
- DISTRICT COUNSEL** None.
- ACTION** Upon motion by Director Cammarano, and seconded by Director Chan, the Board voted unanimously to approve the lease of 250 acre-feet of production rights from La Puente Valley County Water District at a discounted rate of \$758.94 a/f, for a total amount of \$189,735.00, representing a savings of \$18,765.00.

Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to approve the purchase of three work trucks for a total amount of \$86,744.29.

INFORMATION

The December, 2018 Banking and Investment Report was received and filed.

**GENERAL
MANAGER
COMMENTS**

The General Manager reported that the new Cassell software implementation was underway.

The General Manager inquired if any directors wished to attend the Washington D.C. ACWA conference. Little interest was expressed, but directors did express an interest in the May ACWA conference in Monterey.

The General Manager provided a handout and agenda for the annual AGWA conference in February for the directors' consideration.

The General Manager reported that the Emergency Preparedness Coordinator had planned a webinar on safety solutions and training. Director Taylor added that at some point in the future he would like a presentation from the Emergency Preparedness Coordinator.

The General Manager reported that staff was in the process of establishing the total San Gabriel tax amounts paid to date by non-residents.

**FUTURE
AGENDA
ITEMS**

- District Holidays Policy

**DIRECTOR
COMMENTS**

Director Cici inquired as to the District's life insurance policy for Directors, and District Counsel advised that he would look into the matter.

The Directors discussed the District's Holiday policy, with Director Cammarano expressing her desire that it be modified to reduce the number.

Director Cici stated that he thought District employees who save money for the District should be recognized in some way, such as in the newsletter.

ADJOURNMENT

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

President

Secretary

[SEAL]

Report Criteria:

Report type: Summary
Check.Type = {<>} "Adjustment"
Bank.Bank number = 1

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/22/2019	19945	12031	Revolving Reimbursement	102000	63,297.63
Grand Totals:						63,297.63



*Civil, Water, Wastewater, Drainage, Electrical and Controls and Transportation Engineering
Construction Management • Surveying
California • Arizona*

AGREEMENT

THIS AGREEMENT, made in Los Angeles County, California, this 1st day of January, 2019, by and between the **SAN GABRIEL COUNTY WATER DISTRICT**, 8366 Grand Avenue, Rosemead, California 91778, hereinafter called the District, and *Civiltec engineering inc.*, 118 W. Lime Avenue, Monrovia, California 91016, a corporation duly organized and existing under, and by virtue of, the laws of the State of California, hereinafter called the Engineer.

WITNESSETH

For the promises and considerations, and upon the terms and conditions hereinafter contained, the District and the Engineer hereby agree as follows:

The District hereby engages the Engineer to render his professional services, and upon the terms and conditions hereof, the Engineer agrees to render and perform such professional services as described under Article I hereof, for and upon such projects and services as the Board of Directors may, from time to time, designate and the Engineer accepts.

ARTICLE I

FEE FOR SERVICES

- A. The District agrees to pay the Engineer, at his office, for the performance of professional services performed hereunder, as follows:
1. For personnel cost incurred in the preparation of plans, specifications, and estimates; consulting and attendance at meetings and conferences; assistance in taking bids; preparation of reports; the amount to be paid to the Engineer on an hourly rate basis, by the District, shall be per the attached 2019 Rate Schedule.
 2. For field surveys provided, the amount to be paid to the Engineer on an hourly rate basis, by the District, shall be per the attached 2019 Rate Schedule.
 3. For other expenses incurred in the furnishing of such services shall be the actual cost plus fifteen percent (15%).



- B. The District hereby agrees to pay to the Engineer, monthly payments in the amount earned during the previous month. The District hereby agrees to pay all sums becoming lawfully due to the Engineer hereunder, within thirty (30) days after the receipt of the Engineer's invoice to the District therefore, and it is mutually agreed and acknowledged that time is of the essence of this provision.

ORIGINAL WORKING DRAWINGS

The Engineer hereby agrees to deliver to the District upon request, the original working drawings and specifications, which drawings and specifications shall become records of the District and shall be used exclusively for the specific project.

ARTICLE II

DEFINITION OF DISTRICT ENGINEER'S COST

The District and the Engineer hereby agree that the personnel cost for performing the professional services required shall consist of all charges directly attributable thereto. The personnel cost for time spent by the designated District Engineer, on the work, shall not exceed the rate per hour in the attached rate schedule. The Engineer agrees to keep accurate books and records of all said costs. The Engineer's account with the District shall be open to inspection by the District at all reasonable times, and until the expiration of two (2) years after the completion or abandonment of the project.

ARTICLE III

EXTENT OF WITHIN AGREEMENT AND NOTICES

The within agreement constitutes the whole of the Agreement between the parties hereto and neither thereof has been induced to make or enter into the within agreement by reason of any promise, agreement, representation, statement, or warranty other than as contained herein. The sending or giving of any notice, invoice, or statement by U.S. Mail, postage prepaid, by either party hereto addressed to the other at the respective addresses herein shown, shall constitute due service thereof. The construction and interpretation of this agreement shall be under and in accordance with the laws of the State of California.

SUCCESSORS AND ASSIGNS

The within agreement shall be binding upon the District and the Engineer, respectively, and their respective successors, executors, administrators, and assigns. Neither the District nor the Engineer may assign, sublet, or transfer their respective rights or interests hereunder, without written consent of the other, except, however, that all accounts and monies earned and accrued to the Engineer hereunder may be assigned by him.



TERMINATION

This agreement shall terminate on December 31, 2019 unless renewed in writing by mutual agreement of the parties thereto. Any projects, which are authorized and accepted prior to the date of termination, shall be completed under the terms of this agreement unless the project is ordered terminated or abandoned. Either the District or Engineer may completely terminate this Agreement with written notice to the representatives named herein. The District reserves the right to immediately stop on going projects as necessary to meet District objectives.

ARTICLE IV

PREVAILING WAGE

With respect to services performed by Engineer on public works, District has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the public work is to be performed for each classification of worker needed to perform the contract from the Director of the Department of Industrial Relations which are on file at the District offices and shall be made available to any interested party upon request. Engineer and any subcontractor under Engineer, shall pay not less than the specified prevailing rates of wages to all workmen employed in the execution of this Agreement and shall comply with Labor Code Sections 1771 and 1776 subject to the penalties provided therein.

ARTICLE V

INDEMNIFICATION

Engineer shall indemnify and hold District harmless from all damages, injuries, liabilities, and other obligations arising out of the negligent acts, errors, or omissions of the Engineer in the performance of services by Engineer under this Agreement.

Engineer shall obtain and maintain in force insurance policies for general liability, automobile liability and professional liability with limits not less than one million dollars (\$1,000,000) aggregate. Said insurance policies shall be maintained in force at all times during the term of this Agreement. The policies shall name District as an additional insured, with the exception of the professional liability policy.

ARTICLE VI

JOBSITE SAFETY


District agrees to include in its contract with all contractors that the contractor acknowledges responsibility for jobsite safety and acknowledges that the Engineer will not have any such



responsibility. Further, District agrees to include language in its contract with any contractor, which provides to the fullest extent permitted by law, that the contractor shall indemnify, defend, and hold harmless District, Engineer, their present companies, subsidiaries, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and claim costs, arising out of or resulting from performance of work by the contractor, its subcontractors, or their agents and employees, which results in damage to persons or property including wrongful death regardless of whether or not such claim, damage, loss, or expense is caused in whole or in part by the negligence, active or passive, of District, Engineer, their parent and subsidiary companies, as well as their agents and employees, excepting only the sole negligence of District, Engineer, their parent or subsidiary companies and their agents and employees.

IN WITNESS WHEREOF, THIS AGREEMENT, has been executed at the place and upon the date first hereinabove written.

CIVILTEC ENGINEERING, INC.

By 

W. David Byrum, P.E.
President

SAN GABRIEL COUNTY WATER DISTRICT

By _____
Jim Prior
General Manager/Secretary



2019 RATE SCHEDULE

EFFECTIVE UNTIL DECEMBER 31, 2019

Senior Principal Engineer	\$245.00
Principal Engineer.....	\$235.00
Principal Engineer - Expert Witness Testimony.....	\$375.00
Senior Engineer.....	\$225.00
Senior Project Manager.....	\$200.00
Principal Electrical Engineer	\$195.00
Project Manager	\$195.00
Senior Project Engineer	\$190.00
Project Engineer.....	\$185.00
Senior Designer.....	\$175.00
Staff Engineer	\$145.00
Designer	\$135.00
Designer/Drafter	\$120.00
Planning Technician.....	\$110.00
Resident Engineer/Observer	\$105.00
CAD Technician	\$100.00
Junior Engineer	\$80.00
Administrative Assistant/Clerical	\$80.00
Two Man Survey Party	\$240.00
Survey Manager.....	\$175.00
Staff Land Surveyor.....	\$125.00
Subcontracted Services.....	Cost plus 15%
Mileage.....	\$0.545/mile

NOTE: All rates are effective until December 31, 2019. Any increases in rates after that date will be limited to 5% maximum.



RECEIVED

JAN 14 2019

SAN GABRIEL
COUNTY WATER DISTRICT

January 10, 2019

San Gabriel County Water District (S030)
James Prior
P.O. Box 2227
San Gabriel, CA 91778-2227

ACWA JPIA

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Roseville, CA 95661-9082

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800.231.5742

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President
E.G. "Jerry" Gladbach

Vice President
Tom Cuquet

Chief Executive Officer
Walter "Andy" Sells

Executive Committee
Tom Cuquet
David Drake
E.G. "Jerry" Gladbach
David T. Hodgin
W.D. "Bill" Knutson
Steven LaMar
Melody A. McDonald
J. Bruce Rupp
Kathleen Tiegs

Dear James:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present San Gabriel County Water District (S030) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2019.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

San Gabriel County Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2014 - 09/30/2017
announced at the Board of Directors' Meeting in San Diego.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 26, 2018

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

San Gabriel County Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2014 - 03/31/2017
announced at the Board of Directors' Meeting in San Diego.*



E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President

November 26, 2018

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

San Gabriel County Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2014 - 06/30/2017
announced at the Board of Directors' Meeting in San Diego.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 26, 2018



Water Levels as of December 31, 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>DECEMBER 2017</u>	<u>DECEMBER 2018</u>
Baldwin Park Key Well	181.5	175.4

Reservoir Storage in the San Gabriel Canyon:

Cogswell Reservoir	11,136 acre-feet
San Gabriel Reservoir	43,646 acre-feet
Morris Reservoir	<u>28,696 acre-feet</u>
Total Storage Capacity	83,478 acre-feet

As of December 31, 2018 combined storage was 22,063 acre-feet (26 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	238	NM	277	377	423
<u>Main San Gabriel Basin</u>					
Well #9	NM	396	309	396	462
Well #11	222	offline	243	NM	460
Well #12	233	256	235	260	360
Well #14	204.5	276.5	201	287	360
Well #15	393	431	392	430	660

SAN GABRIEL COUNTY WATER DISTRICT 2019

☐: Flex Friday - District Office is Closed
 ☐: District Holiday - District Office is Closed

January

S	M	T	W	T	F	S
		1	2	3	☐4	5
6	7	8	9	10	11	12
13	14	15	16	17	☐18	19
20	☐21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					☐1	2
3	4	5	6	7	8	9
10	11	12	13	14	☐15	16
17	☐18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					☐1	2
3	4	5	6	7	8	9
10	11	12	13	14	☐15	16
17	18	19	20	21	22	23
24	25	26	27	28	☐29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	☐12	13
14	15	16	17	18	19	20
21	22	23	24	25	☐26	27
28	29	30				

May

S	M	T	W	T	F	S
				1	2	3
				4		
5	6	7	8	9	☐10	11
12	13	14	15	16	17	18
19	20	21	22	23	☐24	25
26	☐27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	☐7	8
9	10	11	12	13	14	15
16	17	18	19	20	☐21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	☐5	6
7	8	9	10	11	12	13
14	15	16	17	18	☐19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
					1	2
					☐3	
4	5	6	7	8	9	10
11	12	13	14	15	☐16	17
18	19	20	21	22	23	24
25	26	27	28	29	☐30	31

September

S	M	T	W	T	F	S
1	☐2	3	4	5	6	7
8	9	10	11	12	☐13	14
15	16	17	18	19	20	21
22	23	24	25	26	☐27	28
29	30					

October

S	M	T	W	T	F	S
			1	2	3	4
			5			
6	7	8	9	10	☐11	12
13	☐14	15	16	17	18	19
20	21	22	23	24	☐25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
					☐3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

S	M	T	W	T	F	S
1	2	3	4	5	☐6	7
8	9	10	11	12	13	14
15	16	17	18	19	☐20	21
22	23	☐24	☐25	26	27	28
29	30	31				

The days listed below are District Holidays and the Office will be closed.

January	1	New Year's Day Observed	November	11	Veterans Day Observed
January	21	Martin Luther King Jr. Day	November	28	Thanksgiving Day
February	18	President's Day	November	29	Thanksgiving Friday
May	27	Memorial Day	December	24	Christmas Eve Observed
July	4	Independence Day	December	25	Christmas Day
September	2	Labor Day	December	31	New Year's Eve Observed
October	14	Columbus Day			