

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

December 10, 2019

2:00 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. List of Demands on the General Account

a. November 2019 Invoices

Motion:

Second:

Action:

Special Meeting of the Board of Directors

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6. District Counsel

7. Action Items

- a. 2020 Budget – Consider Adoption of Resolution No. 12-19-507**

Motion:

Second:

Action:

- b. Authorized Positions and Compensation – Consider Adoption of Resolution No. 12-19-508**

Motion:

Second:

Action:

8. Miscellaneous Information Items

9. General Manager Report

- a. Reschedule or Cancel December 24, 2019 Board Meeting.**

10. Future Agenda Items

11. Director Comments

12. Adjourn to Closed Session

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

13. Reconvene in Open Session

a. Report of Action, if any, Taken in Closed Session

14. 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.

Report Criteria:

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

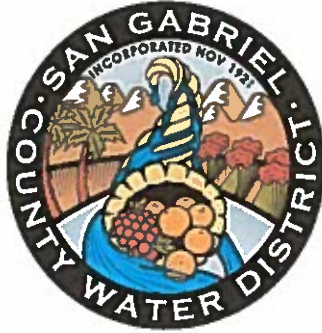
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/07/2019	11986	13189	Carmen Corona	102000	362.49
11/19	11/07/2019	11987	10057	Dr. Frank Cho, DDS	102000	150.00
11/19	11/07/2019	11988	10147	Premier Dental Services, Inc.	102000	1,500.00
11/19	11/12/2019	11989	13529	Eric Chan	102000	92.35
11/19	11/12/2019	11990	13285	SWRCB-DWOCP	102000	90.00
11/19	11/13/2019	11991	11940	Lincoln National Life Insurance Co.	102000	3,075.00
11/19	11/13/2019	11992	13190	Patrick Rowland	102000	105.00
11/19	11/14/2019	11993	13285	SWRCB-DWOCP	102000	60.00
11/19	11/14/2019	11994	13429	Matt Pearson	102000	200.00
11/19	11/14/2019	11995	13285	SWRCB-DWOCP	102000	90.00
11/19	11/14/2019	11996	12674	U.S. Bank	102000	1,924.34
11/19	11/15/2019	11997	13774	Great Smiles Dental	102000	250.00
11/19	11/15/2019	11998	13350	L. Andrew Mutch, DDS	102000	238.00
11/19	11/15/2019	11999	13237	Philip B. Maldonado, DDS	102000	149.00
11/19	11/15/2019	12000	13709	Roger W.K. Joe, DDS	102000	85.00
11/19	11/15/2019	12001	13594	Scott A. Santoro, DMD	102000	160.00
11/19	11/15/2019	12002	13785	Thomas C. Nelson, DDS	102000	75.00
11/19	11/20/2019	12003	13300	Brian W. Snaer, DDS	102000	226.00
11/19	11/20/2019	12004	13277	Hilton Hotel	102000	1,864.92
11/19	11/20/2019	12005	13367	Kent W. Wilson, DDS	102000	190.00
11/19	11/26/2019	12006	13529	Eric Chan	102000	92.35
11/19	11/27/2019	12007	11940	Lincoln National Life Insurance Co.	102000	3,125.00
11/19	11/27/2019	12008	10149	Chia Sai Ty	102000	814.23
11/19	11/27/2019	12009	10150	Jason Do	102000	815.43
11/19	11/27/2019	12010	10152	Mark Vinh Wong	102000	725.69
11/19	11/27/2019	12011	10151	Meizhi Chen	102000	773.66
11/19	11/27/2019	12012	13163	Carlos Cardona	102000	105.00
11/19	11/27/2019	12013	13754	Cohen, Sedgh, Manavi & Pakravan Dental	102000	1,500.00
11/19	11/27/2019	12014	10104	Harmony Properties Investment LLC	102000	849.59
11/19	11/27/2019	12015	13701	Mary Ann Ebba, DMD	102000	115.00
11/19	11/27/2019	12016	10152	Yellow Tiger Inc.	102000	1,089.47

Grand Totals:

20,892.52

EFT-From the General Account for the Revolving Reimbursement

	Date Paid	Amount Paid
Board of Director's Payroll	11/26/2019	\$445.90
Payroll	11/27/2019	\$62,114.26
Revolving Reimbursement	11/30/2019	\$20,892.52
	Total Amount to be Reimbursed:	\$83,452.68



December 10, 2019

To: The Board of Directors

From: James Prior

Subject: 2020 Proposed Budget

On Tuesday, November 26, 2019 the Board of Directors held a Budget Workshop to review and consider approval of the 2020 Budget.

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

Outside Consultants due to Water Master Plan	\$213,000
Water Meters switching to AMI reading	\$350,000

Recommendation:

The Board of Directors approve the 2020 Budget and adopt Resolution No. 12-19-507

Attached:

Resolution No. 12-19-507

RESOLUTION NO. 12-19-507

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN GABRIEL COUNTY WATER DISTRICT
TRANSFERRING FUNDS UNAPPROPRIATED AS OF
DECEMBER 31, 2019 TO THE DISTRICT'S CONTINGENCY
RESERVE ACCOUNT, AND APPROVING THE DISTRICT'S
BUDGET FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2020.**

**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, 2019 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, 2020.

PASSED, APPROVED AND ADOPTED THIS 10th DAY OF DECEMBER, 2019

PRESIDENT

ATTEST:

SECRETARY
(SEAL)

**EXHIBIT "A" TO
SAN GABRIEL COUNTY WATER DISTRICT
RESOLUTION NO. 12-19-507**

WATER OPERATIONS FUND

CALENDAR YEAR 2020

WATER OPERATIONS FUND RESERVES:

Estimated Water Sales: \$9,197,069

Estimated Other Revenues: \$182,800

TOTAL WATER FUND REVENUES \$9,379,869

WATER OPERATIONS FUND EXPENDITURES:

Production \$2,890,180

Transmission and Distribution \$598,815

Customer Service/Meter Reading/Billing \$374,646

General and Administrative \$3,944,301

Capital Expenditures \$1,148,000

GASB 45 Liability \$420,000

TOTAL WATER FUND EXPENDITURES \$9,375,942.00

TABLE 3-1

REVENUE AND EXPENDITURE DIS* (SUMMARY PAGE)

	ACTUAL 2018	APPROVED 2019	PROPOSED 2020
REVENUE			
Operational	9,433,113	9,481,421	9,197,069
Non-Operational	<u>243,437</u>	<u>93,800</u>	<u>182,800</u>
Total Revenue	9,676,550	9,575,221	9,379,869
EXPENDITURES			
<u>Operating Expense</u>			
Production	2,276,447	2,852,454	2,890,180
Transmission/Distribution	480,977	566,254	598,815
Customer Service/Meter Reading	325,465	355,890	374,646
General/Administrative	<u>3,334,747</u>	<u>3,710,207</u>	<u>3,944,301</u>
Total Operating Expense	6,417,636	7,484,805	7,807,942
<u>Non-Operating Expense</u>			
GASB 45 Expense	550,000	550,000	420,000
Total Non-Operating Expense	550,000	550,000	420,000
Capital Expenditures	1,657,646	1,500,000	1,148,000
NET GAIN OR LOSS	1,051,268	40,416	3,927

TABLE 3-2

REVENUE

ACCT. NO.	DESCRIPTION	ACTUAL 2018	APPROVED 2019	PROPOSED 2020
	OPERATIONAL	9,433,113	9,481,421	9,197,069
	NON-OPERATIONAL	<u>243,437</u>	<u>93,800</u>	<u>182,800</u>
	TOTAL REVENUE	9,676,550	9,575,221	9,379,869
	<u>OPERATIONAL REVENUE</u>	<u>5,263,179</u>	<u>5,839,250</u>	<u>5,502,068</u> water
		<u>3,508,786</u>	<u>3,280,071</u>	<u>3,338,401</u> meter
404000/404028	Water Sales	8,771,965	9,119,321	8,840,469
10-48-4821	Raymond Basin Water Lease	157,500	0	0
10-40-4029	Construction Water Hydrant	14,237	10,000	5,000
10-45-4500	Water Quality Authority Assessment	45,926	54,000	63,000
10-41-4103	City of S.G Hydrant Rental	3,652	3,700	3,700
10-41-4102	Fire Prevention (DC)	121,185	100,000	90,000
10-41-4109	Water Connection Fee	212,963	100,000	100,000
10-41-4108	Shut Off Fee	0	5,500	5,500
10-41-4104	Late Fees	11,910	5,500	5,500
10-48-4805	Developer's Fees	82,807	75,000	75,000
10-41-4100	Cross Connection Admin. Fees	7,368	7,400	7,400
10-41-4101	Fire Flow Fee	3,600	1,000	1,500
	TOTAL OPERATIONAL REVENUE	9,433,113	9,481,421	9,197,069
	<u>NON-OPERATIONAL REVENUE</u>			
10-48-4822	Lease Revenue	4,500	0	0
10-48-4810	Interest: LAIF	150,127	50,000	100,000
10-48-4811	Interest: Time Value Investment	14,899	5,000	35,000
10-59-5961	Capital Gain/Losses	0	0	0
10-48-4817	Unclaimed Deposit	0	100	100
10-48-4813	Miscellaneous Income	49,075	15,000	27,000
10-48-4800	American Tower	22,425	20,700	20,700
10-48-4803	ENELX	2,411	3,000	0
	TOTAL NON-OPERATIONAL REVENUE	243,437	93,800	182,800

*Water Sales Based on 5,200 acre feet

TABLE 3-3

PRODUCTION AND SUPPLY

PROGRAM 52000

ACCT. NO.	DESCRIPTION	ACTUAL 2018	APPROVED 2019	PROPOSED 2020
<u>SALARIES</u>				
10-50-5001	Salaries	\$216,787	\$219,954	\$225,480
10-50-5002	Overtime	4,772	5,000	5,000
	Sub-Total Salaries	221,559	224,954	230,480
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-50-5006	Supplies /Tools	3,429	4,000	4,000
10-50-5007	Truck	6,730	8,000	8,000
10-50-5008	Training/Travel	1,284	1,000	2,000
10-50-5061	Electric Power	478,733	500,000	460,000
10-50-5062	Gas Power	207	500	500
10-50-5069	Reservoirs	5,107	10,000	10,000
10-50-5076	Generator Fuel			5,000
10-50-5073	Production Maintenance Contract	2,565	10,000	11,000
10-50-5071	Pump/Motor Equipment	1,765	250,000	250,000
10-50-5072	Building/Grounds	24,260	33,000	35,000
10-50-5070	SCADA	5,956	5,000	7,000
10-50-5051	Lease Water Rights	90,773	800,000	800,000
10-50-5050	MSGW Watermaster Assessment	1,310,713	875,000	875,000
10-50-5052	Water Quality Authority Assessment	53,958	54,000	63,200
10-50-5053	Raymond Basin Assessment	21,940	22,000	69,000
10-50-5040	Water Quality Expense/Chlorinators	30,338	30,000	30,000
10-50-5041	Water Quality Monitoring (samples)	17,130	25,000	30,000
	Sub-Total Expense	2,054,888	2,627,500	2,659,700
	<i>PROGRAM 52000 TOTAL</i>	<i>2,276,447</i>	<i>2,852,454</i>	<i>2,890,180</i>
	PERSONNEL AUTHORIZED	2.50	2.50	2.50

TABLE 3-4

TRANSMISSION AND DISTRIBUTION

PROGRAM 54000

<u>ACCT. NO.</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>APPROVED 2019</u>	<u>PROPOSED 2020</u>
<u>SALARIES</u>				
10-51-5001	Salaries	\$306,398	\$330,054	\$346,615
10-51-5002	Overtime	8,503	14,000	12,000
	Sub-Total Salaries	314,901	344,054	358,615
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-51-5007	Truck	17,135	23,000	23,000
10-51-5006	Tools	4,943	5,000	5,000
10-51-5110	Shop	3,064	4,000	6,000
10-51-5111	Uniforms	6,393	7,000	7,500
10-51-5008	Training / Travel	1,587	1,000	2,500
10-51-5199	Inventory Adjustment	0	200	200
10-51-5101	Distribution Mains/Leaks	67,081	70,000	70,000
10-51-5102	Paving	18,840	17,000	25,000
10-51-5103	Service Leaks	27,863	70,000	70,000
10-51-5104	Large Meter Testing & Repair	9,894	10,000	16,000
10-51-5106	Fire Hydrant Maintenance	341	2,500	2,500
10-51-5107	Gate Valve Maintenance	1,390	2,500	2,500
10-51-5108	Permits	7,545	10,000	10,000
	Sub-Total Expense	166,076	222,200	240,200
	<i>PROGRAM 54000 TOTAL</i>	<i>480,977</i>	<i>566,254</i>	<i>598,815</i>
	PERSONNEL AUTHORIZED	4.00	4.00	4.00

TABLE 3-5

CUSTOMER SERVICE/METER READING/BILLING

PROGRAM 55000

ACCT. NO	DESCRIPTION	ACTUAL 2018	APPROVED 2019	PROPOSED 2020
<u>SALARIES</u>				
10-56-5001	Salaries - Field	\$101,233	\$113,755	\$118,262
10-56-5002	Overtime	\$9,211	\$12,000	\$12,000
10-57-5001	Salaries - Office	\$151,091	\$154,035	\$164,784
	Sub-Total Salaries	261,535	279,790	295,046
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-56-5006	Billing Supplies	16,723	20,000	20,000
10-57-5701	Internet Service	11,009	12,000	15,000
10-56-5007	Truck	5,656	5,500	5,500
10-57-5702	Postage	25,012	30,000	30,000
10-57-5703	Uncollectable Accounts	(156)	2,000	2,000
10-56-5008	Training / Travel	706	1,500	2,000
10-57-5707	Cash Over/Short	(20)	100	100
10-57-5709	Conservation Education	5,000	5,000	5,000
	Sub-Total Expense	63,930	76,100	79,600
	<i>PROGRAM 55000 TOTAL</i>	<i>325,465</i>	<i>355,890</i>	<i>374,646</i>
PERSONNEL AUTHORIZED				
	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

PROGRAM 56000

ACCT. NO.	DESCRIPTION	ACTUAL 2018	APPROVED 2019	PROPOSED 2020
<u>SALARIES</u>				
10-58-5001	Salaries	\$584,282	\$587,677	\$603,696
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-58-5006	Office and Computer Supplies	27,848	25,000	25,000
10-58-5007	Automobile	5,536	6,500	6,500
10-58-5846	Safety Equipment and Incentives	3,785	5,000	6,000
10-58-5848	Elections	0	0	0
10-58-5810	Health/Vision/Life Insurance/Medicare	665,146	800,000	720,000
10-58-5812	Dental	51,259	65,000	77,000
10-58-5836	Maintenance Contracts & Renewals	53,006	100,000	110,000
10-58-5850	Office/Warehouse Utilities	17,474	20,000	20,000
10-58-5838	Outside Consultants	36,862	60,000	213,000
10-58-5834	Legal/Professional	39,025	42,630	45,205
10-58-5831	Audit Fees	9,500	9,500	12,000
10-58-5839	Outside Services	5,374	5,000	5,000
10-58-5008	Convention/Travel/Training	6,784	5,000	7,500
10-58-5863	Conv/Travel - L. Taylor	115	7,500	7,500
10-58-5864	Conv/Travel - M. Cammarano	916	7,500	7,500
10-58-5865	Conv/Travel - S. Cici	0	7,500	7,500
10-58-5860	Conv/Travel - C. DeLaTorre	2,782	7,500	7,500
10-58-5861	Conv/Travel - E. Chan	3,457	7,500	7,500
10-58-5862	Conv/Travel - J. Prior	5,080	7,500	7,500
10-58-5849	Dues/Memberships	16,496	27,000	27,000
10-58-5842	Public Relations	20,684	32,500	32,500
10-58-5837	Alarm Rental	1,215	2,000	2,000
10-58-5820	Public Employees Retirement System	476,867	562,000	562,000
10-58-5830	Insurance	69,831	80,000	93,000
10-58-5835	Building and Grounds	31,808	48,000	40,000
10-58-5844	Communications	11,588	18,000	20,000
10-59-5903	Depreciation	1,127,093	1,100,000	1,200,000
10-58-5904	Employment Physicals	0	400	400
10-58-5845	Regulatory Fees (AQMD/NPDES/CDPH)	47,075	35,500	38,000
10-58-5833	Miscellaneous Bank Charges	23,806	25,000	30,000
10-58-5832	LAFCO Operating Costs	2,403	3,500	3,500
	Sub-Total Expense	2,762,815	3,122,530	3,340,605
	<i>PROGRAM 56000 TOTAL</i>	<i>3,347,097</i>	<i>3,710,207</i>	<i>3,944,301</i>
	PERSONNEL AUTHORIZED	4.50	4.50	4.50

CAPITAL IMPROVEMENTS

			PROPOSED 2020
1		MAINLINE REPLACEMENT	300,000
2		SERVICE REPLACEMENT	125,000
3		METERS	350,000
4		FIRE HYDRANT	40,000
5		TRUCKS (2)	63,000
6		OFFICE ADA COMPLIANCE	250,000
7		OFFICE COMPUTERS (13)	20,000

Total

\$1,148,000



December 10, 2019

To: The Board of Directors

From: James Prior 

Subject: 2020 Authorized Positions and Compensation

On Tuesday, November 26, 2019 the Board of Directors held a Budget Workshop to review and consider approval of the 2020 Budget. Included in the proposed 2020 Budget are recommended positions and compensation.

A 2.5% Cost of Living was added to each position's salary effective January 1, 2020.

Recommendation: The Board of Directors adopt Resolution No. 12-19-508 approving positions as listed on Table 4-1 and compensation as listed on 4-2 of the 2020 Budget.

Attached:

Resolution No. 12-19-508

Table 4-1

Table 4-2

RESOLUTION NO. 12-19-508

**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, 2020.

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 10th DAY OF
DECEMBER, 2019.**

PRESIDENT

ATTEST:

SECRETARY

(SEAL)

TABLE 4-1

DISTRICT POSITIONS

<u>POSITION /CLASSIFICATION</u>	<u>2019 ACTUAL</u>	<u>2020 APPROVED</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	2	2
Production Operator	1	1
Water Service Worker III	1	1
Water Quality Specialist	1	1
Customer Service Representative	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 2020***

<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	4162	4370	4589	4818	5059
Water Service Worker I	4236	4448	4670	4904	5149
Billing Clerk	4547	4774	5013	5264	5527
Water Service Worker II	4668	4901	5146	5404	5674
Management Assistant/Account Clerk	5435	5707	5992	6292	6606
Customer Service Representative	5391	5661	5944	6241	6553
Production Operator	5308	5573	5852	6145	6452
Water Service Worker III	5396	5666	5949	6247	6559
Water Service Worker III	5396	5666	5949	6247	6559
Water Quality Specialist	6027	6328	6645	6977	7326
Project Manager	6310	6626	6957	7305	7670
Distribution Lead Person	6310	6626	6957	7305	7670
Operations Superintendent	8247	8659	9092	9547	10024
Finance & Admin. Manager	9071	9525	10001	10501	11026
Assistant General Manager	9879	10373	10892	11436	12008
General Manager	11895	12490	13114	13770	14458

2.5% Cost of Living effective 1/1/20