

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

**December 10, 2024**

**2:00 P.M.**

**AGENDA**

**Call to Order**

**1. Pledge of Allegiance**

- 2. Roll Call**
- |                             |       |
|-----------------------------|-------|
| <b>Director Taylor</b>      | _____ |
| <b>Director DeLaTorre</b>   | _____ |
| <b>Director Saucedo</b>     | _____ |
| <b>Director Mamdapurkar</b> | _____ |

**Action Item: Election of Officers.**

**President:**

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

**Vice President:**

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

**Secretary: Proposed Jim Prior**

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

**Treasurer: Proposed Carmen Corona**

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

**3. Additions, Re-order and Adoption of the Agenda:**

**Motion:  
Second:  
Action:**

**4. Public Comment on Agenda items**

**a. Anyone wishing to discuss items on the agenda may do so at this time**

**5. Minutes of a Special Meeting of the Board of Directors held November 26, 2024  
Minutes of a Regular Meeting of the Board of Directors held November 26, 2024  
Minutes of a Special Meeting of the Board of Directors held December 3, 2024**

**Motion:  
Second:  
Action:**

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

**a. November 2024 Invoices**

**Motion:  
Second:  
Action:**

**7. District Counsel**

**8. Action Item**

**a. 2025 Budget – Consider Adoption of Resolution No. 12-24-528**

**Motion:**

**Second:**

**Action:**

**b. Authorized Positions and Compensation – Consider Adoption of Resolution No. 12-24-529**

**Motion:**

**Second:**

**Action:**

**c. Approve General Manager Employment Contract for 2025**

**Motion:**

**Second:**

**Action:**

**d. Potential action to finalize appointment of candidate to vacant seat on the Board and adopt the Necessary Resolution**

**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 26, 2024**

**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 26, 2024, at 8366 Grand Avenue, Rosemead, California at the hour of 3:14 p.m.

**ROLL CALL** Present at the meeting were General Manager Jim Prior, Finance and Administration Manager Carmen Corona, Assistant General Manager Casey Feilen, Directors Cammarano, Taylor, DeLaTorre, Saucedo and Mamdapurkar and District Counsel Koczanowicz.

**AGENDA** Upon motion by Director Saucedo, seconded DeLaTorre, the Board on a 5-0 vote adopted the agenda as presented.

**PUBLIC COMMENT** Carina Rivera, an applicant for a Board vacancy was present, introduced herself, but did not speak during public comment.

**DISCUSSION OF THE DISTRICT'S 2024 PROPOSED BUDGET** Board received a Proposed 2025 Draft Budget packet and discussion was initiated with a motion by Director DeLaTorre and seconded by Director Saucedo. General Manager Prior, guided the Board through the projected revenues and expenditures in all of the departments, comparing current year budgeted and actuals with the 2025 projected numbers. Due to the continued conservation efforts in the State of California, projected water sales for the upcoming budget year were lower than 2024. Mr. Prior informed the Board that the usual 3% increases in salaries were included in the calculations and that the proposed budget also included a double time rate for employees working on Sundays and Holidays. The current pay is set at time and a half. The General Manager also discussed the anticipated Capital Improvement projects which included the Fwy 10 under crossing and the Treatment Plant. The CIP costs were projected at \$5,179,075.00. Overall revenues were projected at \$9,099,278.00 with expenses projected at \$7,420,203.00 with a total including CIP projected at \$12,599,278. The estimated \$3,500,000 deficit will be covered from the reserves and is a result of the large capital improvement projects that will begin next year.

Mr. Prior and staff answered all questions to the Board's satisfaction. Director Taylor expressed concerns about the decrease water sales revenue and lower LAIF interest rates in the future. Director Cammarano mentioned the closure of Broadway and Walnut Grove intersection. On a motion by Director DeLaTorre, seconded by Director Saucedo Board approved the draft Budget on a 5-0 vote.

The Board will take action on the final budget Resolutions at the next meeting.

**ADJOURNMENT**

Upon motion by Director Taylor, seconded by Director DeLaTorre the Board voted unanimously to adjourn the meeting at 3:55 p.m.

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President

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Secretary

[SEAL]

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON NOVEMBER 26, 2024**

- 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 26, 2024, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** Present at the meeting were General Manager Jim Prior, Finance and Administration Manager Carmen Corona, Assistant General Manager Casey Feilen, Directors Cammarano, Taylor, DeLaTorre, Saucedo and Mamdapurkar and District Counsel Koczanowicz.
- AGENDA** Upon motion by Director Taylor and seconded by Director Saucedo, the Board voted unanimously to adopt the agenda as presented.
- PUBLIC COMMENT** Carina Rivera and Piper Fogle, both candidates for the vacant seat on the Board, were present but did not speak at this time.
- MINUTES** Upon motion by Director Mamdapurkar, seconded by Director Taylor, the Board voted to approve the minutes for the meeting of the Board of Directors held on November 12, 2024. Motion passed 5-0.
- DEMANDS** Director DeLaTorre motioned to authorize an electronic funds transfer from the general account to the revolving account in the amount of \$172,265.10. The motion was seconded by Director Taylor. No questions were asked by the Board. Motion passed unanimously.
- DISTRICT COUNSEL REPORT** District Counsel informed the Board about the meeting with City of Rosemead regarding the permit fees and related issues. Mr. Prior, Mr. Feilen and Mr. Agopian attended with District Council and the City Manager, Public Works Director, City Attorney and Finance director or Manager were there for the City of Rosemead. Unfortunately, the issue is still not resolved, and staff will continue to provide information to the City in support of District's position, that only reasonable costs of inspections and related expenses are subject to payment by the District. City also sent a list of alleged District projects that resulted in street surface subsidence. None of the 19 locations were within the District service area, or ever worked on by District staff or contractors. The dialogue on these issues is continuing and staff will report on any progress.
- District Counsel also briefed the Board on an appellate decision in a case of Gonzalez v. Interstate Cleaning Corp. and Ontario Mills Lmt. Partnership. The higher Court upheld the trial Court's decision to grant a Summary Judgment Motion to the Defendants, finding that there were no triable issues of fact due to the robust inspection program maintained by the shopping center and the janitorial service. Plaintiff alleged injuries as she slipped and

fell on some oranges that were spilled inside the mall public walking area. In order to hold a private business Defendants liable Plaintiff must show actual, or constructive notice of the spilled oranges, along with a failure to remedy the dangerous condition. Defendants were able to show that their inspection and clean-up routine and the number of employees performing that task resulted in every public walking area being inspected every eight minutes. Such program, along with a detailed training of the employees precluded a finding of "constructive notice" as a matter of law.

A brief discussion followed regarding the importance of maintaining good clean up and inspection protocols even for a public entity.

## **ACTION ITEMS**

- a. Discussion and possible appointment to fill vacant Board Member position.

Ms. Rivera and Ms. Fogle, the two candidates, voluntarily agreed to be interviewed by the Board individually and to not be present during any deliberations. Director Taylor's motion to initiate the discussion, seconded by Director Saucedo, passed unanimously. Ms. Rivera was asked back, provided a brief statement of qualifications and responded to questions from the Directors. Same process was followed when Ms. Fogle was asked to come in and be interviewed. The Board following a short discussion asked if the decision can be postponed to another meeting. District Counsel was concerned about the timing and advised the Board to try to take action at this meeting. Absent that, he advised that at the latest the decision needs to be made by December 5<sup>th</sup>. Director Taylor moved to have this item return to the Board in a special meeting on December 3, 2024 at 4:00 pm and to continue the advertising of the vacancy till 11:59 pm on Sunday the 1<sup>st</sup> of December. Director Saucedo seconded and motion passed unanimously.

- b. Discussion and direction from the Board to initiate the water rate adjustment process.

General Manager advised the Board that the consultant and staff have reached a recommendation for the Board to consider. Director DeLaTorre moved, with a second by Director Taylor, to initiate the discussion of the item. Motion passed unanimously. Mr. Prior explain various possible options for a rate adjustment, which based on the calculations from the consultant, was necessary at this time to provide revenue for the upcoming projects and to anticipate continued reduction in water sales. Staff responded to questions from the Board regarding tier rate systems and details of various options presented. Staff responded to all questions and recommended "scenario 2 uniform rates" which would raise the variable rate to \$2.58 per unit, or \$54.18, based on 21 units of consumption. Fixed charges would be also adjusted based on the size of the meter. This option would be least impactful on the residential customers of the District. Following some additional discussion Director Saucedo moved to initiate the "scenario 2 uniform rates" adjustment process based on staff's



recommendation. Director Taylor seconded and motion passed unanimously. Staff will initiate the Proposition 218 process for customer notification of the proposed adjustments.

**MISC  
INFORMATION**

Receive and File:

- a. October 2024 Banking and Investment Report
- b. October 2024 Revenue and Expenditure Report

Board received the items without any questions to staff. Director Cammarano was pleased with the LAIF interest rate.

**GENERAL  
MANAGER  
COMMENTS**

The General Manager briefly spoke about the meeting with Rosemead, mentioned by District Counsel and also confirmed with the Board that the December 24, 2024 Board meeting will be cancelled due to Christmas holidays.

**FUTURE  
AGENDA  
ITEMS**

December 10<sup>th</sup> meeting will have budget and salary resolutions for Board's approval, as well as the new contract for the General Manager.

**DIRECTOR  
COMMENTS**

Director Cammarano, in anticipation of her retirement, stated that she was proud to be on the Board for the last 16 years and thanked Mr. Prior, staff and the Board for doing such great job in running the District. She wished all a Happy Thanksgiving.

**CLOSED SESSION**

Board adjourned to closed session at 5:16 p.m. for one item: Public Employee Performance Evaluation GC Sec. 54957: General Manager.

**RECONVENE**

Board reconvened into open session at 5:26 p.m. with no reportable action being taken in closed session.

**ADJOURNMENT**

Upon motion by Director Taylor, seconded by Director Saucedo the Board voted unanimously to adjourn the meeting at 5:27 p.m.

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President

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Secretary

[SEAL]

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON DECEMBER 3, 2024**

- CALL TO ORDER** A special meeting of the Board of Directors of the San Gabriel County Water District was called to order on Tuesday, December 3, 2024, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** Present at the meeting were General Manager Jim Prior, Finance and Administration Manager Carmen Corona, Assistant General Manager Casey Feilen, Directors Cammarano, Taylor, DeLaTorre, Saucedo and Mamdapurkar and District Counsel Koczanowicz.
- AGENDA** Upon motion by Director Saucedo, seconded Taylor, the Board unanimously adopted the agenda as presented.
- PUBLIC COMMENT** Carina Rivera, an applicant for a Board vacancy was present and spoke about her desire and qualifications for the appointment to the vacant Board seat. She then left stating that she wanted to allow the Board to discuss the item freely and that she would stand by in case there were other questions.
- ACTION ITEM** Action to finalize appointment of candidate to the Vacant seat and adoption of related Resolution.
- Director Taylor’s motion to open discussion, seconded by Director Saucedo passed 5-0. Directors were informed by District Counsel that Director Taylor was appointed to the one vacant seat by the BOS with the paperwork being sent to the District shortly. The Second seat became a vacancy after November 26<sup>th</sup> and the Board could appoint to fill that vacancy for a two year term...till the next general election.
- Director Taylor moved to appoint Ms. Rivera to the seat, motion was seconded by Director Mamdapurkar. Motion failed on a 2-2-1 vote with Directors DeLaTorre and Saucedo voting “nay”, and Director Cammarano abstaining.
- Ms. Rivera returned and spoke again to the Board about her qualifications.
- District Counsel checked the Admin Code and Roberts Rules to establish if an abstention was a “yes” vote under District Rules. It was not.
- Director DeLaTorre moved to appoint Ms. Fogel, seconded by Director Saucedo. Motion failed 2-2-1 with Directors Mamdapurkar and Taylor voting “nay” and Director Cammarano abstaining.

District Counsel responded to various questions and advised the Board that they had 60 days to fill the vacancy or call for an election. If that did not occur the BOS would have the ability to appoint.

Board directed staff to reopen the application period and to agendaize this matter for the January 14<sup>th</sup>, 2025 meeting.

**ADJOURNMENT**

Upon motion by Director Taylor, seconded by Director DeLaTorre the Board voted unanimously to adjourn the meeting at 4:53 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	11/26/2024	\$ 353.55
Revolving Reimbursement	11/30/2024	\$ 31,774.71
	<b>Total Amount to be Reimbursed:</b>	<b>\$ 32,128.26</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
11/24	11/19/2024	13818	10815	Sandy Z. Liu	Voided Check	2,249.25- V
11/24	11/05/2024	14006	11940	Lincoln National Life Insurance Co.		4,170.00
11/24	11/05/2024	14007	10934	Lizmeth Thakkar	Refund Account Credit 10028.03	468.30
11/24	11/05/2024	14008	10918	Masters Real Estate Network	8351 Grand Ave.	96.00
11/24	11/05/2024	14009	10098	Petty Cash Reimbursement	Office Supplies	477.45
11/24	11/05/2024	14010	10363	Staples Business Credit	Office Supplies	1,098.98
11/24	11/05/2024	14011	10453	T-Mobile	Cell Phone	297.33
11/24	11/07/2024	14012	10534	Beach City Dental	D. Annis Dental Bill	115.00
11/24	11/07/2024	14013	10918	Masters Real Estate Network	8331/8341/8351 Grand Ave.	944.00
11/24	11/07/2024	14014	13745	Monica Pena	Computer Loan Reimbursement	1,199.98
11/24	11/07/2024	14015	10082	Ramirez Pediatric Dental Corp.	E. & Q. Agobian Dental Bill	1,678.00
11/24	11/07/2024	14016	13745	Monica Pena	Dental Reimbursement	221.67
11/24	11/12/2024	14017	10544	Anagh Mamdapurkar	Payroll	92.35
11/24	11/12/2024	14018	10350	Domingo Saucedo	Payroll	92.35
11/24	11/13/2024	14019	10921	Marie Yvette Buan, D.D.S., Inc.	F. Morales Dental Bill	1,158.00
11/24	11/13/2024	14020	12674	U.S. Bank	See Statement	2,340.58
11/24	11/13/2024	14021	10220	P.H. Roofing/Paul Harris	Roof Repair	1,500.00
11/24	11/14/2024	14022	13366	Anthony Agobian	Boot Reimbursement	181.86
11/24	11/18/2024	14023	13277	Hilton Hotel	Christmas Luncheon	2,221.54
11/24	11/18/2024	14024	11940	Lincoln National Life Insurance Co.		3,170.00
11/24	11/18/2024	14025	10811	net2phone Global Services, LLC	Phone Service	561.87
11/24	11/18/2024	14026	10233	Pasadena Periodontics	K. Prior Dental Bill	73.40
11/24	11/18/2024	14027	10937	Shannon F. Harringer, D.D.S.	J. DiBenedetto Dental Bill	1,330.00
11/24	11/19/2024	14028	10815	Sandy Z. Liu	Re-issue Check #13818	2,249.25
11/24	11/20/2024	14029	10405	Elhaim Khajavi DDS, Inc.	C., L., & S. Cardona Dental Bill	3,682.00
11/24	11/20/2024	14030	10208	Jeremy Teoh DDS., Inc.	M. Phillips Dental Bill	117.00
11/24	11/20/2024	14031	10379	SWRCB-DWOC	Certificate Renewal - J. Prior	105.00
11/24	11/20/2024	14032	13366	Anthony Agobian	Tuition Reimbursement	1,152.81
11/24	11/20/2024	14033	13745	Monica Pena	Tuition Reimbursement	514.09
11/24	11/20/2024	14034	13785	Thomas C. Nelson, DDS	L. Dirian Dental Bill	450.00
11/24	11/22/2024	14035	10379	SWRCB-DWOC	Certificate Renewal - Agobian	105.00
11/24	11/26/2024	14036	10544	Anagh Mamdapurkar	Payroll	92.35
11/24	11/26/2024	14037	10350	Domingo Saucedo	Payroll	92.35
11/24	11/27/2024	14038	10350	Domingo Saucedo	Dental Reimbursement	360.20
11/24	11/27/2024	14039	13190	Patrick Rowland	Computer Loan Reimbursement	1,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/24	11/30/2024	14040	10939	Anthony John Morro	Refund Deposit 1956.07	53.71
11/24	11/30/2024	14041	10942	Cecilia Liu	Refund Account Credit 9112.02	114.17
11/24	11/30/2024	14042	10943	Cesar Cruz	537 Gerona Ave./Upgrade to 1" Meter	372.43
11/24	11/30/2024	14043	10940	Jason Mitchell or Carter Volk	Refund Deposit 9227.03	7.32
11/24	11/30/2024	14044	10941	Junting Liu	Refund Deposit 9204.06	45.18
11/24	11/30/2024	14045	10938	Meijuan Roberts	Refund Deposit 9836.03	22.44

Grand Totals:

31,774.71

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank number = {=} 3

**RESOLUTION NO. 12-24-528**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GABRIEL COUNTY WATER DISTRICT  
TRANSFERRING FUNDS UNAPPROPRIATED AS OF  
DECEMBER 31, 2024 TO THE DISTRICT'S CONTINGENCY  
RESERVE ACCOUNT, AND APPROVING THE DISTRICT'S  
BUDGET FOR THE FISCAL YEAR COMMENCING  
JANUARY 1, 2025.**

**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, 2024 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, 2025.

**PASSED, APPROVED AND ADOPTED THIS 10th DAY OF DECEMBER, 2024**

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY  
(SEAL)



**EXHIBIT "A" TO  
SAN GABRIEL COUNTY WATER DISTRICT  
RESOLUTION NO. 12-24-528**

WATER OPERATIONS FUND

CALENDAR YEAR 2025

WATER OPERATIONS FUND RESERVES:

Estimated Water Sales:	\$8,591,373
Estimated Other Revenues:	\$507,905
<b>TOTAL WATER FUND REVENUES</b>	<b>\$9,099,278</b>

WATER OPERATIONS FUND EXPENDITURES:

Production	\$2,403,302
Transmission and Distribution	\$761,296
Customer Service/Meter Reading/Billing	\$396,342
General and Administrative	\$3,359,263
Capital Expenditures	\$5,179,075
GASB 45 Liability	\$500,000
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>\$12,599,278</b>

	ACTUAL 2023	ACTUAL 2024	APPROVED 2025
REVENUE			
Operational	9,313,947	8,815,453	8,591,373
Non-Operational	<u>892,378</u>	<u>540,800</u>	<u>507,905</u>
Total Revenue	10,206,325	9,356,253	9,099,278
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	5,179,075
Total Expenses	8,049,562	9,356,276	12,599,278
NET GAIN OR LOSS	2,628,218	(23)	(3,500,000)

**TABLE 3-2**

**REVENUE**

ACCT. NO.	DESCRIPTION	ACTUAL 2023	ACTUAL 2024	APPROVED 2025
	OPERATIONAL	9,313,947	8,815,453	8,591,373
	NON-OPERATIONAL	<u>892,378</u>	<u>540,800</u>	<u>507,905</u>
	TOTAL REVENUE	10,206,325	9,356,253	9,099,278
	<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	300,000
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	507,905

\*Water Sales Based on 4,800 acre feet

**TABLE 3-3**

***PRODUCTION AND SUPPLY***

ACCT. NO.	DESCRIPTION	ACTUAL 2023	ACTUAL 2024	APPROVED 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	MSGB 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	ACTUAL 2024	APPROVED 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***

ACCT. NO	DESCRIPTION	ACTUAL 2023	ACTUAL 2024	APPROVED 2025
<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>
PERSONNEL AUTHORIZED				
	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	ACTUAL 2024	APPROVED 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 Reimbursment	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>	<i>3,631,973</i>	<i>3,889,054</i>	<i>3,859,263</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 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



		<b>CAPITAL IMPROVEMENTS</b>	<b>APPROVED 2025</b>
		MAINLINE REPLACEMENT	1,184,075
		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	5,179,075

**RESOLUTION NO. 12-24-529**

**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, 2025.

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 10th DAY OF  
DECEMBER 2024.**

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

(SEAL)

TABLE 4-1

DISTRICT POSITIONS

<u>POSITION /CLASSIFICATION</u>	<u>2025 ACTUAL</u>	<u>2026 APPROVED</u>
Office Clerk	1	1
Billing Clerk	1	1
Water Service Worker I	0	1
Management Assistant/Account Clerk	1	1
Water Service Worker II	0	0
Production Operator	1	1
Production Lead Person	0	1
Water Service Worker III	3	2
Water Quality Specialist	1	1
Conservation Specialist/Customer Service Rep	1	1
Project Manager	1	1
Distribution Lead Person	1	1
Operation Superintendent	1	1
Finance & Administration Manager	1	1
Assistant General Manager	1	1
General Manager	1	1
TOTAL PERMANENT EMPLOYEES	16	16

TABLE 4-2

**SAN GABRIEL COUNTY WATER DISTRICT  
5-STEP MERIT PLAN SALARY SCHEDULE  
CALENDAR YEAR 2025**

<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	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
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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



**Water Levels as of December 11, 2024**

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 2023</u>	<u>NOVEMBER 2024</u>
Baldwin Park Key Well	226.8	245.3

**Reservoir Storage in the San Gabriel Canyon:**

Cogswell Reservoir	10,475 acre-feet
San Gabriel Reservoir	44,044 acre-feet
Morris Reservoir	28,735 acre-feet
<b>Total Storage Capacity</b>	<b>83,255 acre-feet</b>

As of December 3, 2024 combined storage was 13,314 acre-feet (16 percent of capacity)

**San Gabriel County Water District:**

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

	<u>2023</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>	
	STATIC	PUMPING	STATIC	PUMPING	PUMP DEPTH
<u>Raymond Basin</u>					
Well #16	286.5	381	272.5	357	423
<u>Main San Gabriel Basin</u>					
Well #9	NM	394	NM	402	471
Well #11	219	340	210	NM	483
Well #12	206.5	230.5	207.5	NM	380
Well #14	170.5	260.5	170.5	265.5	381
Well #15	367	406	359	400	650