

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

November 26, 2024

3:00 P.M.

AGENDA

Call to Order

1. Pledge of Allegiance

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

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 2025 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
2025 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.

	ACTUAL 2023	APPROVED 2024	PROPOSED 2025
REVENUE			
Operational	9,313,947	8,815,453	8,591,373
Non-Operational	<u>892,378</u>	<u>540,800</u>	<u>607,905</u>
Total Revenue	10,206,325	9,356,253	9,199,278
Capital Contributions	471,454		
EXPENDITURES			
<u>Operating Expense</u>			
Production	2,076,091	2,282,778	2,403,302
Transmission/Distribution	651,763	713,872	761,296
Customer Service/Meter Reading	391,518	385,895	396,342
General/Administrative	3,631,973	<u>3,889,054</u>	<u>3,859,263</u>
Depreciation Expense	<u>1,298,217</u>		
Total Operating Expense	8,049,562	7,271,599	7,420,203
Capital Expenditures	0	2,084,677	5,279,075
Total Expenses	8,049,562	9,356,276	12,699,278
NET GAIN OR LOSS	2,628,218	(23)	(3,500,000)

TABLE 3-2

REVENUE

ACCT. NO.	DESCRIPTION	ACTUAL 2023	APPROVED 2024	PROPOSED 2025
	OPERATIONAL	9,313,947	8,815,453	8,591,373
	NON-OPERATIONAL	<u>892,378</u>	<u>540,800</u>	<u>607,905</u>
	TOTAL REVENUE	10,206,325	9,356,253	9,199,278
	<u>OPERATIONAL REVENUE</u>	<u>5,282,771</u>	<u>4,971,677</u>	<u>4,610,077</u> water
		<u>3,262,809</u>	<u>3,434,576</u>	<u>3,504,296</u> meter
404000/404029	Water Sales	8,545,580	8,406,253	8,114,373
10-41-4100	Cross Connection Admin. Fees	7,507	7,400	7,400
10-41-4101	Fire Flow Fee	4,300	3,500	0
10-41-4102	Fire Prevention (DC)	136,991	110,000	125,000
10-41-4103	City of S.G Hydrant Rental	3,762	3,750	3,850
10-41-4104	Late Fees	18,843	15,000	35,000
10-41-4105	Ordinance Violation	0	0	0
10-41-4107	Return Payment Fee	1,376	800	2,500
10-41-4108	Shut Off Fee	4,075	4,000	10,000
10-41-4109	Water Connection Fee	369,185	100,000	100,000
10-45-4500	Water Quality Authority Assessment	55,826	64,750	64,750
10-48-4805	Developer's Fees	166,502	100,000	125,000
10-48-4821	Raymond Basin Water Lease	0	0	0
10-48-4825	Fire Flow Revenue	0	0	3,500
	TOTAL OPERATIONAL REVENUE	9,313,947	8,815,453	8,591,373
	<u>NON-OPERATIONAL REVENUE</u>			
10-48-4800	Metro PCS-American Tower	18,135	20,700	23,805
10-48-4803	Enersponse Inc	8,419	8,000	8,000
10-48-4810	Interest: LAIF	564,295	400,000	400,000
10-48-4811	Interest: Time Value Investment	71,452	25,000	35,000
10-48-4812	Interest Revenue Other	5,856	0	0
10-48-4813	Miscellaneous Income	3,358	12,000	16,000
10-48-4817	Unclaimed Deposit	0	100	100
10-48-4820	Insurance Reimbursements	0	0	0
10-48-4822	Lease Revenue	0	0	0
10-48-4824	Grand Lease Revenue	0	75,000	125,000
10-58-5892	Unrealized Gains/Losses	206,863	0	0
10-59-5961	Gains & Loss on Sales of Asset	14,000	0	0
	TOTAL NON-OPERATIONAL REVENUE	892,378	540,800	607,905

*Water Sales Based on 4,800 acre feet

TABLE 3-3

PRODUCTION AND SUPPLY

ACCT. NO.	DESCRIPTION	ACTUAL 2023	APPROVED 2024	PROPOSED 2025
<u>SALARIES</u>				
10-50-5001	Salaries	\$367,407	\$387,228	\$393,252
10-50-5002	Overtime	\$4,643	\$5,500	\$6,000
	Sub-Total Salaries	372,050	392,728	399,252
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-50-5006	Supplies /Tools	1,943	3,000	4,500
10-50-5007	Truck	7,788	10,000	10,000
10-50-5008	Training/Travel	4,183	3,000	3,000
10-50-5040	Water Quality Expense/Chlorinators	44,983	45,000	45,000
10-50-5041	Water Quality Monitoring (samples)	65,415	30,000	30,000
10-50-5050	MSGW Watermaster Assessment	740,177	820,000	800,000
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	33,835	33,000	39,000
10-50-5061	Electric Power	667,052	640,000	710,000
10-50-5062	Gas Power	245	300	300
10-50-5069	Reservoirs	10,622	10,000	25,000
10-50-5070	SCADA	4,366	7,500	35,000
10-50-5071	Pump/Motor Equipment	1,603	150,000	150,000
10-50-5072	Building/Grounds	46,091	45,000	57,500
10-50-5073	Production Maintenance Contract	8,886	16,500	20,000
10-50-5076	Generator Fuel and Expenses	2,102	12,000	10,000
	Sub-Total Expense	1,704,041	1,890,050	2,004,050
	<i>PROGRAM TOTAL</i>	<i>2,076,091</i>	<i>2,282,778</i>	<i>2,403,302</i>
	PERSONNEL AUTHORIZED	2.50	3.50	3.50

TABLE 3-4

TRANSMISSION AND DISTRIBUTION

ACCT. NO.	DESCRIPTION	ACTUAL 2023	APPROVED 2024	PROPOSED 2025
<u>SALARIES</u>				
10-51-5001	Salaries	\$386,241	\$421,372	\$446,796
10-51-5002	Overtime	5,500	7,500	7,500
	Sub-Total Salaries	391,741	428,872	454,296
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-51-5006	Tools	11,352	15,000	7,000
10-51-5007	Truck	21,919	37,000	25,000
10-51-5008	Training / Travel	2,114	4,000	4,000
10-51-5101	Distribution Mains/Leaks	106,039	70,000	70,000
10-51-5102	Paving	36,075	40,000	65,000
10-51-5103	Service Leaks	42,013	70,000	70,000
10-51-5104	Large Meter Testing & Repair	24,894	20,000	24,000
10-51-5105	Meter Exchange Program	0	0	0
10-51-5106	Fire Hydrant Maintenance	814	2,000	2,000
10-51-5107	Gate Valve Maintenance	498	2,000	2,000
10-51-5108	Permits	2,149	7,500	20,000
10-51-5110	Shop	3,910	5,000	5,000
10-51-5111	Uniforms	8,133	8,500	11,000
10-51-5199	Inventory Adjustment	113	4,000	2,000
	Sub-Total Expense	260,022	285,000	307,000
	<i>PROGRAM TOTAL</i>	<i>651,763</i>	<i>713,872</i>	<i>761,296</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 2023</u>	<u>APPROVED 2024</u>	<u>PROPOSED 2025</u>
<u>SALARIES</u>				
10-56-5001	Salaries - Field	\$123,925	\$106,745	\$105,162
10-56-5002	Overtime	\$12,605	\$12,000	\$15,000
10-57-5001	Salaries - Office	\$186,909	\$190,050	\$199,080
	Sub-Total Salaries	323,439	308,795	319,242
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-56-5006	Billing Supplies	13,510	17,000	14,000
10-56-5007	Truck	5,486	6,000	6,500
10-56-5008	Training / Travel	192	2,000	2,000
10-57-5008	Training / Travel	183	2,000	2,000
10-57-5701	Internet Service	15,079	16,000	16,000
10-57-5702	Postage	25,943	27,000	27,000
10-57-5703	Uncollectable Accounts	(19)	2,000	2,000
10-57-5707	Cash Over/Short	11	100	100
10-57-5709	Conservation Education	7,694	5,000	7,500
	Sub-Total Expense	68,079	77,100	77,100
	<i>PROGRAM TOTAL</i>	<i>391,518</i>	<i>385,895</i>	<i>396,342</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 2023	APPROVED 2024	PROPOSED 2025
<u>SALARIES</u>				
10-58-5001	Salaries	\$768,613	\$776,094	\$798,696
<u>OPERATIONS AND MAINTENANCE EXPENSE</u>				
10-58-5006	Office and Computer Supplies	27,892	30,000	25,000
10-58-5007	Automobile	7,236	8,000	8,000
10-58-5008	Convention/Travel/Training	7,015	9,000	9,000
10-58-5009	Tuition Reimbursement	0	75,000	50,000
10-58-5810	Health/Vision/Life Insurance	513,860	590,000	580,000
10-58-5811	Medicare	27,434	34,000	34,000
10-58-5812	Dental	74,612	80,000	80,000
10-58-5820	Public Employees Retirement System	677,098	820,000	892,800
10-58-5830	Insurance	93,415	93,000	96,000
10-58-5831	Audit Fees	12,000	12,000	12,000
10-58-5832	LAFCO Operating Costs	3,376	3,500	3,700
10-58-5833	Miscellaneous Bank Charges	50,254	47,000	32,000
10-58-5834	Legal/Professional	48,372	53,560	55,167
10-58-5835	Building and Grounds	77,504	55,000	61,000
10-58-5836	Maintenance Contracts & Renewals	173,195	266,000	240,000
10-58-5837	Alarm Rental	1,890	6,000	3,000
10-58-5838	Outside Consultants	76,120	100,000	100,000
10-58-5839	Outside Services	1,155	2,500	2,500
10-58-5842	Public Relations	18,572	25,000	25,000
10-58-5844	Communications	16,622	20,000	20,000
10-58-5845	Regulatory Fees (AQMD/NPDES/CDPH)	55,995	80,000	82,000
10-58-5846	Safety Equipment	19,599	7,500	7,500
10-58-5847	Safety Incentives	8,487	7,500	7,500
10-58-5848	Elections	201	0	2,000
10-58-5849	Dues/Memberships	23,405	25,000	28,000
10-58-5850	Office/Warehouse Utilities	30,459	33,000	34,000
10-58-5851	Grand Rental Maintenance	0	100,000	40,000
10-58-5860	Conv/Travel - C. DeLaTorre	1,965	5,000	5,000
10-58-5861	Conv/Travel - A. Mamdapurkar	0	5,000	5,000
10-58-5862	Conv/Travel - J. Prior	2,492	5,000	5,000
10-58-5863	Conv/Travel - L. Taylor	0	5,000	5,000
10-58-5864	Conv/Travel -	0	5,000	5,000
10-58-5865	Conv/Travel - D. Saucedo	2,395	5,000	5,000
10-58-5904	Pre-Employment Physicals	227	400	400
10-58-5909	PERS Employer Pepra	448	0	0
10-58-5914	GASB 68 Deferred Contributions	(277,360)	0	0
10-58-5915	GASB 68 Expense	458,107	0	0
10-59-5950	OPEB Trust Contributions	1,000,000	500,000	500,000
10-59-5951	OPEB - Deferred Contributions	(1,132,278)	0	0
10-59-5960	GASB 75 Expense (OPEB)	309,424	0	0
10-70-7000	Capital Expenditures	5,313,144	0	0
10-70-7099	Capital Transfer	(4,860,969)	0	0
999	Rounding	(1)	0	0
	Sub-Total Expense	2,863,360	3,112,960	3,060,567
	<i>PROGRAM TOTAL</i>	3,631,973	3,889,054	3,859,263
	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 2025**

RE-CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Office Clerk	5059	5312	5578	5856	6149
Water Service Worker I	5151	5409	5679	5963	6261
Billing Clerk	5528	5804	6095	6399	6719
Water Service Worker II	5674	5958	6256	6568	6897
Management Assistant/Account Clerk	6607	6937	7284	7648	8031
Customer Service Rep/Conservation Spec	6554	6882	7226	7587	7966
Production Operator	6453	6776	7114	7470	7844
Water Service Worker III	6561	6889	7234	7595	7975
Water Quality Specialist	6961	7309	7675	8058	8461
Project Manager	8056	8459	8882	9326	9792
Production Lead Person	7671	8055	8457	8880	9324
Distribution Lead Person	7671	8055	8457	8880	9324
Operations Superintendent	10529	11055	11608	12189	12798
Finance & Admin. Manager	11692	12277	12890	13535	14212
Assistant General Manager	13213	13874	14567	15296	16060
General Manager	16527	17353	18221	19132	20089

3% Cost of Living effective 1/1/25

		CAPITAL IMPROVEMENTS	PROPOSED 2025
		MAINLINE REPLACEMENT	1,284,075
		SERVICE REPLACEMENT	175,000
		METERS	50,000
		FIRE HYDRANTS	80,000
		TRUCK	90,000
		LOBBY IMPROVEMENTS	100,000
		10 FWY	1,500,000
		TREATMENT PLANT	2,000,000
		Total	5,279,075