

## **SPECIAL NOTICE**

### **Teleconference Accessibility**

*Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to protect both staff, our constituents, and elected officials, the San Gabriel County Water District will hold its meeting via teleconference or the most rapid means of communication available at the time. The public may participate in the teleconference by calling the number below and entering the passcode.*

**1(669)900-9128**

**Meeting ID: 870 7000 6291**

**Passcode: 413022**

*Public comments may be made through teleconference when prompted by the Chair during the public comment period. Public comments may also be provided by emailing: [carmen@sgcwd.com](mailto:carmen@sgcwd.com) in advance of or during the meeting. Please indicate "PUBLIC COMMENT" in the subject line.*

*If you have difficulty connecting to the teleconference line, please call (626) 287-0341, or email [carmen@sgcwd.com](mailto:carmen@sgcwd.com)*

**San Gabriel County Water District  
Regular Meeting of the Board of Directors  
December 8, 2020  
4:00 P.M.**

**VIA TELECONFERENCE**

**Or the most rapid means of communication available at the time  
1(669)900-9128 ID: 870 7000 6291 Passcode:413022**

**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> | _____ |

**Election of Officers:**

**President:**

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

**Vice President:**

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

**Secretary: Jim Prior**

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

**Treasurer: Carmen Corona**

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

**Regular Meeting of the Board of Directors**

**December 8, 2020**

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**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 24, 2020  
Minutes of a Regular meeting of the Board of Directors held November 24, 2020**

**Motion:**

**Second:**

**Action:**

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

**a. November 2020 Invoices**

**Motion:**

**Second:**

**Action:**

**7. District Counsel**

**8. Action Items**

**a. 2021 Budget – Consider Adoption of Resolution No. 12-20-511**

**Motion:**

**Second:**

**Action:**

**b. Authorized Positions and Compensation – Consider Adoption of Resolution  
No. 12-20-512**

**Motion:**

**Second:**

**Action:**

**9. Miscellaneous Information Items**

**a. Water Well Report**

**10. General Manager Report**

**11. Future Agenda Items**

**12. Director Comments**

**13. Adjourn to Closed Session**

**a. Public Employee Performance Review (§5497)  
Title: General Manager**

**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 SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON November 24, 2020**

**CALL TO ORDER** A special meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, November 24, 2020, at 8366 Grand Avenue, Rosemead, California at the hour of 3:00 p.m., available to the public via teleconference.

**ROLL CALL** The Board of Directors of the San Gabriel County Water District convened a special meeting on November 24, 2020. Present at the District office were Carmen Corona, Casey Feilen, General Manager Jim Prior and Director Taylor. On the phone were Directors Cammarano, DeLaTorre, Chan, and Cici. Also, present, District Counsel O'Neill, and member of the public Cookie Cici.

**PUBLIC COMMENT** NONE.

Discussion of the District's 2021 proposed budget. The Directors discussed the District's proposed 2021 budget with a focus on:

Table 3-2 concerning Sources of Income;

Table 3-3 concerning Production and Supply expenses;

Table 3-4 concerning Transmission and Distribution expenses;

Table 3-5 concerning Customer Service, Meter Reading, and Billing;

Table 3-6 concerning General and Administrative  
concerning Capital Improvements.

No formal action was taken on this item.

**ADJOURNMENT** Upon motion by Director Taylor, and seconded by Director Cici, the Board voted unanimously to adjourn at 3:33 p.m.

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President

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Secretary

[SEAL]

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON November 24, 2020**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, November 24, 2020, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m., available to the public via teleconference.
- ROLL CALL** The Board of Directors of the San Gabriel County Water District convened a regular meeting on November 24, 2020. Present at the District office were Carmen Corona, Casey Feilen, General Manager Jim Prior and Director Taylor. On the phone were Directors Cammarano, DeLaTorre, Chan, and Cici. Also, present, District Counsel O'Neill, and member of the public Cookie Cici.
- AGENDA** Upon motion by Director DeLaTorre, and seconded by Director Chan, to amend the agenda to add action item 8a (approval of Tower lease amendment) on the grounds the need to take action arose subsequent to the posting of the agenda, and adoption of agenda. Motion passed unanimously.
- PUBLIC COMMENT** Cookie Cici reported that Doty Brothers was performing work on her street and that she wished everyone a happy Thanksgiving.
- MINUTES** Upon motion by Director Cici, and seconded by Director Chan, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on November 10, 2020.
- DEMANDS** Upon motion by Director DeLaTorre, and seconded by Director Cammarano, the Board voted unanimously to approve a transfer from the general funds to the revolving account in the amount of \$67,287.52
- DISTRICT COUNSEL** District counsel reported that he worked with the GM on the Tower lease agreement and wished everyone a happy Thanksgiving.
- ACTION** Action item A: On motion of Director Cammarano, and second by Director Cici, the Board unanimously approved an amendment to the Tower lease agreement.
- INFORMATION** The Board received and filed the October 2020 Banking and Investment Report, and the October 2020 monthly Revenue and Expenditure Report.
- GENERAL MANAGER COMMENTS** The General Manager reported that: Well 16 is ready to come online; the ADA compliance improvements will begin in January; the cancellation of the awards luncheon as a result of COVID; the plans to adopt the Urban

Water Management Plan in 2021;and the swearing in of Directors Cammarano and Taylor at the first meeting in December 2020.

**FUTURE  
AGENDA  
ITEMS**

Director Taylor requested that approval of the budget be on a future agenda.

**DIRECTOR  
COMMENTS**

The Directors wished each other and the general public a happy Thanksgiving.

**ADJOURNMENT**

Upon motion by Director Cammarano, and seconded by Director Chan, the Board voted unanimously to adjourn the meeting at 4:40 p.m.

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President

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Secretary

[SEAL]

# Revolving Account

**Report Criteria:**

Report type: Summary  
 Check.Type = {<>} "Adjustment"  
 Bank.Bank number = {=} 3

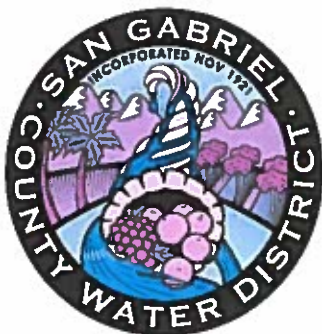
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/20	11/10/2020	12268	13546	Maria Melissa Francisco, DDS	102000	842.00
11/20	11/10/2020	12269	13529	Eric Chan	102000	92.35
11/20	11/12/2020	12270	10178	Brian Choi Dental Inc.	102000	328.00
11/20	11/12/2020	12271	13308	Dmitry Tubis, DDS	102000	181.00
11/20	11/12/2020	12272	13350	L. Andrew Mutch, DDS	102000	265.00
11/20	11/12/2020	12273	13376	Martinez & Zermeno, APDC	102000	1,659.34
11/20	11/12/2020	12274	12674	U.S. Bank	102000	966.93
11/20	11/12/2020	12275	11940	Lincoln National Life Insurance Co.	102000	2,530.00
11/20	11/13/2020	12276	10167	Helman Architects, Inc.	102000	17,851.00
11/20	11/17/2020	12277	13754	Cohen, Sedgh, Manavi & Pakravan Dental	102000	291.00
11/20	11/17/2020	12278	13237	Philip B. Maldonado, DDS	102000	1,245.00
11/20	11/19/2020	12279	13217	Anthony Piscopo	102000	125.00
11/20	11/19/2020	12280	10178	Brian Choi Dental Inc.	102000	710.00
11/20	11/19/2020	12281	13296	Jeffrey C. Murphy, DDS	102000	288.00
11/20	11/23/2020	12282	10213	Judith M. Seki	102000	65.00
11/20	11/24/2020	12283	13190	Patrick Rowland	102000	120.00
11/20	11/24/2020	12284	13237	Philip B. Maldonado, DDS	102000	103.00
11/20	11/24/2020	12285	13529	Eric Chan	102000	92.35
11/20	11/25/2020	12286	11940	Lincoln National Life Insurance Co.	102000	2,530.00
11/20	11/30/2020	12287	10216	Chateau Operating Group	102000	.00 V
11/20	11/30/2020	12288	10216	Chateau Operating Group	102000	4,246.64
11/20	11/30/2020	12289	10215	Cheng De Li Constructions Svcs, Inc.	102000	194.68
11/20	11/30/2020	12290	10214	Wei Dong Liu	102000	231.21
11/20	11/30/2020	12291	10116	Hui Yang, DDS, Inc.	102000	198.00

Grand Totals: 35,155.50



**EFT-From the General Account for the Revolving Reimbursement**

	<b>Date Paid</b>	<b>Amount Paid</b>
Board of Director's Payroll	11/24/2020	\$ 445.90
Payroll	11/25/2020	\$ 65,138.48
Revolving Reimbursement	11/30/2020	\$ 35,155.50
	<b>Total Amount to be Reimbursed:</b>	<b>\$ 100,739.88</b>



December 8, 2020

To: The Board of Directors

From: James Prior

Subject: 2021 Proposed Budget

On Tuesday, November 24, 2020 the Board of Directors held a Budget Workshop to review and consider approval of the 2021 Budget.

There are two major decreases to the Budget. They are listed below

Lease Water Rights due to not leasing water this year	\$-800,000
Depreciation due to moving to audit per audit firm	\$-1,000,000

We will be putting these funds to capital and GASB 45

Recommendation:

The Board of Directors approve the 2021 Budget and adopt Resolution No. 12-20-511

Attached:

Resolution No. 12-20-511

**RESOLUTION NO. 12-20-511**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GABRIEL COUNTY WATER DISTRICT  
TRANSFERRING FUNDS UNAPPROPRIATED AS OF  
DECEMBER 31, 2020 TO THE DISTRICT'S CONTINGENCY  
RESERVE ACCOUNT, AND APPROVING THE DISTRICT'S  
BUDGET FOR THE FISCAL YEAR COMMENCING  
JANUARY 1, 2021.**

**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, 2020 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, 2021.

**PASSED, APPROVED AND ADOPTED THIS 8th DAY OF DECEMBER, 2020**

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY  
(SEAL)

**EXHIBIT "A" TO  
SAN GABRIEL COUNTY WATER DISTRICT  
RESOLUTION NO. 12-20-511**

WATER OPERATIONS FUND

CALENDAR YEAR 2021

WATER OPERATIONS FUND RESERVES:

Estimated Water Sales:	\$9,233,251
Estimated Other Revenues:	\$174,820
<b>TOTAL WATER FUND REVENUES</b>	<b>\$9,408,071</b>

WATER OPERATIONS FUND EXPENDITURES:

Production	\$2,212,206
Transmission and Distribution	\$613,322
Customer Service/Meter Reading/Billing	\$365,478
General and Administrative	\$3,248,428
Capital Expenditures	\$2,915,000
GASB 45 Liability	\$550,000
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>\$9,904,434</b>

TABLE 3-1

REVENUE AND EXPENDITURE DIS' (SUMMARY PAGE)

	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
REVENUE			
Operational	9,642,827	9,197,069	9,233,251
Non-Operational	<u>403,757</u>	<u>182,800</u>	<u>174,820</u>
Total Revenue	10,046,584	9,379,869	9,408,071
EXPENDITURES			
<u>Operating Expense</u>			
Production	2,098,015	2,890,180	2,212,206
Transmission/Distribution	536,205	598,815	613,322
Customer Service/Meter Reading	314,323	374,646	365,478
General/Administrative	<u>2,700,122</u>	<u>3,164,301</u>	<u>3,248,428</u>
Total Operating Expense	5,648,665	7,027,942	6,439,434
Capital Expenditures	1,560,619	1,148,000	2,915,000
Total Expenses	7,209,284	8,175,942	9,354,434
NET GAIN OR LOSS	2,837,300	1,203,927	53,637

**TABLE 3-2**

**REVENUE**

ACCT. NO.	DESCRIPTION	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
	OPERATIONAL	9,642,827	9,197,069	9,233,251
	NON-OPERATIONAL	<u>403,757</u>	<u>182,800</u>	<u>174,820</u>
	TOTAL REVENUE	10,046,584	9,379,869	9,408,071
	<u>OPERATIONAL REVENUE</u>	6,151,271	5,507,068	5,502,068 water
		<u>3,164,885</u>	<u>3,338,401</u>	<u>3,370,033</u> meter
404000/404029	Water Sales	9,316,156	8,845,469	8,872,101
10-48-4821	Raymond Basin Water Lease	0	0	0
10-45-4500	Water Quality Authority Assessment	44,451	63,000	63,000
10-41-4103	City of S.G Hydrant Rental	3,750	3,700	3,750
10-41-4102	Fire Prevention (DC)	85,679	90,000	110,000
10-41-4107	Return Payment Fee	908	0	500
10-41-4108	Shut Off Fee	5,471	5,500	2,000
10-41-4109	Water Connection Fee	102,760	100,000	100,000
10-41-4104	Late Fees	3,990	5,500	2,000
10-48-4805	Developer's Fees	67,439	75,000	70,000
10-41-4100	Cross Connection Admin. Fees	7,823	7,400	7,400
10-41-4101	Fire Flow Fee	4,400	1,500	2,500
	TOTAL OPERATIONAL REVENUE	9,642,827	9,197,069	9,233,251
	<u>NON-OPERATIONAL REVENUE</u>			
10-48-4822	Lease Revenue	7,000	0	0
10-48-4810	Interest: LAIF	235,635	100,000	100,000
10-48-4811	Interest: Time Value Investment	71,064	35,000	35,000
10-48-4817	Unclaimed Deposit	0	100	100
10-48-4812	Interest Revenue Other	20	0	20
10-48-4813	Miscellaneous Income	9,231	27,000	15,000
10-48-4800	American Tower	18,975	20,700	20,700
10-48-4803	Enersponce Inc	0	0	4,000
10-48-4820	Insurance Reimbursements	15,478	0	0
10-58-5892	Unrealized Gains/Losses	23,855	0	0
10-59-5961	Gains & Loss on Sales of Asset	22,500	0	0
	TOTAL NON-OPERATIONAL REVENUE	403,758	182,800	174,820

\*Water Sales Based on 5,200 acre feet

**TABLE 3-3**

***PRODUCTION AND SUPPLY***

ACCT. NO.	DESCRIPTION	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
<u>SALARIES</u>				
10-50-5001	Salaries	\$214,180	\$225,480	\$233,066
10-50-5002	Overtime	5,920	5,000	5,500
	Sub-Total Salaries	220,100	230,480	238,566
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-50-5006	Supplies /Tools	1,380	4,000	3,000
10-50-5007	Truck	5,155	8,000	7,000
10-50-5008	Training/Travel	1,814	2,000	2,000
10-50-5061	Electric Power	427,973	460,000	460,000
10-50-5062	Gas Power	231	500	500
10-50-5069	Reservoirs	4,600	10,000	10,000
10-50-5076	Generator Fuel	0	5,000	5,000
10-50-5073	Production Maintenance Contract	4,866	11,000	11,000
10-50-5071	Pump/Motor Equipment	2,359	250,000	300,000
10-50-5072	Building/Grounds	34,877	35,000	45,000
10-50-5070	SCADA	12,517	7,000	30,000
10-50-5051	Lease Water Rights	670,328	800,000	0
10-50-5050	MSGB Watermaster Assessment	577,590	875,000	950,000
10-50-5052	Water Quality Authority Assessment	59,354	63,200	63,200
10-50-5053	Raymond Basin Assessment	21,940	69,000	21,940
10-50-5040	Water Quality Expense/Chlorinators	25,207	30,000	25,000
10-50-5041	Water Quality Monitoring (samples)	27,724	30,000	40,000
	Sub-Total Expense	1,877,915	2,659,700	1,973,640
	<i>PROGRAM TOTAL</i>	<i>2,098,015</i>	<i>2,890,180</i>	<i>2,212,206</i>
	PERSONNEL AUTHORIZED	2.50	2.50	2.50



**TABLE 3-4**

***TRANSMISSION AND DISTRIBUTION***

ACCT. NO.	DESCRIPTION	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
<u>SALARIES</u>				
10-51-5001	Salaries	\$312,649	\$346,615	\$364,123
10-51-5002	Overtime	5,688	12,000	12,000
	Sub-Total Salaries	318,337	358,615	376,123
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-51-5007	Truck	19,322	23,000	20,000
10-51-5006	Tools	3,731	5,000	6,000
10-51-5110	Shop	1,822	6,000	6,000
10-51-5111	Uniforms	5,774	7,500	6,500
10-51-5008	Training / Travel	1,165	2,500	2,500
10-51-5199	Inventory Adjustment	9,333	200	200
10-51-5101	Distribution Mains/Leaks	85,537	70,000	70,000
10-51-5102	Paving	22,785	25,000	25,000
10-51-5103	Service Leaks	45,413	70,000	70,000
10-51-5104	Large Meter Testing & Repair	10,152	16,000	16,000
10-51-5105	Meter Exchange Program	4,103	0	0
10-51-5106	Fire Hydrant Maintenance	1,420	2,500	2,500
10-51-5107	Gate Valve Maintenance	1,362	2,500	2,500
10-51-5108	Permits	5,949	10,000	10,000
	Sub-Total Expense	217,868	240,200	237,200
	<i>PROGRAM TOTAL</i>	<i>536,205</i>	<i>598,815</i>	<i>613,323</i>
	PERSONNEL AUTHORIZED	4.00	4.00	4.00

**TABLE 3-5**

***CUSTOMER SERVICE/METER READING/BILLING***

<u>ACCT. NO</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2019</u>	<u>APPROVED 2020</u>	<u>PROPOSED 2021</u>
<u>SALARIES</u>				
10-56-5001	Salaries - Field	\$95,819	\$118,262	\$108,304
10-56-5002	Overtime	\$9,868	\$12,000	\$12,000
10-57-5001	Salaries - Office	\$150,789	\$164,784	\$161,574
	Sub-Total Salaries	256,476	295,046	281,878
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-56-5006	Billing Supplies	9,836	20,000	20,000
10-57-5701	Internet Service	11,345	15,000	15,000
10-56-5007	Truck	4,668	5,500	5,500
10-57-5702	Postage	25,061	30,000	30,000
10-57-5703	Uncollectable Accounts	0	2,000	8,000
10-56-5008	Training / Travel	1,162	2,000	2,000
10-57-5707	Cash Over/Short	0	100	100
10-57-5008	Training / Travel	188		1,000
10-57-5709	Conservation Education	5,587	5,000	2,000
	Sub-Total Expense	57,847	79,600	83,600
	<i>PROGRAM TOTAL</i>	<i>314,323</i>	<i>374,646</i>	<i>365,478</i>
<u>PERSONNEL AUTHORIZED</u>				
	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

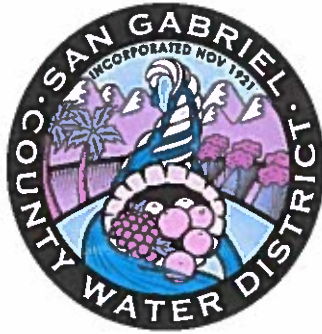
ACCT. NO.	DESCRIPTION	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
<u>SALARIES</u>				
10-58-5001	Salaries	\$572,142	\$603,696	\$621,920
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-58-5006	Office and Computer Supplies	28,681	25,000	25,000
10-58-5007	Automobile	6,075	6,500	6,500
10-58-5846	Safety Equipment	5,333	6,000	6,000
10-58-5847	Safety Incentives	5,691	0	5,000
10-58-5848	Elections	21	0	70,000
10-58-5810	Health/Vision/Life Insurance	539,752	720,000	620,000
10-58-5811	Medicare	22,275	0	25,000
10-58-5812	Dental	49,109	77,000	77,000
10-58-5836	Maintenance Contracts & Renewals	94,529	110,000	110,000
10-58-5850	Office/Warehouse Utilities	18,309	20,000	20,000
10-58-5838	Outside Consultants	47,175	213,000	100,000
10-58-5834	Legal/Professional	47,775	45,205	46,108
10-58-5831	Audit Fees	9,500	12,000	12,000
10-58-5839	Outside Services	1,016	5,000	5,000
10-58-5008	Convention/Travel/Training	8,417	7,500	7,500
10-58-5863	Conv/Travel - L. Taylor	0	7,500	5,000
10-58-5864	Conv/Travel - M. Cammarano	0	7,500	5,000
10-58-5865	Conv/Travel - S. Cici	0	7,500	5,000
10-58-5860	Conv/Travel - C. DeLaTorre	350	7,500	5,000
10-58-5861	Conv/Travel - E. Chan	2,400	7,500	5,000
10-58-5862	Conv/Travel - J. Prior	5,135	7,500	5,000
10-58-5849	Dues/Memberships	17,720	27,000	27,000
10-58-5842	Public Relations	22,093	32,500	32,500
10-58-5837	Alarm Rental	2,025	2,000	2,000
10-58-5820	Public Employees Retirement System	456,459	562,000	600,000
10-58-5830	Insurance	69,721	93,000	93,000
10-58-5832	LAFCO Operating Costs	2,873	3,500	3,500
10-58-5833	Miscellaneous Bank Charges	28,471	30,000	35,000
10-58-5845	Regulatory Fees (AQMD/NPDES/CDPH)	23,609	38,000	38,000
10-58-5835	Building and Grounds	49,704	40,000	60,000
10-58-5844	Communications	13,762	20,000	20,000
10-58-5904	Employment Physicals	0	400	400
10-59-5950	GASB 45 Expense (OPEB)	550,000	420,000	550,000
	Sub-Total Expense	2,127,980	2,560,605	2,626,508
	<i>PROGRAM TOTAL</i>	<i>2,700,122</i>	<i>3,164,301</i>	<i>3,248,428</i>
	PERSONNEL AUTHORIZED	3-10	4.50	4.50

**CAPITAL IMPROVEMENTS**

			PROPOSED 2021
1		MAINLINE REPLACEMENT	800,000
2		SERVICE REPLACEMENT	125,000
3		METERS	1,750,000
4		FIRE HYDRANT	40,000
5		OFFICE ADA COMPLIANCE	200,000

Total

\$2,915,000



December 8, 2020

To: The Board of Directors

From: James Prior

Subject: 2021 Authorized Positions and Compensation

On Tuesday, November 24, 2020 the Board of Directors held a Budget Workshop to review and consider approval of the 2021 Budget. Included in the proposed 2021 Budget are recommended positions and compensation.

A 2% Cost of Living was added to each position's salary effective January 1, 2021.

Recommendation: The Board of Directors adopt Resolution No. 12-20-512 approving positions as listed on Table 4-1 and compensation as listed on 4-2 of the 2020 Budget.

Attached:

Resolution No. 12-20-512

Table 4-1

Table 4-2

**RESOLUTION NO. 12-20-512**

**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, 2021.

**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 8th DAY OF  
DECEMBER, 2020.**

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

(SEAL)

TABLE 4-1

DISTRICT POSITIONS

<u>POSITION /CLASSIFICATION</u>	<u>2020 APPROVED</u>	<u>2021 PROPOSED</u>
Office Clerk	1	1
Billing Clerk	1	1
Water Service Worker I	0	0
Management Assistant/Account Clerk	1	1
Water Service Worker II	0	0
Production Operator	1	1
Water Service Worker III	3	3
Water Quality Specialist	1	1
Customer Service Representative/Conservation Spc	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

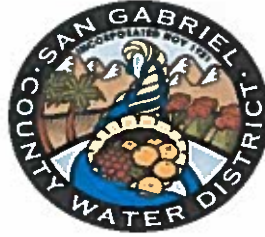
TABLE 4-2

***SAN GABRIEL COUNTY WATER DISTRICT  
5-STEP MERIT PLAN SALARY SCHEDULE  
CALENDAR YEAR 2021***

<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	4245	4457	4680	4914	5160
Water Service Worker I	4321	4537	4764	5002	5252
Billing Clerk	4638	4870	5113	5369	5638
Water Service Worker II	4761	4999	5249	5511	5787
Management Assistant/Account Clerk	5544	5821	6112	6418	6739
Customer Service Representative	5499	5774	6063	6366	6684
Production Operator	5414	5685	5969	6267	6581
Water Service Worker III	5504	5779	6068	6372	6690
Water Quality Specialist	6148	6455	6778	7117	7473
Project Manager	6436	6758	7096	7450	7823
Distribution Lead Person	6436	6758	7096	7450	7823
Operations Superintendent	8412	8833	9274	9738	10225
Finance & Admin. Manager	9252	9715	10200	10710	11246
Assistant General Manager	10077	10581	11110	11665	12249
General Manager	12133	12740	13377	14045	14748

2% Cost of Living effective 1/1/21





Water Levels as of November 30, 2020

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 2019</u>	<u>NOVEMBER 2020</u>
Baldwin Park Key Well	212.1	199.6

Reservoir Storage in the San Gabriel Canyon:

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

As of November 23, 2020, combined storage was 15,053 acre-feet (18 percent of capacity)

San Gabriel County Water District

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

	<u>2019</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>	
	STATIC	PUMPING	STATIC	PUMPING	PUMP DEPTH
<u>Raymond Basin</u>					
Well #16	272	353	275.5	NM	423
<u>Main San Gabriel Basin</u>					
Well #9	NM	400.5	NM	415	471
Well #11	226	NM	233	344	483
Well #12	224	248	231	255.5	380
Well #14	196	277.5	194	286	381
Well #15	377	416	377	415	650