

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: 828 2304 5006

Passcode: 456597

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
Special Meeting of the Board of Directors
8366 Grand Ave.
Rosemead, CA 91770
December 14, 2021
2:00 P.M.**

**VIA TELECONFERENCE
Or the most rapid means of communication available at the time
1(669)900-9128 US (San Jose) ID: 828 2304 5006 Passcode: 456597**

AGENDA

Call to Order

1. Pledge of Allegiance

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

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 23, 2021
Minutes of a Regular meeting of the Board of Directors held November 23, 2021**

**Motion:
Second:
Action:**

6. List of Demands on the General Account

a. November 2021 Invoices

**Motion:
Second:
Action:**

7. District Counsel

8. Action Items

a. 2022 Budget – Consider Adoption of Resolution No. 12-21-517

Motion:

Second:

Action:

b. Authorized Positions and Compensation – Consider Adoption of Resolution No. 12-21-518

Motion:

Second:

Action:

c. General Manager Contract

Motion:

Second:

Action:

9. Miscellaneous Information Items

a. 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 NOVEMBER 23, 2021**

CALL TO ORDER A special meeting of the Board of Directors of the San Gabriel County Water District was called to order on Tuesday, November 23, 2021, 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 23, 2021. Present at the District office were General Manager Jim Prior, Carmen Corona, Casey Feilen, Directors Taylor, Cammarano, DeLaTorre, Chan, Saucedo and District Counsel Koczanowicz.

AGENDA Upon motion by Director DeLaTorre and seconded by Director Saucedo, the Board voted to adopt the agenda as presented; passed 5 - 0.

PUBLIC COMMENT None

PROPOSED 2022 BUDGET ITEM Board received the 2022 Proposed Budget presentation from General Manager Prior. Chair Taylor lead the discussion on various line items including projected increase in water sales and possible electric truck as a replacement vehicle. Director Chan noted that the account numbers for the budget line items were not in numerical order. Staff will look into possible renumbering. On a motion by Director Cammarano, seconded by Director Chan Board unanimously received the proposed budget and scheduled discussion and adoption for an upcoming Board meeting.

ADJOURNMENT Upon motion by Director Taylor, seconded by Director Cammarano the Board voted unanimously to adjourn the meeting at 3:58 p.m.

President

[SEAL]

Secretary

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
SAN GABRIEL COUNTY WATER DISTRICT
HELD ON NOVEMBER 23, 2021**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was called to order on Tuesday, November 23, 2021, at 8366 Grand Avenue, Rosemead, California at the hour of 4:01 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 23, 2021. Present at the District office were General Manager Jim Prior, Carmen Corona, Casey Feilen, Directors Taylor, Cammarano, DeLaTorre, Chan, Saucedo and District Counsel Koczanowicz.
- AGENDA** Director Saucedo noticed a typo in the Code Section number for closed session. Upon motion by Director DeLaTorre and seconded by Director Cammarano, the Board voted to adopt the agenda as presented; passed 5 - 0.
- PUBLIC COMMENT** Director Ed Chavez was on the teleconference link but did not have any comments.
- MINUTES** Upon motion by Director Chan and seconded by Director Cammarano, the Board unanimously voted to approve the minutes for the meeting of the Board of Directors held on November 9, 2021.
- DEMANDS** Director DeLaTorre motioned to authorize payment of electronic funds transfer from the general account to the revolving account in the amount of \$68,212.16. The motion was seconded by Director Chan. Motion passed on a 5-0 vote.
- DISTRICT COUNSEL REPORT** District Counsel inquired if the Board wished to pursue AB 361 compliance Resolution for remote/virtual meetings, since all of the Directors and staff were attending meetings in person. Board confirmed prior direction to discontinue the teleconferencing availability by the end of the year, assuming Covid-19 pandemic continues to subside.
- ACTION ITEMS** On a motion by Director Cammarano, seconded by Director Saucedo, Board unanimously passed Resolution No. 10-21-516 to support Orange County Water District First Vice President Cathy Green for the office of ACWA Vice President.
- MISC INFORMATION** Board received and filed the October 2021 Banking and Investment and Monthly Revenue and Expenditure Reports. Director Chan commented on the low interest rate and staff also explained the time value investment account decrease from prior report.

**GENERAL
MANAGER
COMMENTS**

Cancellation of the December 28th, 2021 Board Meeting.
General Manager asked the Directors how they wanted to handle the second meeting in December, in view of the Holiday schedule. On a motion by Director Cammarano, seconded by Director Saucedo, Board on a 5-0 vote cancelled the December 28th, 2021 regular Board meeting.

General Manager reported that pipe will be installed in Roses Road next week, Well-14 should be up and running by the end of December and 100 anniversary logo jackets were being ordered.

**FUTURE
AGENDA
ITEMS**

None

**DIRECTOR
COMMENTS**

Director Chan inquired about the health of the staff. Director Cammarano thanked staff for the quick and efficient assistance in fixing the leak at the Historical Association Building. She also relayed Thanksgiving wishes from Cookie Cici. Director Saucedo thanked General Manager and Finance Manager for taking time to get him up to speed with District matters. Director Taylor reminded everyone about the OMLO dinner on Tuesday night at ACWA. Discussion was also held about the December 2, 2021 Kiwanis event at Blossom Market Hall.

CLOSED SESSION:

Board adjourned to closed session for Performance Evaluation of General Manager. Board returned to open session at 4:51 and District Counsel reported that Board directed that a new 2-year contract for the General Manager be placed on the next agenda for Board's consideration.

ADJOURNMENT

Upon motion by Director Taylor, seconded by Director DeLaTorre the Board voted unanimously to adjourn the meeting at 4:51 p.m.

President

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
11/21	11/04/2021	12618	12674	U.S. Bank	102000	1,668.79
11/21	11/08/2021	12619	10349	Michael Z. Wong	102000	3.53
11/21	11/08/2021	12620	13237	Phillip B. Maldonado, DDS	102000	259.00
11/21	11/08/2021	12621	13322	Vicken Margantian, DDS	102000	453.00
11/21	11/09/2021	12622	10098	Petty Cash Reimbursement	102000	200.89
11/21	11/09/2021	12623	13529	Eric Chan	102000	92.35
11/21	11/09/2021	12624	10350	Domingo Saucedo	102000	92.35
11/21	11/10/2021	12625	11940	Lincoln National Life Insurance Co.	102000	2,680.00
11/21	11/12/2021	12626	13285	State Water Resources Control Board	102000	60.00
11/21	11/15/2021	12627	13785	Thomas C. Nelson, DDS	102000	400.00
11/21	11/15/2021	12628	13458	Vanessa Ho, DDS	102000	125.00
11/21	11/17/2021	12629	10356	Gene Huang	102000	329.56
11/21	11/17/2021	12630	10357	George Cuevas	102000	21.49
11/21	11/17/2021	12631	10354	Ke Fang	102000	41.70
11/21	11/17/2021	12632	10355	Valerie Gonzalez	102000	81.49
11/21	11/17/2021	12633	10353	Zhujin Hu	102000	72.35
11/21	11/17/2021	12634	10352	Zuohing Liu	102000	48.50
11/21	11/18/2021	12635	10105	Goel Professional Corporation	102000	1,152.00
11/21	11/18/2021	12636	10145	May Chong Louie-Au	102000	225.00
11/21	11/22/2021	12637	10359	Plk Ching Yip	102000	12.25
11/21	11/22/2021	12638	10359	Plk Ching Yip	102000	33.27
11/21	11/22/2021	12639	13494	Roy H. Chang, DDS	102000	260.00
11/21	11/22/2021	12640	13594	Scott A. Santoro, DMD, Inc.	102000	25.00
11/21	11/22/2021	12641	10360	Teresa Hua	102000	100.00
11/21	11/23/2021	12642	13277	Hilton Hotel	102000	1,803.07
11/21	11/23/2021	12643	13529	Eric Chan	102000	92.35
11/21	11/23/2021	12644	10350	Domingo Saucedo	102000	92.35
11/21	11/24/2021	12645	11940	Lincoln National Life Insurance Co.	102000	2,680.00
11/21	11/24/2021	12646	13285	State Water Resources Control Board	102000	105.00
11/21	11/30/2021	12647	10361	All American Asphalt	102000	1,500.00
11/21	11/30/2021	12648	10364	Jia Hui Yao	102000	4,697.82
11/21	11/30/2021	12649	10362	Caroline Kuo	102000	997.52
11/21	11/30/2021	12650	10365	Thuan To	102000	154.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						<u>20,560.35</u>

Report Criteria:

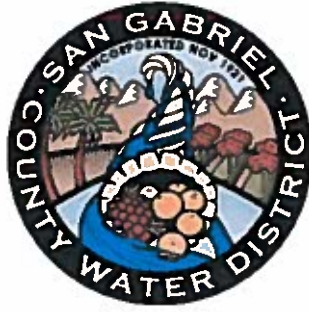
Report type: Summary

Check.Type = {<} "Adjustment"

Bank.Bank number = {=} 3

EFT-From the General Account for the Revolving Reimbursement

	Date Paid	Amount Paid
Board of Director's Payroll	11/23/2021	\$ 353.55
Payroll	11/24/2021	\$ 67,415.74
Revolving Reimbursement	11/30/2021	\$ 20,560.35
	Total Amount to be Reimbursed:	\$ 88,329.64



December 14, 2021

To: The Board of Directors

From: James Prior

Subject: 2022 Proposed Budget

On Tuesday, November 23, 2021. The Board of Directors held a Budget Workshop to review and consider approval of the 2022 Budget.

Recommendation:

The Board of Directors approve the 2022 Budget and adopt Resolution No. 12-21-517

Attached:

Resolution No. 12-21-517

RESOLUTION NO. 12-21-517

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN GABRIEL COUNTY WATER DISTRICT
TRANSFERRING FUNDS UNAPPROPRIATED AS OF
DECEMBER 31, 2021 TO THE DISTRICT'S CONTINGENCY
RESERVE ACCOUNT, AND APPROVING THE DISTRICT'S
BUDGET FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2022.**

**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, 2021 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, 2022.

PASSED, APPROVED AND ADOPTED THIS 14th DAY OF DECEMBER, 2021

PRESIDENT

ATTEST:

SECRETARY
(SEAL)

**EXHIBIT "A" TO
SAN GABRIEL COUNTY WATER DISTRICT
RESOLUTION NO. 12-21-517**

WATER OPERATIONS FUND

CALENDAR YEAR 2022

WATER OPERATIONS FUND RESERVES:

Estimated Water Sales:	\$9,539,033
Estimated Other Revenues:	\$106,820
TOTAL WATER FUND REVENUES	\$9,645,853

WATER OPERATIONS FUND EXPENDITURES:

Production	\$2,103,494
Transmission and Distribution	\$660,916
Customer Service/Meter Reading/Billing	\$370,509
General and Administrative	\$3,421,062
Capital Expenditures	\$3,075,000
TOTAL WATER FUND EXPENDITURES	\$9,630,981

TABLE 3-1

REVENUE AND EXPENDITURE DIS' (SUMMARY PAGE)

	ACTUAL 2020	APPROVED 2021	PROPOSED 2022
REVENUE			
Operational	9,809,639	9,233,251	9,539,033
Non-Operational	<u>276,238</u>	<u>174,820</u>	<u>106,820</u>
Total Revenue	10,085,877	9,408,071	9,645,853
 EXPENDITURES			
<u>Operating Expense</u>			
Production	2,437,714	2,212,206	2,103,494
Transmission/Distribution	568,906	613,322	660,916
Customer Service/Meter Reading	380,651	365,478	370,509
General/Administrative	<u>2,937,882</u>	<u>3,248,428</u>	<u>3,421,062</u>
Total Operating Expense	6,325,153	6,439,434	6,555,981
 Capital Expenditures	 1,036,101	 2,915,000	 3,075,000
 Total Expenses	 7,361,254	 9,354,434	 9,630,981
 NET GAIN OR LOSS	 2,724,623	 53,637	 14,872

TABLE 3-2

REVENUE

ACCT. NO.	DESCRIPTION	ACTUAL 2020	APPROVED 2021	PROPOSED 2022
	OPERATIONAL	9,809,639	9,233,251	9,539,033
	NON-OPERATIONAL	<u>276,238</u>	<u>174,820</u>	<u>106,820</u>
	TOTAL REVENUE	10,085,877	9,408,071	9,645,853
	<u>OPERATIONAL REVENUE</u>	<u>6,175,432</u>	<u>5,502,068</u>	<u>5,750,000</u> water
		<u>3,262,534</u>	<u>3,370,033</u>	<u>3,377,583</u> meter
404000/404029	Water Sales	9,437,966	8,872,101	9,127,583
10-48-4821	Raymond Basin Water Lease	0	0	0
10-45-4500	Water Quality Authority Assessment	56,229	63,000	63,000
10-41-4103	City of S.G Hydrant Rental	3,750	3,750	3,750
10-41-4102	Fire Prevention (DC)	131,729	110,000	110,000
10-41-4107	Return Payment Fee	942	500	800
10-41-4108	Shut Off Fee	1,313	2,000	1,500
10-41-4109	Water Connection Fee	132,273	100,000	150,000
10-41-4104	Late Fees	1,584	2,000	1,500
10-48-4805	Developer's Fees	32,315	70,000	70,000
10-41-4100	Cross Connection Admin. Fees	7,739	7,400	7,400
10-41-4101	Fire Flow Fee	3,800	2,500	3,500
	TOTAL OPERATIONAL REVENUE	9,809,640	9,233,251	9,539,033
	<u>NON-OPERATIONAL REVENUE</u>			
10-48-4822	Lease Revenue	4,500	0	0
10-48-4810	Interest: LAIF	140,794	100,000	35,000
10-48-4811	Interest: Time Value Investment	42,562	35,000	18,000
10-48-4817	Unclaimed Deposit	100	100	100
10-48-4812	Interest Revenue Other	34	20	20
10-48-4813	Miscellaneous Income	14,401	15,000	20,500
10-48-4800	Metro PCS-American Tower	22,720	20,700	20,700
10-48-4803	Enersponse Inc	2,160	4,000	7,500
10-48-4820	Insurance Reimbursements	24,894	0	5,000
10-58-5892	Unrealized Gains/Losses	5,173	0	0
10-59-5961	Gains & Loss on Sales of Asset	19,000	0	0
	TOTAL NON-OPERATIONAL REVENUE	276,338	174,820	106,820

*Water Sales Based on 5,100 acre feet

TABLE 3-3

PRODUCTION AND SUPPLY

<u>ACCT. NO.</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2020</u>	<u>APPROVED 2021</u>	<u>PROPOSED 2022</u>
<u>SALARIES</u>				
10-50-5001	Salaries	\$244,872	\$233,066	\$241,494
10-50-5002	Overtime	5,748	5,500	5,500
	Sub-Total Salaries	250,620	238,566	246,994
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-50-5006	Supplies /Tools	7,377	3,000	3,000
10-50-5007	Truck	4,825	7,000	7,000
10-50-5008	Training/Travel	252	2,000	2,000
10-50-5061	Electric Power	463,952	460,000	500,000
10-50-5062	Gas Power	390	500	250
10-50-5069	Reservoirs	18	10,000	10,000
10-50-5076	Generator Fuel and Expenses	0	5,000	8,000
10-50-5073	Production Maintenance Contract	3,723	11,000	12,000
10-50-5071	Pump/Motor Equipment	176,854	300,000	125,000
10-50-5072	Building/Grounds	35,507	45,000	50,000
10-50-5070	SCADA	4,995	30,000	25,000
10-50-5051	Lease Water Rights	515,042	0	0
10-50-5050	MSGB Watermaster Assessment	829,267	950,000	940,000
10-50-5052	Water Quality Authority Assessment	64,750	63,200	64,750
10-50-5053	Raymond Basin Assessment	22,503	21,940	33,000
10-50-5040	Water Quality Expense/Chlorinators	29,730	25,000	46,500
10-50-5041	Water Quality Monitoring (samples)	27,909	40,000	30,000
	Sub-Total Expense	2,187,094	1,973,640	1,856,500
	<i>PROGRAM TOTAL</i>	<i>2,437,714</i>	<i>2,212,206</i>	<i>2,103,494</i>
	PERSONNEL AUTHORIZED	2.50	2.50	2.50

TABLE 3-4

TRANSMISSION AND DISTRIBUTION

<u>ACCT. NO.</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2020</u>	<u>APPROVED 2021</u>	<u>PROPOSED 2022</u>
<u>SALARIES</u>				
10-51-5001	Salaries	\$364,864	\$364,123	\$399,916
10-51-5002	Overtime	2,190	12,000	12,000
	Sub-Total Salaries	367,054	376,123	411,916
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-51-5007	Truck	19,176	20,000	22,000
10-51-5006	Tools	5,313	6,000	5,000
10-51-5110	Shop	3,872	6,000	5,000
10-51-5111	Uniforms	7,453	6,500	6,500
10-51-5008	Training / Travel	620	2,500	2,500
10-51-5199	Inventory Adjustment	23,362	200	4,000
10-51-5101	Distribution Mains/Leaks	35,785	70,000	70,000
10-51-5102	Paving	19,910	25,000	30,000
10-51-5103	Service Leaks	70,155	70,000	70,000
10-51-5104	Large Meter Testing & Repair	13,241	16,000	20,000
10-51-5105	Meter Exchange Program	0	0	0
10-51-5106	Fire Hydrant Maintenance	1,083	2,500	2,000
10-51-5107	Gate Valve Maintenance	942	2,500	2,000
10-51-5108	Permits	940	10,000	10,000
	Sub-Total Expense	201,852	237,200	249,000
	<i>PROGRAM TOTAL</i>	<i>568,906</i>	<i>613,323</i>	<i>660,916</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 2020</u>	<u>APPROVED 2021</u>	<u>PROPOSED 2022</u>
<u>SALARIES</u>				
10-56-5001	Salaries - Field	\$116,566	\$108,304	\$109,499
10-56-5002	Overtime	\$7,429	\$12,000	\$12,000
10-57-5001	Salaries - Office	\$151,133	\$161,574	\$175,410
	Sub-Total Salaries	275,128	281,878	296,909
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-56-5006	Billing Supplies	12,602	20,000	22,000
10-57-5701	Internet Service	16,288	15,000	15,000
10-56-5007	Truck	3,873	5,500	4,000
10-57-5702	Postage	24,149	30,000	25,000
10-57-5703	Uncollectable Accounts	48,611	8,000	2,500
10-56-5008	Training / Travel	0	2,000	2,000
10-57-5707	Cash Over/Short	0	100	100
10-57-5008	Training / Travel	0	1,000	1,000
10-57-5709	Conservation Education	0	2,000	2,000
	Sub-Total Expense	105,523	83,600	73,600
	<i>PROGRAM TOTAL</i>	<i>380,651</i>	<i>365,478</i>	<i>370,509</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

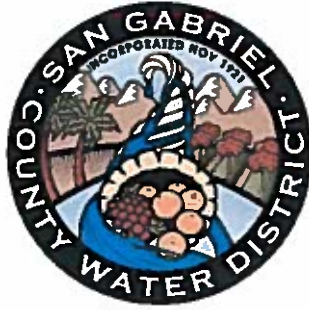
ACCT. NO.	DESCRIPTION	ACTUAL 2020	APPROVED 2021	PROPOSED 2022
<u>SALARIES</u>				
10-58-5001	Salaries	\$639,375	\$621,920	\$677,162
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-58-5006	Office and Computer Supplies	23,103	25,000	25,000
10-58-5007	Automobile	4,615	6,500	7,500
10-58-5846	Safety Equipment	7,653	6,000	4,500
10-58-5847	Safety Incentives	15,303	5,000	7,500
10-58-5848	Elections	0	70,000	0
10-58-5810	Health/Vision/Life Insurance	594,148	620,000	681,000
10-58-5811	Medicare	22,472	25,000	29,000
10-58-5812	Dental	51,431	77,000	70,000
10-58-5836	Maintenance Contracts & Renewals	93,086	110,000	164,000
10-58-5850	Office/Warehouse Utilities	16,423	20,000	25,000
10-58-5838	Outside Consultants	211,567	100,000	115,000
10-58-5834	Legal/Professional	41,437	46,108	48,500
10-58-5831	Audit Fees	12,000	12,000	12,000
10-58-5839	Outside Services	11,689	5,000	2,500
10-58-5008	Convention/Travel/Training	1,651	7,500	7,500
10-58-5863	Conv/Travel - L. Taylor	0	5,000	5,000
10-58-5864	Conv/Travel - M. Cammarano	725	5,000	5,000
10-58-5865	Conv/Travel -	0	5,000	5,000
10-58-5860	Conv/Travel - C. DeLaTorre	0	5,000	5,000
10-58-5861	Conv/Travel - E. Chan	725	5,000	5,000
10-58-5862	Conv/Travel - J. Prior	1,252	5,000	5,000
10-58-5849	Dues/Memberships	30,041	27,000	27,000
10-58-5842	Public Relations	24,358	32,500	32,500
10-58-5837	Alarm Rental	1,215	2,000	3,500
10-58-5820	Public Employees Retirement System	503,236	600,000	660,000
10-58-5830	Insurance	72,737	93,000	75,000
10-58-5832	LAFCO Operating Costs	3,201	3,500	3,500
10-58-5833	Miscellaneous Bank Charges	35,481	35,000	39,000
10-58-5845	Regulatory Fees (AQMD/NPDES/CDPH)	40,113	38,000	39,000
10-58-5835	Building and Grounds	44,089	60,000	55,000
10-58-5844	Communications	14,666	20,000	20,000
10-58-5904	Employment Physicals	90	400	400
10-59-5940	Pension Trust Contributions	0	0	280,000
10-59-5950	GASB 45 Expense (OPEB)	420,000	550,000	280,000
	Sub-Total Expense	2,298,507	2,626,508	2,743,900
	<i>PROGRAM TOTAL</i>	<i>2,937,882</i>	<i>3,248,428</i>	<i>3,421,062</i>
	PERSONNEL AUTHORIZED	3-10	4.50	4.50

CAPITAL IMPROVEMENTS

			PROPOSED 2022
1		MAINLINE REPLACEMENT	2,000,000
2		SERVICE REPLACEMENT	100,000
3		METERS	200,000
4		FIRE HYDRANT	40,000
5		TRUCK	85,000
6		MET CONNECTION	500,000
7		FUEL TRAILER	15,000
8		FIELD CREW OFFICE	135,000

Total

\$3,075,000



December 14, 2021

To: The Board of Directors

From: James Prior

Subject: 2022 Authorized Positions and Compensation

On Tuesday, November 23, 2021. The Board of Directors held a Budget Workshop to review and consider approval of the 2022 Budget. Included in the proposed 2022 Budget are recommended positions and compensation.

A 5% cost of living was added to each position's salary effective January 1, 2022.

Recommendation:

The Board of Directors adopt Resolution No. 12-21-518 approving positions as listed on Table 4-1 and compensation as listed on 4-2 of the 2022 Budget.

Attached:

Resolution No. 12-21-518

Table 4-1

Table 4-2

RESOLUTION NO. 12-21-518

**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, 2022.

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 14th DAY OF
DECEMBER, 2021.**

PRESIDENT

ATTEST:

SECRETARY

(SEAL)

TABLE 4-1

DISTRICT POSITIONS

<u>POSITION /CLASSIFICATION</u>	<u>2021 ACTUAL</u>	<u>2022 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 2022***

<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	4457	4680	4914	5160	5418
Water Service Worker I	4537	4764	5002	5252	5515
Billing Clerk	4870	5114	5369	5638	5920
Water Service Worker II	4999	5249	5511	5787	6076
Management Assistant/Account Clerk	5821	6112	6418	6739	7075
Customer Service Rep/Conservation Spec	5774	6063	6366	6684	7018
Production Operator	5685	5969	6268	6581	6910
Water Service Worker III	5779	6068	6371	6690	7024
Water Quality Specialist	6455	6778	7117	7472	7846
Project Manager	6758	7096	7451	7823	8214
Distribution Lead Person	6758	7096	7451	7823	8214
Operations Superintendent	8833	9275	9738	10225	10737
Finance & Admin. Manager	9715	10201	10711	11246	11809
Assistant General Manager	10581	11110	11666	12249	12861
General Manager	14560	15288	16052	16855	17698

5% Cost of Living effective 1/1/22



Water Levels as of November 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>NOVEMBER 2020</u>	<u>NOVEMBER 2021</u>
Baldwin Park Key Well	199.6	182.4

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 29, 2021 combined storage was 10,701 acre-feet (13 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	275.5	NM	270	359	423
<u>Main San Gabriel Basin</u>					
Well #9	NM	415	NM	384.5	471
Well #11	233	344	236	347	483
Well #12	231	255.5	226	249	380
Well #14	194	286	192	NM	381
Well #15	377	415	381	418	650