

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

**November 14, 2023**

**2:00 P.M.**

**AGENDA**

**Call to Order**

**1. Pledge of Allegiance**

- 2. Roll Call**
- |                             |       |
|-----------------------------|-------|
| <b>Director Cammarano</b>   | _____ |
| <b>Director DeLaTorre</b>   | _____ |
| <b>Director Taylor</b>      | _____ |
| <b>Director Saucedo</b>     | _____ |
| <b>Director Mamdapurkar</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. Discussion of the District's 2024 Proposed Budget**

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

**6. 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**

**2024 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 2022	APPROVED 2023	PROPOSED 2024
<b>REVENUE</b>			
Operational	9,699,050	9,802,977	8,815,453
Non-Operational	<u>(71,381)</u>	<u>101,320</u>	<u>540,800</u>
Total Revenue	9,627,669	9,904,297	9,356,253
 <b>EXPENDITURES</b>			
<u>Operating Expense</u>			
Production	2,085,886	2,251,638	2,282,778
Transmission/Distribution	606,736	680,123	713,872
Customer Service/Meter Reading	355,364	380,433	385,895
General/Administrative	<u>2,798,920</u>	<u>4,019,392</u>	<u>3,889,054</u>
Total Operating Expense	5,846,906	7,331,586	7,271,599
 Capital Expenditures	 1,955,061	 2,572,000	 2,084,677
Total Expenses	7,801,967	9,903,586	9,356,276
 NET GAIN OR LOSS	 1,825,702	 711	 (23)

**TABLE 3-2**

**REVENUE**

ACCT. NO.	DESCRIPTION	ACTUAL 2022	APPROVED 2023	PROPOSED 2024	
	OPERATIONAL	9,699,050	9,802,977	8,815,453	
	NON-OPERATIONAL	<u>(71,381)</u>	<u>101,320</u>	<u>540,800</u>	
	TOTAL REVENUE	9,627,669	9,904,297	9,356,253	
	<u>OPERATIONAL REVENUE</u>	5,651,447	5,779,182	4,971,677	water
		<u>3,136,061</u>	<u>3,404,045</u>	<u>3,434,576</u>	meter
404000/404029	Water Sales	8,787,508	9,183,227	8,406,253	
10-41-4100	Cross Connection Admin. Fees	7,284	7,400	7,400	
10-41-4101	Fire Flow Fee	3,500	3,500	3,500	
10-41-4102	Fire Prevention (DC)	135,675	110,000	110,000	
10-41-4103	City of S.G Hydrant Rental	3,758	3,750	3,750	
10-41-4104	Late Fees	15,900	4,000	15,000	
10-41-4105	Ordinance Violation	0	300	0	
10-41-4107	Return Payment Fee	883	800	800	
10-41-4108	Shut Off Fee	4,708	2,000	4,000	
10-41-4109	Water Connection Fee	392,766	225,000	100,000	
10-45-4500	Water Quality Authority Assessment	53,915	63,000	64,750	
10-48-4805	Developer's Fees	293,153	200,000	100,000	
10-48-4821	Raymond Basin Water Lease	0	0	0	
	TOTAL OPERATIONAL REVENUE	9,699,050	9,802,977	8,815,453	
	<u>NON-OPERATIONAL REVENUE</u>				
10-48-4800	Metro PCS-American Tower	25,789	20,700	20,700	
10-48-4803	Enersponse Inc	25,789	7,500	8,000	
10-48-4810	Interest: LAIF	182,035	45,000	400,000	
10-48-4811	Interest: Time Value Investment	32,477	18,000	25,000	
10-48-4812	Interest Revenue Other	0	20	0	
10-48-4813	Miscellaneous Income	14,895	5,000	12,000	
10-48-4817	Unclaimed Deposit	0	100	100	
10-48-4820	Insurance Reimbursements	12,752	5,000	0	
10-48-4822	Lease Revenue	0	0	0	
10-48-4824	Grand Lease Revenue	0	0	75,000	
10-58-5892	Unrealized Gains/Losses	-365,118	0	0	
10-59-5961	Gains & Loss on Sales of Asset	0	0	0	
	TOTAL NON-OPERATIONAL REVENUE	(71,381)	101,320	540,800	

\*Water Sales Based on 4,800 acre feet

**TABLE 3-3*****PRODUCTION AND SUPPLY***

<u>ACCT. NO.</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2022</u>	<u>APPROVED 2023</u>	<u>PROPOSED 2024</u>
<u>SALARIES</u>				
10-50-5001	Salaries	\$242,694	\$348,138	\$387,228
10-50-5002	Overtime	5,955	\$5,500	\$5,500
	Sub-Total Salaries	248,649	353,638	392,728
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-50-5006	Supplies /Tools	3,249	3,000	3,000
10-50-5007	Truck	7,262	9,000	10,000
10-50-5008	Training/Travel	774	2,500	3,000
10-50-5040	Water Quality Expense/Chlorinators	71,487	40,000	45,000
10-50-5041	Water Quality Monitoring (samples)	29,421	30,000	30,000
10-50-5050	MSGB Watermaster Assessment	782,636	875,000	820,000
10-50-5051	Lease Water Rights	0	0	0
10-50-5052	Water Quality Authority Assessment	64,750	64,750	64,750
10-50-5053	Raymond Basin Assessment	33,792	33,000	33,000
10-50-5061	Electric Power	606,982	605,000	640,000
10-50-5062	Gas Power	230	250	300
10-50-5069	Reservoirs	1,961	10,000	10,000
10-50-5070	SCADA	20,304	7,500	7,500
10-50-5071	Pump/Motor Equipment	155,296	150,000	150,000
10-50-5072	Building/Grounds	30,359	45,000	45,000
10-50-5073	Production Maintenance Contract	17,472	15,000	16,500
10-50-5076	Generator Fuel and Expenses	11,262	8,000	12,000
	Sub-Total Expense	1,837,237	1,898,000	1,890,050
	<i>PROGRAM TOTAL</i>	<i>2,085,886</i>	<i>2,251,638</i>	<i>2,282,778</i>
	PERSONNEL AUTHORIZED	2.50	2.50	3.50

**TABLE 3-4**

***TRANSMISSION AND DISTRIBUTION***

<u>ACCT. NO.</u>	<u>DESCRIPTION</u>	<u>ACTUAL 2022</u>	<u>APPROVED 2023</u>	<u>PROPOSED 2024</u>
<u>SALARIES</u>				
10-51-5001	Salaries	\$388,838	\$404,623	\$421,372
10-51-5002	Overtime	4,947	7,500	7,500
	Sub-Total Salaries	393,785	412,123	428,872
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-51-5006	Tools	4,903	12,500	15,000
10-51-5007	Truck	21,137	22,000	37,000
10-51-5008	Training / Travel	1,131	2,500	4,000
10-51-5101	Distribution Mains/Leaks	74,049	70,000	70,000
10-51-5102	Paving	30,000	40,000	40,000
10-51-5103	Service Leaks	52,004	70,000	70,000
10-51-5104	Large Meter Testing & Repair	10,946	20,000	20,000
10-51-5105	Meter Exchange Program	0	0	0
10-51-5106	Fire Hydrant Maintenance	881	2,000	2,000
10-51-5107	Gate Valve Maintenance	3,827	2,000	2,000
10-51-5108	Permits	1,947	7,500	7,500
10-51-5110	Shop	2,988	5,000	5,000
10-51-5111	Uniforms	6,840	6,500	8,500
10-51-5199	Inventory Adjustment	2,298	8,000	4,000
	Sub-Total Expense	212,951	268,000	285,000
	<i>PROGRAM TOTAL</i>	<i>606,736</i>	<i>680,123</i>	<i>713,872</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 2022</u>	<u>APPROVED 2023</u>	<u>PROPOSED 2024</u>
<u>SALARIES</u>				
10-56-5001	Salaries - Field	\$97,431	\$108,139	\$106,745
10-56-5002	Overtime	\$12,326	\$12,000	\$12,000
10-57-5001	Salaries - Office	\$179,381	\$180,194	\$190,050
	Sub-Total Salaries	289,138	300,333	308,795
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-56-5006	Billing Supplies	15,155	22,000	17,000
10-56-5007	Truck	4,518	4,500	6,000
10-56-5008	Training / Travel	251	1,500	2,000
10-57-5008	Training / Travel	805	1,500	2,000
10-57-5701	Internet Service	14,403	16,000	16,000
10-57-5702	Postage	24,663	27,000	27,000
10-57-5703	Uncollectable Accounts	860	2,500	2,000
10-57-5707	Cash Over/Short	(10)	100	100
10-57-5709	Conservation Education	5,581	5,000	5,000
	Sub-Total Expense	66,226	80,100	77,100
	<i>PROGRAM TOTAL</i>	<i>355,364</i>	<i>380,433</i>	<i>385,895</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 2022	APPROVED 2023	PROPOSED 2023
<u>SALARIES</u>				
10-58-5001	Salaries	\$682,204	\$752,592	\$776,094
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-58-5006	Office and Computer Supplies	26,226	27,500	30,000
10-58-5007	Automobile	7,652	8,000	8,000
10-58-5008	Convention/Travel/Training	1,857	8,000	9,000
10-58-5009	Tuition Reimbursement	0	0	75,000
10-58-5810	Health/Vision/Life Insurance	522,126	625,000	590,000
10-58-5811	Medicare	24,895	29,000	34,000
10-58-5812	Dental	50,580	80,000	80,000
10-58-5820	Public Employees Retirement System	610,831	752,000	820,000
10-58-5830	Insurance	82,804	77,000	93,000
10-58-5831	Audit Fees	12,000	12,000	12,000
10-58-5832	LAFCO Operating Costs	3,580	3,500	3,500
10-58-5833	Miscellaneous Bank Charges	45,063	45,000	47,000
10-58-5834	Legal/Professional	45,204	52,000	53,560
10-58-5835	Building and Grounds	67,254	60,000	55,000
10-58-5836	Maintenance Contracts & Renewals	113,692	188,000	266,000
10-58-5837	Alarm Rental	3,895	6,000	6,000
10-58-5838	Outside Consultants	55,921	100,000	100,000
10-58-5839	Outside Services	655	2,500	2,500
10-58-5842	Public Relations	21,016	25,000	25,000
10-58-5844	Communications	17,351	20,000	20,000
10-58-5845	Regulatory Fees (AQMD/NPDES/CDPH)	57,257	42,000	80,000
10-58-5846	Safety Equipment	6,711	15,000	7,500
10-58-5847	Safety Incentives	7,792	7,500	7,500
10-58-5848	Elections	0	1,000	0
10-58-5849	Dues/Memberships	23,689	25,000	25,000
10-58-5850	Office/Warehouse Utilities	24,866	25,000	33,000
10-58-5851	Grand Rental Maintenance	0	0	100,000
10-58-5860	Conv/Travel - C. DeLaTorre	0	5,000	5,000
10-58-5861	Conv/Travel - A. Mamdapurkar	1,922	5,000	5,000
10-58-5862	Conv/Travel - J. Prior	572	5,000	5,000
10-58-5863	Conv/Travel - L. Taylor	0	5,000	5,000
10-58-5864	Conv/Travel - M. Cammarano	0	5,000	5,000
10-58-5865	Conv/Travel - D. Saucedo	440	5,000	5,000
10-58-5904	Pre-Employment Physicals	865	800	400
10-59-5940	Pension Trust Contributions	0	0	0
10-59-5950	GASB 45 Expense (OPEB)	280,000	1,000,000	500,000
	Sub-Total Expense	2,116,716	3,266,800	3,112,960
	<i>PROGRAM TOTAL</i>	<i>2,798,920</i>	<i>4,019,392</i>	<i>3,889,054</i>
	PERSONNEL AUTHORIZED	3-10 4.50	4.50	4.50

TABLE 4-2

***SAN GABRIEL COUNTY WATER DISTRICT  
5-STEP MERIT PLAN SALARY SCHEDULE  
CALENDAR YEAR 2024***

<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	4912	5158	5415	5686	5971
Water Service Worker I	5001	5251	5514	5789	6079
Billing Clerk	5367	5635	5917	6213	6524
Water Service Worker II	5509	5784	6074	6377	6696
Management Assistant/Account Clerk	6414	6735	7071	7425	7796
Customer Service Rep/Conservation Spec	6363	6681	7015	7366	7734
Production Operator	6265	6578	6907	7253	7615
Water Service Worker III	6370	6689	7023	7374	7743
Water Quality Specialist	6758	7096	7451	7823	8214
Project Manager	7821	8212	8623	9054	9506
Production Lead Person	7448	7820	8211	8622	9053
Distribution Lead Person	7448	7820	8211	8622	9053
Operations Superintendent	10222	10733	11270	11833	12425
Finance & Admin. Manager	11351	11919	12514	13140	13797
Assistant General Manager	12828	13469	14143	14850	15593
General Manager	16046	16848	17691	18575	19504

3% Cost of Living effective 1/1/24

**CAPITAL IMPROVEMENTS**

			PROPOSED 2024
1		MAINLINE REPLACEMENT	1,729,677
2		SERVICE REPLACEMENT	175,000
3		METERS	100,000
4		FIRE HYDRANTS	40,000
5		RESTROOM	40,000

Total

2,084,677