

**San Gabriel County Water District
Special Meeting of the Board of Directors**

November 24, 2020

3:00 P.M

VIA TELECONFERENCE

Or the most rapid means of communication available at the time.

1(669)900-9128 ID: 863 6293 7794 Passcode: 432408

AGENDA

Call to Order

1. Pledge of Allegiance

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

3. Public Comment:

Anyone wishing to discuss items on and not on the agenda may do so at this time

4. Discussion of the District's 2021 Proposed Budget

5. 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.

DRAFT

SAN GABRIEL COUNTY WATER DISTRICT

PROPOSED

2021 BUDGET

James P. Prior
Secretary/General Manager

MISSION

The mission of San Gabriel County Water District is to provide high quality water for residential, commercial, industrial and fire protection uses that meets or exceeds all local, state and federal standards and to provide courteous and responsive service at the most reasonable cost to our customers.

TABLE 3-1

REVENUE AND EXPENDITURE DIS (SUMMARY PAGE)

	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
REVENUE			
Operational	9,642,827	9,197,069	9,218,251
Non-Operational	<u>403,757</u>	<u>182,800</u>	<u>174,820</u>
Total Revenue	10,046,584	9,379,869	9,393,071
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	38,637

TABLE 3-2

REVENUE

ACCT. NO.	DESCRIPTION	ACTUAL 2019	APPROVED 2020	PROPOSED 2021
	OPERATIONAL	9,642,827	9,197,069	9,218,251
	NON-OPERATIONAL	<u>403,757</u>	<u>182,800</u>	<u>174,820</u>
	TOTAL REVENUE	10,046,584	9,379,869	9,393,071
	<u>OPERATIONAL REVENUE</u>	<u>6,151,271</u>	<u>5,507,068</u>	<u>5,502,068</u> 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	95,000
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	9,218,251
	<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

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

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