

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 US (San Jose)

Meeting ID: 825 1357 8828

Passcode: 168569

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 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

**San Gabriel County Water District
Regular Meeting of the Board of Directors
July 13, 2021
4:00 P.M.**

VIA TELECONFERENCE

**Or the most rapid means of communication available at the time
1(669)900-9128 ID: 825 1357 8828 Passcode: 168569**

AGENDA

Call to Order

1. Pledge of Allegiance

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

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 June 22, 2021
Minutes of a Regular Meeting of the Board of Directors held June 22, 2021**

Motion:

Second:

Action:

6. List of Demands on General Account

a. June 2021 Invoices

Motion:

Second:

Action:

**Regular Meeting of the Board of Directors
July 13, 2021
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- 7. District Counsel**

- 8. Action Item**

- 9. Miscellaneous Information Items**
 - a. Receive and File 2020 Audited Financial Statement**

 - b. Receive and File: January Monthly Revenue & Expenditure Report
February Monthly Revenue & Expenditure Report
March Monthly Revenue & Expenditure Report
April Monthly Revenue & Expenditure Report
May Monthly Revenue & Expenditure Report**

 - c. Water Well 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 SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
HELD ON JUNE 22, 2021**

CALL TO ORDER A special meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, June 22, 2021, at 8366 Grand Avenue, Rosemead, California at the hour of 2:00 p.m.

ROLL CALL The Board of Directors of the San Gabriel County Water District convened a special meeting on June 22, 2021 Present at the District office were Carmen Corona, Casey Feilen, General Manager Jim Prior and Directors Taylor, Cammarano, DeLaTorre, Chan and District Counsel O’Neill. On the phone was Director Cici.

PUBLIC COMMENT NONE.

ETHICS AND SEXUAL HARASSMENT TRAINING District Counsel presented two hours of training on ethics and sexual harassment prevention.

ADJOURNMENT Upon motion by Director Taylor, and seconded by Director Cammarano, the Board voted unanimously to adjourn at 4:00 p.m.

President

Secretary

[SEAL]

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
HELD ON JUNE 22, 2021**

CALL TO ORDER A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, June 22, 2021, 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 June 22, 2021. Present at the District office were General Manager Jim Prior, Carmen Corona, Casey Feilen, Directors Taylor, Cammarano, DeLaTorre, Chan and District Counsel O'Neill. Present on the phone was Director Cici and Stan Chen from Stetson Engineers. Also, present was a member of the public Cookie Cici.

AGENDA Upon motion by Director DeLaTorre and seconded by Director Chan, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on June 22, 2021; passed 5-0.

PUBLIC COMMENT Cookie Cici stated that she appreciated the presentation on ethics and harassment prevention.

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 June 8, 2021. Motion passed 5-0.

DEMANDS Director DeLaTorre moved to authorize an electronic funds transfer in the amount of \$67,883.21. The motion was seconded by Director Cammarano. The Board approved 5-0.

DISTRICT COUNSEL REPORT District counsel reported on the hiring of the new General Manager at MWD.

ACTION Director Cammarano moved to open the public hearing for the Urban Water Management Plan and Water Shortage Contingency Plan. The Motion was seconded by Director Chan. The Board approved 5-0.

Staff presented the Urban Water Management Plan and Water Shortage Contingency Plan. After discussion and comments, Director Cammarano moved to close the public hearing. Seconded by Director Chan. The Board approved 5-0.

The Board then considered a resolution adopting the Urban Water Management Plan and Water Shortage Contingency Plan. Upon Motion of Director Cammarano, seconded by Director DeLaTorre, the motion passed 5-0.

**MISC
INFORMATION**

The Board reviewed the May 2021 Banking and Investment Report.

Director Taylor commented on water sales being up and Director Chan inquired about safety lunches being provided to staff.

**GENERAL
MANAGER
COMMENTS**

The General Manager reported on the following items:

1. Resiliency self-certification being completed per the requirements of the American Water Infrastructure Act.
2. The room addition is near completion with final inspection being next week.
3. Drive through window has been re-opened.
4. OSHA requirements re: vaccinations and mask requirements.
5. A meeting with Cal American re: Danford Well.
6. Upcoming newsletter
7. Doty Brothers are near completion of main line on Alanreed;
8. Counsel was working with the City of Rosemead concerning encroachment permit request; and
9. A midterm budget review will be presented at the second meeting in July.

**FUTURE
AGENDA
ITEMS**

None.

**DIRECTOR
COMMENTS**

Director Chan inquired about the health of the staff.

Directors Taylor and Cammarano commented on a proposed Hilton Hotel project.

ADJOURNMENT

Upon motion by Director Taylor and seconded by Director Cammarano the Board voted unanimously to adjourn the meeting at 4:45 p.m.

President

Secretary

[SEAL]

EFT-From the General Account for the Revolving Reimbursement

	Date Paid	Amount Paid
Board of Director's Payroll	6/22/2021	\$ 445.90
Payroll	6/23/2021	\$ 68,222.01
Revolving Reimbursement	6/30/2021	\$ 21,926.35
	Total Amount to be Reimbursed:	\$ 90,594.26

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
06/21	06/07/2021	12468	10284	Duyen Pham	102000	52.32
06/21	06/07/2021	12469	10285	Jian Li Wang	102000	20.54
06/21	06/07/2021	12470	12674	U.S. Bank	102000	6,841.05
06/21	06/08/2021	12471	13529	Eric Chan	102000	92.35
06/21	06/09/2021	12472	11940	Lincoln National Life Insurance Co.	102000	2,875.00
06/21	06/09/2021	12473	10286	Rhett Y. Szu D.D.S.	102000	675.00
06/21	06/14/2021	12474	10243	American Water Works Association	102000	294.00
06/21	06/14/2021	12475	10271	Kaitlin McClure, D.D.S.	102000	630.00
06/21	06/14/2021	12476	10062	Pacific Coast OMS	102000	115.00
06/21	06/15/2021	12477	13701	Mary Ann Ebba, DMD	102000	225.00
06/21	06/15/2021	12478	10287	William Cook	102000	37.22
06/21	06/21/2021	12479	10086	Barsoum Dental	102000	218.00
06/21	06/21/2021	12480	10288	KEC Engineering	102000	71.15
06/21	06/22/2021	12481	13529	Eric Chan	102000	92.35
06/21	06/23/2021	12482	11940	Lincoln National Life Insurance Co.	102000	2,875.00
06/21	06/23/2021	12483	13546	Maria Melissa Francisco, DDS	102000	243.00
06/21	06/25/2021	12484	13163	Carlos Cardona	102000	1,750.00
06/21	06/28/2021	12485	10289	Courtesy Plumbers, Inc.	102000	130.00
06/21	06/30/2021	12486	10291	Jenny Chung	102000	67.30
06/21	06/30/2021	12487	10291	Jenny Chung	102000	915.77
06/21	06/30/2021	12488	10290	Jian Ming Inc.	102000	801.07
06/21	06/30/2021	12489	10288	KEC Engineering	102000	1,428.00
06/21	06/30/2021	12490	10292	Law Office of Langley & Chang	102000	927.23
06/21	06/30/2021	12491	10086	Barsoum Dental	102000	440.00
06/21	06/30/2021	12492	12435	George Atiano	102000	110.00
Grand Totals:						21,926.35

**SAN GABRIEL COUNTY WATER DISTRICT
REVENUE AND EXPENDITURE DISTRIBUTION**

**January 2021
Year-To-Date Percent
8%**

Description	Budget	Receipts & Expenditures Jan-21	Total YTD	Balance	YTD %
Total Revenues	\$ 9,408,071	\$ 767,916	\$ 767,916	\$ (8,640,155)	8%
Operational Expense					
Production & Supply	2,212,206	60,518	60,518	(2,151,688)	3%
Transmission & Distribution	613,323	40,008	40,008	(573,315)	7%
Customer Service	365,478	26,985	26,985	(338,493)	7%
General & Administrative	3,248,428	190,015	190,015	(3,058,413)	6%
Total Operational Expense	6,439,435	317,526	317,526	(6,121,909)	5%
Gain/(Loss) before Capital	2,968,636	450,390	450,390	(2,518,246)	15%
Capital Expenditures	2,915,000	213,478	213,478	(2,701,522)	7%
Gain/(Loss)	\$ 53,636	\$ 236,911	\$ 236,911	\$ 183,275	
	Use of Funds				
Fund Balance Start of Year	\$ 19,264,800				
Add Back YTD Depreciation	-				
YTD Gain/(Loss)	236,911				
Ending Fund Balance	\$ 19,501,711				

**SAN GABRIEL COUNTY WATER DISTRICT
REVENUE AND EXPENDITURE DISTRIBUTION**

**February 2021
Year-To-Date Percent
17%**

Description	Budget	Receipts & Expenditures Feb-21	Total YTD	Balance	YTD %
Total Revenues	\$ 9,408,071	\$ 698,190	\$ 1,466,106	\$ (7,941,965)	16%
Operational Expense					
Production & Supply	2,212,206	59,674	120,192	(2,092,014)	5%
Transmission & Distribution	613,323	35,564	75,573	(537,750)	12%
Customer Service	365,478	25,279	52,264	(313,214)	14%
General & Administrative	3,248,428	224,883	414,898	(2,833,530)	13%
Total Operational Expense	6,439,435	345,400	662,926	(5,776,509)	10%
Gain/(Loss) before Capital	2,968,636	352,790	803,180	(2,165,456)	27%
Capital Expenditures	2,915,000	751,883	965,361	(1,949,639)	33%
Gain/(Loss)	\$ 53,636	\$ (399,093)	\$ (162,181)	\$ (215,817)	
	Use of Funds				
Fund Balance Start of Year	\$ 19,264,800				
Add Back YTD Depreciation	-				
YTD Gain/(Loss)	(162,181)				
Ending Fund Balance	\$ 19,102,619				

**SAN GABRIEL COUNTY WATER DISTRICT
REVENUE AND EXPENDITURE DISTRIBUTION**

**March 2021
Year-To-Date Percent
25%**

Description	Budget	Receipts & Expenditures Mar-21	Total YTD	Balance	YTD %
Total Revenues	\$ 9,408,071	\$ 727,388	\$ 2,193,494	\$ (7,214,577)	23%
Operational Expense					
Production & Supply	2,212,206	129,385	249,577	(1,962,629)	11%
Transmission & Distribution	613,323	52,559	128,132	(485,191)	21%
Customer Service	365,478	36,889	89,152	(276,326)	24%
General & Administrative	3,248,428	809,564	1,224,462	(2,023,966)	38%
Total Operational Expense	6,439,435	1,028,397	1,691,323	(4,748,112)	26%
Gain/(Loss) before Capital	2,968,636	(301,009)	502,171	(2,466,465)	17%
Capital Expenditures	2,915,000	449,879	1,415,240	(1,499,760)	49%
Gain/(Loss)	\$ 53,636	\$ (750,888)	\$ (913,069)	\$ (966,705)	

	Use of Funds
Fund Balance Start of Year	\$ 19,264,800
Add Back YTD Depreciation	-
YTD Gain/(Loss)	(913,069)
Ending Fund Balance	\$ 18,351,731

**SAN GABRIEL COUNTY WATER DISTRICT
REVENUE AND EXPENDITURE DISTRIBUTION**

**April 2021
Year-To-Date Percent
33%**

<u>Description</u>	<u>Budget</u>	<u>Receipts & Expenditures Apr-21</u>	<u>Total YTD</u>	<u>Balance</u>	<u>YTD %</u>
Total Revenues	\$ 9,408,071	\$ 717,128	\$ 2,910,622	\$ (6,497,449)	31%
Operational Expense					
Production & Supply	2,212,206	132,155	381,732	(1,830,474)	17%
Transmission & Distribution	613,323	33,795	161,927	(451,396)	26%
Customer Service	365,478	23,652	112,804	(252,674)	31%
General & Administrative	3,248,428	180,902	1,405,364	(1,843,064)	43%
Total Operational Expense	6,439,435	370,504	2,061,827	(4,377,608)	32%
Gain/(Loss) before Capital	2,968,636	346,624	848,795	(2,119,841)	29%
Capital Expenditures	2,915,000	372,462	1,787,702	(1,127,298)	61%
Gain/(Loss)	\$ 53,636	\$ (25,838)	\$ (938,907)	\$ (992,543)	
		<u>Use of Funds</u>			
Fund Balance Start of Year	\$ 19,264,800				
Add Back YTD Depreciation	-				
YTD Gain/(Loss)	(938,907)				
Ending Fund Balance	\$ 18,325,893				

**SAN GABRIEL COUNTY WATER DISTRICT
REVENUE AND EXPENDITURE DISTRIBUTION**

**May 2021
Year-To-Date Percent
42%**

<u>Description</u>	<u>Budget</u>	<u>Receipts & Expenditures May-21</u>	<u>Total YTD</u>	<u>Balance</u>	<u>YTD %</u>
Total Revenues	\$ 9,408,071	\$ 822,515	\$ 3,733,136	\$ (5,674,935)	40%
Operational Expense					
Production & Supply	2,212,206	41,761	423,492	(1,788,714)	19%
Transmission & Distribution	613,323	39,614	201,541	(411,782)	33%
Customer Service	365,478	28,836	141,640	(223,838)	39%
General & Administrative	3,248,428	172,261	1,577,624	(1,670,804)	49%
Total Operational Expense	6,439,435	282,471	2,344,298	(4,095,137)	36%
Gain/(Loss) before Capital	2,968,636	540,044	1,388,839	(1,579,797)	47%
Capital Expenditures	2,915,000	78,732	1,866,434	(1,048,566)	64%
Gain/(Loss)	\$ 53,636	\$ 461,312	\$ (477,595)	\$ (531,231)	

	<u>Use of Funds</u>
Fund Balance Start of Year	\$ 19,264,800
Add Back YTD Depreciation	-
YTD Gain/(Loss)	(477,595)
Ending Fund Balance	\$ 18,787,205



Water Levels as of June 30, 2021

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>JUNE 2020</u>	<u>JUNE 2021</u>
Baldwin Park Key Well	203.0	191.3

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 June 29, 2021 combined storage was 11,492 acre-feet (14 percent of capacity)

San Gabriel County Water District

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

	<u>2020</u>	<u>2020</u>	<u>2021</u>	<u>2021</u>	
	STATIC	PUMPING	STATIC	PUMPING	PUMP DEPTH
<u>Raymond Basin</u>					
Well #16	298	374	307	383	423
<u>Main San Gabriel Basin</u>					
Well #9	NM	424.5	NM	375	471
Well #11	233	NM	236	347	483
Well #12	228	253	235.5	258	380
Well #14	190	283	201	290	381
Well #15	378	415	378	418	650