

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

**May 10, 2022**

**4:00 P.M.**

**AGENDA**

**Call to Order**

**1. Pledge of Allegiance**

- 2. Roll Call**
- |                           |       |
|---------------------------|-------|
| <b>Director Taylor</b>    | _____ |
| <b>Director DeLaTorre</b> | _____ |
| <b>Director Cammarano</b> | _____ |
| <b>Director Chan</b>      | _____ |
| <b>Director Saucedo</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 April 26, 2022**

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

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

**a. April 2022 Invoices**

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

**7. District Counsel**

**8. Action Item**

- a. Discussion, Consideration and Action on approving Water Supply Shortage Stage 2**

**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:**

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON APRIL 26, 2022**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was called to order on Tuesday, April 26, 2022 at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** Present at the District office were General Manager Jim Prior, Casey Feilen, Carmen Corona, Directors Taylor, Cammarano, DeLaTorre, Chan, Saucedo and District Counsel Koczanowicz.
- AGENDA** Upon motion by Director DeLaTorre and seconded by Director Saucedo, the Board adopted the agenda as presented on a 5 – 0 vote.
- PUBLIC COMMENT** No members of the public were in attendance.
- MINUTES** Upon motion by Director Chan seconded by Director Saucedo, the Board unanimously voted to approve the minutes as corrected by Director Chan for the meeting of the Board of Directors held on April 12, 2022.
- DEMANDS** Director DeLaTorre motioned to authorize electronic funds transfer from the general account to the revolving account in the amount of \$72,564.60. The motion was seconded by Director Chan and passed on a 5-0 vote.
- DISTRICT COUNSEL REPORT** District Counsel reported that there were no legal issues that required Board's attention and responded to some questions from the Directors about the transition to the new firm.
- ACTION ITEMS** **8 a. Consideration of adoption of Resolution No.4-26-519 to amend the Administrative Code**  
Director Cammarano moved, Director DeLaTorre seconded the motion to approve the staff recommendation to adopt the Resolution to amend Chapter 8 of the Code Sections dealing with Water Shortage Contingency plan. General Manager explained that the proposed amendments District Code consistent with the stages and triggers for the State declared levels of Water Supply shortages. He further explained the Boards action was limited to amending the code and no new levels or mandatory reductions were before the Board. Directors inquired about consequences of Level III being instituted and about potential need for enforcement of conservation measures and potential additional employees. General Manager explained that currently the District is relying on reports from the public and in-the-field observations by employees to maintain compliance and assist in conservation measures.  
Carmen Corona informed the Board that in the past there was sufficient assistance from the existing employees to help in monitoring and informing

the public if/when greater levels of conservation were necessary. Motion to approve passed 5-0.

**8 b Consideration of proposed revisions to the American Tower Lease with the District**

Board received a written staff report regarding the requested changes to the Lease terms by American Tower. Staff responded to some questions regarding the condition of the tower and any tenants. Director Cammarano moved to accept staff recommendation and reject the proposed amendments. Director Chan seconded and motion passed on a 5-0 vote.

**MISC INFORMATION**

**Receive and File March 22 Banking and Investment Report.** Board received the Report. General Manager provided maturity dates for the Time Value Investments. Director Taylor commented that the revenue numbers looked good; Director Chan commented on the higher LAIF rates and asked about the interim losses on the Time Value Investments.

**GENERAL MANAGER REPORT**

General Manager reported that District received a \$12,700 check from JPIA as a reward for keeping the work place free of accidents; he stated that Well 14 will soon be back in service; the District has started the conversion to T-Mobile with the switch of the cell phones first, all numbers will remain the same; Mr. Prior reported that Gerona project may move forward as more pipe is likely to arrive soon; the new modular building at the District making good progress with windows soon to be installed; he reported that Civil Tech will soon start preparing a "scope of work" for Bidders for the test well at Well 8 and that he had a productive meeting with City of San Gabriel staff to discuss joint handling of the Stage 2 water shortage declaration; he also discussed the Albert Robles Center tour and invited Directors to participate and reported on progress in water assessment study required by the State and a Water Association meeting in Glendora where Adan Ortega reported that in response to the drought, the State is more likely to install landscape removal regulations than risk a housing moratorium.

**FUTURE AGENDA ITEMS**

Discussion of instituting Stage 2 Water Supply Shortage

**DIRECTOR COMMENTS**

Director Cammarano thanked everyone for attending and supporting the Women's Foundation Luncheon which was a great success. Director Taylor inquired about the availability of Prop 68 funds and General Manager advised that District's demographics do not make it a likely choice for those grants. Director Chan inquired about the health of the staff and he and Director Saucedo talked about the raffle prizes at the Women Foundation luncheon. Director Cammarano reminded everyone about the grand re-opening event for the Mission which will be held on September 10<sup>th</sup> & 11<sup>th</sup>.

**ADJOURNMENT**

Upon motion by Director Taylor, seconded by Director Cammarano the Board voted unanimously to adjourn the meeting at 4:44 p.m.

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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>   |
|-----------------------------|---------------------------------------|----------------------|
| Board of Director's Payroll | 4/26/2022                             | \$ 353.55            |
| Payroll                     | 4/27/2022                             | \$ 71,665.65         |
| Revolving Reimbursement     | 4/30/2022                             | \$ 28,278.59         |
|                             | <b>Total Amount to be Reimbursed:</b> | <b>\$ 100,297.79</b> |

Report Criteria:

Report type: Summary  
Check.Type = (<>) "Adjustment"  
Bank.Bank number = (=) 3

# Revolving Account

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee                               | Check GL Account | Amount    |
|-----------|------------------|--------------|---------------|-------------------------------------|------------------|-----------|
| 04/22     | 04/28/2022       | 12727        | 13350         | L. Andrew Mutch, DDS                | 102000           | 340.00- V |
| 04/22     | 04/07/2022       | 12794        | 10178         | Brian Choi Dental Inc.              | 102000           | 349.00    |
| 04/22     | 04/07/2022       | 12795        | 10421         | Hao Tai Le                          | 102000           | 1,704.00  |
| 04/22     | 04/07/2022       | 12796        | 12674         | U.S. Bank                           | 102000           | .00 V     |
| 04/22     | 04/07/2022       | 12797        | 12674         | U.S. Bank                           | 102000           | 4,193.28  |
| 04/22     | 04/12/2022       | 12798        | 13529         | Eric Chan                           | 102000           | 92.35     |
| 04/22     | 04/12/2022       | 12799        | 10350         | Domingo Saucedo                     | 102000           | 92.35     |
| 04/22     | 04/12/2022       | 12800        | 10422         | Cesar Mora                          | 102000           | 87.18     |
| 04/22     | 04/12/2022       | 12801        | 10098         | Pety Cash Reimbursement             | 102000           | 160.18    |
| 04/22     | 04/14/2022       | 12802        | 11940         | Lincoln National Life Insurance Co. | 102000           | 3,295.00  |
| 04/22     | 04/14/2022       | 12803        | 13322         | Vicken Marganian, DDS               | 102000           | 487.00    |
| 04/22     | 04/15/2022       | 12804        | 10122         | ACWA / JPIA                         | 102000           | 6,925.95  |
| 04/22     | 04/15/2022       | 12805        | 13283         | Jared Dibenedetto                   | 102000           | 60.00     |
| 04/22     | 04/19/2022       | 12806        | 10424         | Felipe Kuo                          | 102000           | 78.43     |
| 04/22     | 04/19/2022       | 12807        | 13350         | L. Andrew Mutch, DDS                | 102000           | 251.00    |
| 04/22     | 04/19/2022       | 12808        | 13494         | Roy H. Chang, DDS                   | 102000           | 330.00    |
| 04/22     | 04/26/2022       | 12809        | 10425         | Best Investment Group LLC           | 102000           | 29.07     |
| 04/22     | 04/26/2022       | 12810        | 13774         | Great Smiles Dental                 | 102000           | 138.00    |
| 04/22     | 04/26/2022       | 12811        | 10427         | Guoqi Zhen                          | 102000           | 66.36     |
| 04/22     | 04/26/2022       | 12812        | 13594         | Scott A. Santoro, DMD, Inc.         | 102000           | 280.00    |
| 04/22     | 04/26/2022       | 12813        | 13206         | Stephen W. Bowen, DMD               | 102000           | 111.00    |
| 04/22     | 04/26/2022       | 12814        | 13529         | Eric Chan                           | 102000           | 92.35     |
| 04/22     | 04/26/2022       | 12815        | 10350         | Domingo Saucedo                     | 102000           | 92.35     |
| 04/22     | 04/27/2022       | 12816        | 13350         | L. Andrew Mutch, DDS                | 102000           | 340.00    |
| 04/22     | 04/27/2022       | 12817        | 11940         | Lincoln National Life Insurance Co. | 102000           | 3,295.00  |
| 04/22     | 04/29/2022       | 12818        | 13296         | Jeffrey C. Murphy, DDS              | 102000           | 26.00     |
| 04/22     | 04/29/2022       | 12819        | 10233         | Pasadena Perodontics                | 102000           | 58.40     |
| 04/22     | 04/29/2022       | 12820        | 10363         | Staples Business Credit             | 102000           | 568.74    |
| 04/22     | 04/29/2022       | 12821        | 10429         | Jin Li Guang                        | 102000           | 1,127.10  |
| 04/22     | 04/29/2022       | 12822        | 10430         | Meiyan Ye                           | 102000           | 1,579.97  |
| 04/22     | 04/29/2022       | 12823        | 10431         | Tuyet T Tran                        | 102000           | 1,810.81  |
| 04/22     | 04/29/2022       | 12824        | 10432         | Yu-Hsio Kao                         | 102000           | 897.72    |

Grand Totals:

**28,278.59**

M = Manual Check, V = Void Check



May 10, 2022

To: The Board of Directors

From: James Prior

Subject: Executive Order N-7-22 and Stage 2 Water Supply Shortage Level

On March 28, 2022, Governor Gavin Newsom issued Executive Order N-7-22 in response to the continuing drought conditions throughout California. The Executive Order follows the four prior executive orders issued in 2021 on drought issues.

The Executive Order does not specify immediate requirements on water suppliers, but instead directs the State Water Resources Control Board to consider adopting regulations by May 25, 2022, that would require the following.

Urban water suppliers must submit a preliminary annual water supply and demand assessment to the Department of Water Resources by June 1, 2022. The final assessment remains due on July 1, 2022.

Urban water suppliers must activate their Water Shortage Contingency Plan (WSCP) level 2 requirements.

CEQA requirements for projects to implement WSCP level 2 requirements are suspended.

The State Water Board shall consider defining non-functional turf and banning the irrigation of non-functional turf for commercial, industrial, and institutional properties.

Recommendation:

It is staff's recommendation that the Board move to Stage 2 of the District's water contingency plan in the District's Administration Code.

See attachment;



**Stage 2 Water Supply Shortage Level**

When the Board of Directors declares a Stage 2 Water Emergency, due to drought, a water supply shortage, or a threatened water shortage exists, a 20 percent reduction in water will be required to lower the overall water demand. Percentages will be determined by action of the Board of Directors. SGCWD shall notify all users of SGCWD drinking water by mail that the following conservation rules are to be implemented immediately:

1. There shall be no washing down of sidewalks, walkways, buildings, walls, patios, driveways, parking areas or other surfaces except to eliminate dangerous conditions or to eliminate a public health and/or a safety hazard.
2. The washing of any motor vehicle(s) or equipment shall be done only with a hand-held nozzle that shuts off or may be done at a carwash that uses recycled water.
3. No water shall be used to clean, fill or maintain levels in decorative fountains, ponds, lakes or other similar structures of aesthetic value unless such water is part of a recirculating water system.
4. No filling, draining or refilling of pools or fountains of any kind. Adding makeup water to swimming pools or spas is permitted.
5. No public place where food is sold shall serve drinking water to any customer unless specifically requested by said customer.
6. All water users shall repair all leaks from indoor and outdoor plumbing and fixtures within seventy-two (72) hours after written notification by SGCWD unless arrangements are made with SGCWD.
7. All watering outdoors for the purposes of irrigating landscape, lawns, etc., shall be limited to no more than two (2) days per week. Watering days shall be as follows: addresses ending in even numbers shall water on Monday and Thursday and addresses ending in odd numbers shall water on Tuesday and Friday between the hours of 6:00 p.m. and 8:00 a.m.

8. No water users shall cause or allow irrigation water to runoff landscaped areas into or onto adjoining sidewalks, streets or other paved areas due to incorrectly directed or improperly maintained sprinklers, or excessive watering.
9. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
10. Hotel and motels must provide guests with the option of not having towels and linens laundered daily, and shall post a notice stating so in each guestroom in clear and understandable language.
11. Irrigation with potable water of ornamental turf on public street medians

**DIRECTORS**

**LARRY TAYLOR, President**  
**CHARLES DELATORRE, Vice President**  
**MARY CAMMARANO**  
**ERIC CHAN**  
**DOMINGO SAUCEDA**

**OFFICE**

**8366 GRAND AVENUE**  
**ROSEMEAD, CA 91770**

**MAILING**

**P.O. BOX 2227**  
**SAN GABRIEL, CA 91778-2227**



**SAN GABRIEL  
COUNTY WATER DISTRICT**

**EXECUTIVE OFFICERS**

**JAMES P. PRIOR**  
Secretary/General Manager

**CASEY G. FEILEN**  
Assistant General Manager

**CARMEN I. CORONA**  
Treasurer/Finance & Administration Manager

**ALESHIRE & WYNDER, LLP**  
General Counsel

(626) 287-0341

FAX (626) 287-8524

[WWW.SGCWD.COM](http://WWW.SGCWD.COM)

May 11, 2022

**IMPORTANT NOTICE TO ALL  
SAN GABRIEL COUNTY WATER DISTRICT CUSTOMERS**

California is in the third year of a drought and is facing the driest year on record; therefore no one can afford to waste any water. On July 15, 2014, the State Water Resources Control Board approved a resolution adopting an emergency regulation for statewide water conservation. This mandate requires all water agencies to implement mandatory restriction on outdoor water use.

In response to the State Water Resources Control Board action, the Board of Directors of San Gabriel County Water District adopted Ordinance No. 2014-43 establishing water use efficiency requirements and water supply shortage stages. The following water use efficiency requirements are always effective and are permanent requirements set for in the District's Administrative Code.

- (1) Customers shall conserve water supplied by the District by the prevention and elimination of all waste or leakage of water.
- (2) All new plumbing fixtures installed within the District service area must conform to the following requirements:
  - (a) Toilets shall use less than 1.6 gallons per flush.
  - (b) Showerheads shall flow at less than 2.5 gallons per minute.
  - (c) Non-residential lavatory faucets shall be metering or self-closing.
  - (d) Urinals shall be waterless.

On May 11, 2022, the Board of Directors of San Gabriel County Water District declared a Stage 2 water supply emergency pursuant to Ordinance No. 2014-43. Stage 2 water supply emergency requires a 20 percent reduction in water usage to lower the overall water demand. The following conservation rules are effective June 1, 2022, and will remain in effect until further notice.

- (a) There shall be no washing down of sidewalks, walkways, buildings, walls, patios, driveways, parking areas or other surfaces except to eliminate dangerous conditions or to eliminate a public health and/or a safety hazard.
- (b) The washing of any motor vehicle(s) or equipment shall be done only with a hand-held nozzle that shuts off or may be done at a carwash that uses recycled water.
- (c) No water shall be used to clean, fill or maintain levels in decorative fountains, ponds, lakes or other similar structures of aesthetic value unless such water is part of a recirculating water system.

- (d) No filling, draining or refilling of pools or fountains of any kind. Adding makeup water to swimming pools or spas is permitted.
- (e) No public place where food is sold shall serve drinking water to any customer unless specifically requested by said customer.
- (f) All water users shall repair all leaks from indoor plumbing and fixtures within seventy-two (72) hours after written notification by SGCWD unless arrangements are made with SGCWD.
- (g) All watering outdoors for the purpose of irrigating landscape, lawns, etc. shall be limited to no more than two (2) days per week. Watering days shall be as follows: addresses ending in even numbers shall water on Monday and Thursday and addresses ending in odd numbers shall water on Tuesday and Friday between the hours of 6:00 p.m. and 8:00 a.m.
- (h) No water users shall cause or allow irrigation water to runoff landscaped areas into or onto adjoining sidewalks, streets or other paved areas due to incorrectly directed or improperly maintained sprinklers, or excessive watering.
- (i) Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
- (j) Hotel and motels must provide guests with the option of not having towels and linens laundered daily and shall post a notice stating so in each guestroom in clear and understandable language.
- (k) Irrigation with potable water for ornamental turf on public street medians is prohibited.

In accordance with Part 4, Section 11.401 of Ordinance No. 2014-43, enforcement of water use efficiency practices and water conservation measures declared under Stage 2 shall be administrated as follows:

- (a) Customers shall be notified in writing when the first violation of this article is discovered by the District. The notice shall include a warning that further violations could result in stricter penalties as set forth below.
- (b) Customers who violate this article for a second time within a twelve-month period have committed an infraction punishable by a fine of up to \$150.00.
- (c) Customers who violate this article for a third time within a twelve-month period have committed an infraction punishable by a fine of up to \$250.00.
- (d) Customers who violate this article for a fourth time within a twelve-month period have committed an infraction punishable by a fine of up to \$500.
- (e) The District may install flow restrictors or terminate service to customers who have violated provisions of this article five times within a twelve-month period.

San Gabriel County Water District Board of Directors is committed to helping District customers achieve the required water use reduction and by doing so the District offers water saving tips, tools and information on turf removal, highly efficient washers and other rebates. If you have questions, please contact us at (626) 287-0341 or visit our *Conservation Corner* located in the District lobby or our website at <http://sgcwd.com>.

Sincerely,

James Prior  
General Manager



Water Levels as of April 30, 2022

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>APRIL 2021</u> | <u>APRIL 2022</u> |
|-----------------------|-------------------|-------------------|
| Baldwin Park Key Well | 195.1             | 184.6             |

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 May 2, 2022 combined storage was 21,786 acre-feet (26 percent of capacity)

San Gabriel County Water District

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

|                               | <u>2021</u> | <u>2021</u> | <u>2022</u> | <u>2022</u> |            |
|-------------------------------|-------------|-------------|-------------|-------------|------------|
|                               | STATIC      | PUMPING     | STATIC      | PUMPING     | PUMP DEPTH |
| <u>Raymond Basin</u>          |             |             |             |             |            |
| Well #16                      | 282         | 381         | 282         | 380         | 423        |
| <u>Main San Gabriel Basin</u> |             |             |             |             |            |
| Well #9                       | 297         | NM          | NM          | 410         | 471        |
| Well #11                      | 231         | 337         | 242         | 351         | 483        |
| Well #12                      | 230         | 255         | 231         | 256         | 380        |
| Well #14                      | 196         | 284.5       | 203         | NM          | 381        |
| Well #15                      | 375         | 416         | 381         | 417         | 650        |