

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

**October 22, 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 on October 8, 2019**

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

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

**a. Revolving/Payroll Account Reimbursement**

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

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**7. District Counsel**

**8. Action Items**

- a. Consider Award of Contract to Nigro & Nigro to perform the District's 2019 Audit for a fee of \$12,000.00**

**Motion:**

**Second:**

**Action:**

**9. Miscellaneous Information Items**

- a. Receive and File September 2019 Banking and Investment Report**
- b. Receive and File September 2019 Monthly Revenue & Expenditure 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 OCTOBER 8, 2019**

<b>CALL TO ORDER</b>	A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, October 8, 2019, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
<b>ROLL CALL</b>	President Taylor; Directors Cammarano, Chan, Cici, and DeLaTorre; General Manager Prior; Assistant General Manager Feilen; and District Counsel Colin O'Neill were present.
<b>AGENDA</b>	Upon motion by Director DeLaTorre, and seconded by Director Cici, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on October 8, 2019.
<b>PUBLIC COMMENT</b>	<p>Ms. Cici reported that the annual San Gabriel Dumpling &amp; Beer festival was a great success.</p> <p>Ms. Cici also reported that on Thursday, October 10<sup>th</sup>, Director Cammarano would be receiving a lifetime achievement award from the La Casa civic organization.</p>
<b>MINUTES</b>	Upon motion by Director Chan, and seconded by Director Cici, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on September 24, 2019.
<b>DEMANDS</b>	Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of check numbers 20365 through 20417 from the General Account in the aggregate amount of \$375,854.00, and an electronic transfer from the General Account to the Revolving Account in the amount of \$26,504.58, which includes check numbers 11939 through 11955 for the September, 2019 invoices..
<b>DISTRICT COUNSEL</b>	n/a
<b>ACTION</b>	n/a
<b>INFORMATION</b>	n/a
<b>GENERAL MANAGER COMMENTS</b>	<p>The General Manager provided a summary of the resolution the District had arrived at with the City of San Gabriel concerning the City tax issue.</p> <p>The General Manager inquired whether the Board had any questions, concerns or edits to the revised personnel manual. Directors replied that they did not.</p>

The General Manager reported that a consultant for compliance with the Americans with Disabilities Act had inspected the District's facilities, and concluded that there was a significant amount of modification that needed to be done for full compliance.

The General Manager reported that the Delta Street mainline project would be commencing in the near future.

The General Manager circulated an article on the State Water Bank that had been provided by Director Taylor.

The General Manager reported that Finance and Administration Manager Corona, along with other staff were presently at a conference for training on the new Cassell software system.

The General Manager provided a status update on Well No. 11.

**FUTURE  
AGENDA  
ITEMS**

Consideration of modifying the personnel manual pursuant to consultant's recommendations.

**DIRECTOR  
COMMENTS  
ADJOURNMENT**

n/a

Upon motion by President Taylor, and seconded by Director Cici, the Board voted unanimously to adjourn the meeting.

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President

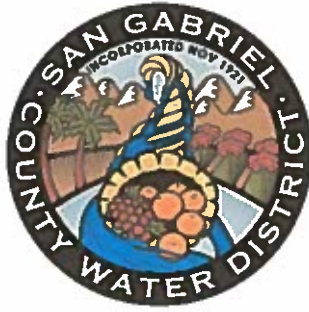
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Secretary

[SEAL]

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

	<b>Date Paid</b>	<b>Amount Paid</b>
Payroll	10/2/2019	\$62,541.97
Board of Director's Payroll	10/8/2019	\$338.25
Payroll	10/16/2019	\$63,221.40
	<b>Total Amount to be Reimbursed:</b>	<b>\$126,101.62</b>



October 22, 2019

To: Board of Directors  
From: General Manager ✓  
Subject: Discussion, Consideration and Action for Professional Auditing Services

Staff solicited proposals from professional auditing firms for completion of the annual financial audit for fiscal year ending December 31, 2019 and subsequent years thereafter.

The District solicited proposals from the following auditing firms:

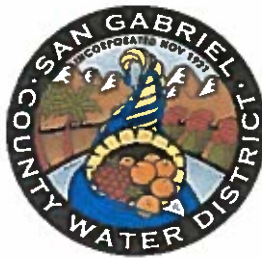
Clifton, Larson, Allen, LLP  
Egan & Egan  
Nigro & Nigro

The date to return a proposal for consideration was October 17, 2019 at 4pm. Proposals were opened in the presence of Jim Prior, Casey Feilen and Carmen Corona at 9am on Friday October 18, 2019. No auditing firms were present.

Result for 2019 Audit:	
Egan & Egan	\$16,000.00
Nigro & Nigro	\$12,000.00
Clifton, Larson, Allen, LLP	\$17,100.00

**Recommendation:**

The Board of Directors retain Nigro & Nigro to perform the District's 2019 Audit for a fee not to exceed \$12,000.00



**SAN GABRIEL COUNTY WATER DISTRICT**  
**BANKING & INVESTMENT REPORT**  
*September 2019*

<b>Cash &amp; Investments</b>	
LAIF Investment	\$ 10,415,500
<i>LAIF Interest Rate</i>	<i>2.21%</i>
Time-Value Investment	\$ 1,555,581
Citizens Bank - General	\$ 2,108,042
Citizens Bank - Revolving	\$ 201,805
Xpress Bill Pay Holding (Online)	<u>\$ 44,889</u>
Citizens Bank - General/Revolving & Other	\$ 2,354,736

*\*I hereby certify that the forgoing is true and correct and in accordance with the District's Investment Policy.*

Date: 10/22/19

\_\_\_\_\_  
*Treasurer*

	<u>Sep-18</u>	<u>YTD Sep-18</u>	<u>Sep-19</u>	<u>YTD Sep-19</u>
<b>Cash Receipts</b>	\$ 925,819	\$ 7,630,228	\$ 990,676	\$ 7,518,780
<b>Disbursements</b>	\$ 909,028	\$ 5,672,330	\$ 1,139,084	\$ 6,494,778
<b>Water Sales</b>	\$ 830,264	\$ 6,736,567	\$ 873,470	\$ 6,873,845
		<i>Meter Charges</i>	\$ 268,727	
		<i>Water Charges</i>	<u>\$ 604,743</u>	
		<i>Total</i>	\$ 873,470	

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

**September 2019  
Year-To-Date Percent  
75%**

Description	Budget	Receipts & Expenditures Sep-19	Total YTD	Balance	YTD %
<b>Total Revenues</b>	\$ 9,575,221	\$ 962,344	\$ 7,339,360	\$ (2,235,861)	77%
<b>Operational Expense</b>					
Production & Supply	2,852,454	74,676	1,996,859	(855,595)	70%
Transmission & Distribution	566,254	46,743	408,488	(157,766)	72%
Customer Service	355,890	23,141	231,586	(124,304)	65%
General & Administrative	3,710,207	303,543	2,522,418	(1,187,789)	68%
GASB 45	550,000	-	550,000	-	100%
<b>Total Operational Expense</b>	<b>8,034,805</b>	<b>448,103</b>	<b>5,709,351</b>	<b>(2,325,454)</b>	<b>71%</b>
<b>Gain/(Loss) before Capital</b>	<b>1,540,416</b>	<b>514,242</b>	<b>1,630,010</b>	<b>89,594</b>	<b>106%</b>
Capital Expenditures	1,500,000	-	665,757	(834,243)	44%
<b>Gain/(Loss)</b>	<b>\$ 40,416</b>	<b>\$ 514,242</b>	<b>\$ 964,252</b>	<b>\$ 923,836</b>	<b>2386%</b>

	<u>Use of Funds</u>
<b>Fund Balance Start of Year</b>	<b>\$ 9,742,373</b>
Add Back YTD Depreciation	825,000
YTD Gain/(Loss)	964,252
<b>Ending Fund Balance</b>	<b>\$ 11,531,625</b>