

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

**March 26, 2019**

**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 March 12, 2019**

**Motion:**  
**Second:**  
**Action:**

**6. List of Demands on the General Account**

**a. Revolving/Payroll Account Reimbursement**

**Motion:**  
**Second:**  
**Action:**

**7. District Counsel**

**8. Action Items**

- a. Resolution No. 3-19-505 as it relates to Employee Footwear**

**Motion:**

**Second:**

**Action:**

- b. Resolution No. 3-19-506 as it to Employee Benefits**

**Motion:**

**Second:**

**Action:**

**9. Miscellaneous Information Items**

- a. Receive and File February 2019 Banking and Investment 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 MARCH 12, 2019**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, March 12, 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; Finance and Administration Manager Corona; and District Counsel Colin O'Neill were present.
- AGENDA** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on March 12, 2019.
- PUBLIC COMMENT MINUTES** Ms. Cici reminded the Board and staff of the upcoming annual San Gabriel Women's Foundation luncheon on March 21<sup>st</sup>.  
Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on February 26, 2019.
- DEMANDS** Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to approve the payment of check numbers 11785 through 11802 from the Revolving Account in the aggregate amount of \$15,285.04, and check numbers 20006 through 20057 from the General Account in the aggregate amount of \$278,096.34 for the February, 2019 invoices.
- DISTRICT COUNSEL** District counsel reported regarding the status of the San Gabriel City tax issue, and discussed various concerns surrounding the contemplated District internship program.
- ACTION** None.
- INFORMATION** The February 2019 Water Well Report was received and filed.
- GENERAL MANAGER COMMENTS** The General Manager reported that the anticipated Resolutions amending the Personnel Manual as to employee boot allowance and a change in official District holidays would be brought to the next regular Board meeting.  
  
The General Manager reported that the new Caselle software implementation is complete.

The General Manager reported that he and Assistant General Manager attended a conference focused on improving the District's financial position and reducing its exposure by readjusting the manner it holds its assets.

**FUTURE  
AGENDA  
ITEMS**

- Resolution amending Personnel Manual as to employees' boot allowance.
- Resolution amending Personnel Manual as to District holidays.

**DIRECTOR  
COMMENTS**

Director Cammarano commented on a recently taken photo of the Morris Reservoir, adding that she is cautiously hopeful about the recent rains.

Director Cici inquired as to the costs of implementing smart meters. The General Manager explained that all new developments must use them, and that the benefits include real-time reads and leak notifications. Director Cici requested additional information on the subject before the next budget adoption.

Director Taylor recommended an article he saw in the ACWA newsletter concerning atmospheric rivers.

**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]

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
03/19	03/26/2019	20058	12031	Revolving Reimbursement	102000	125,800.25
Grand Totals:						125,800.25

**RESOLUTION NO. 3-19-505**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF SAN GABRIEL COUNTY WATER DISTRICT  
AMENDING RESOLUTION NO. 10-93-290 (PERSONNEL  
MANUAL) AS IT RELATES TO EMPLOYEE FOOTWEAR**

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

**Section 1. Purpose**

This Resolution amends Resolution No. 6-96-329, Personnel Manual, as it relates to Employee footwear.

**Section 2. Amendment**

Section 6.06 of Resolution No. 6-96-329 is hereby amended and reenacted to read as follows:

**6.06 Uniforms**

The District shall provide uniforms for employees who are required to operate and maintain the District's water system. All employees required to maintain the District's water system are required to wear steel toed shoes in order to protect The employee's foot from injury. The District will provide reimbursement for Purchase of such shoes up to a maximum of \$200 per employee per year."

**Section 3. Other**

Except as provided herein, Resolution No. 6-96-329 (Personnel Manual) is hereby Reaffirmed and readopted. This resolution becomes immediately.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_, 2019.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

[Seal]

**RESOLUTION NO. 3-19-506**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF SAN GABRIEL COUNTY WATER DISTRICT  
AMENDING RESOLUTION NO. 11-03-384 (PERSONNEL  
MANUAL) AS IT RELATES TO EMPLOYEE BENEFITS**

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

**Section 1. Purpose**

This Resolution amends Resolution No. 11-03-384, Personnel Manual, as it relates to Employee Benefits.

**Section 2. Amendment**

Section 6.01 of Resolution No. 11-03-384 is hereby amended and reenacted to read as follows:

**6.01 Holidays**

A. The following holidays are hereby established as official District holidays;

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Eve  
Christmas  
New Year's Eve



B. If any of the forgoing holidays fall on Saturday, the immediately preceding Friday will be observed as a District holiday. If any of the foregoing holiday fall on Sunday, the next succeeding Monday will be observed as a District holiday.

C. Employees, other than exempt employees, who are required to work on a District holiday shall be compensated at one and one-half time the regular rate for all hours worked”

**Section 3. Other**

In all other respects, the Personnel Manual remains unchanged and in effect

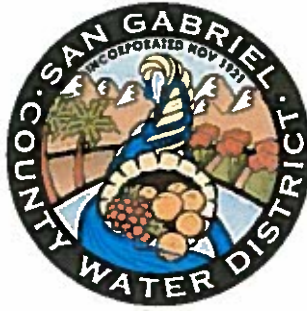
PASSED, APPROVED AND ADOPTED on \_\_\_\_\_, 2019.

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

[Seal]



SAN GABRIEL COUNTY WATER DISTRICT  
Bank Account February 28, 2019

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

Time Value Investment	\$1,512,126.46
Amount of Investment	\$8,289,700.62
LAIF Interest Rate	2.39%
Citizens Bank - General Account	\$3,453,140.68

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

Date: 03/26/19

  
\_\_\_\_\_  
Treasurer

<u>February 2018</u>	<u>YTD February 2018</u>	<u>February 2019</u>	<u>YTD February 2019</u>
<u>Cash Receipts</u>			
\$755,817.08	\$1,444,087.37	\$733,650.57	\$1,467,968.68
<u>Disbursements</u>			
\$752,239.59	\$1,277,049.47	\$758,107.26	\$1,201,307.28
<u>Water Sales</u>			
\$706,009.00	\$1,406,853.18	\$716,714.42	\$1,380,861.23