

**BOARD OF DIRECTORS  
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REGULAR MEETING  
MONDAY, JANUARY 11, 2021  
8:00 AM – 10:00 AM (PDT)**

*Pursuant to Provisions of Executive order N-25-20 issued by Governor Gavin Newsom on March 12, 2020, Any director may call into the Board of Directors meeting using the call-in number..... or via GoToMeeting Link....*

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**ROLL CALL:** Knoles, Paulson, Placido, Prince, Wong

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

**UPDATES FROM CITY REPRESENTATIVES**

**CONSENT CALENDAR:** The following matters are expected to be routine and will be acted upon by a single motion with little discussion unless any Director or citizen requests a separate action:

Minutes of the Regular Board Meeting of December 14, 2020

Financial Statements of December 2020

Disbursements of the Revolving Fund dated December 17, 2020, Check Nos. 11752 – 11755, EFT's and Wires

Disbursements of the Revolving Fund dated December 30, 2020, Check Nos. 11756 – 11764, EFT and Wires

Disbursements of the Revolving Fund dated January 11, 2021 Check Nos. 11765–11768, and Wires

Disbursements of the General Fund dated December 28-30, 2020, Check Nos. 41934 – 41947, and EFT

Disbursements of the General Fund dated dated January 11, 2021, Check Nos. 41948 -41976  
Future Meeting Attendance Approval – None

## **ACTION ITEMS**

1. Election of Officers and Committee Appointments
2. Per Diem Conferences for 2021
3. Approve 2019-2020 Audit and Travel Expense Report
4. Annual Agreement for California Advocates
5. Notice of Claim Filed By Pershon Moore
6. Civiltec Recommendation on Schedule 1 Pipeline Assessment
7. Resolution No. 01-2021-779 Amending Administrative Code to Add Vacation Buy-Back Provision
8. Upgrade/Replace SCADA Servers and Software

## **INFORMATION ITEMS**

External Affairs Update

## **UNFINISHED BUSINESS**

1. Report on Basin Management
2. Report of WQA
3. Report of the Attorney
4. Report of the General Manager/Assistant Manager
5. Report of the State Water Contractors

## **COMMITTEE MEETING REPORTS**

## **DIRECTOR REPORTS ON EVENTS ATTENDED**

## **DIRECTORS COMMENTS**

## **ADJOURNMENT**

THIS AGENDA WAS POSTED ON JANUARY 7, 2021 AT SGVMWD.  
THE NEXT REGULAR BOARD MEETING WILL BE FEBRUARY 8, 2021.

**MINUTES  
BOARD OF DIRECTORS  
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REGULAR BOARD MEETING  
1402 N. VOSBURG DR. AZUSA, CA 91702  
MONDAY, DECEMBER 14, 2020  
8:00 A.M.**

<https://global.gotomeeting.com/join/774309413> or Phone in 1(646) 749-3122

At 8:09 a.m. on December 14, 2020 the Board of Directors held its Regular Meeting via "GoToMeeting"

**ADMINISTER OATH OF OFFICE – DIRECTOR WONG AND DIRECTOR PLACIDO**

**CALL TO ORDER:**

President Wong called the meeting to order.

**ROLL CALL:**

Directors present at Roll Call: Knoles, Paulson, Placido, Prince, Wong

**ALSO PRESENT:**

Darin Kasamoto, General Manager; Ed Hills, Assistant General Manager, Steve Kiggins, Supervising System Operator/Inspector; Linda Esquivel, Executive Assistant; Evelyn Reyes, External Affairs Manager; Jim Ciampa, Lagerlof LLP; Dave DePinto, DMCI; Albert Lu; Richard Gonzalez, City of Monterey Park; Dennis Ahlen, City of Alhambra; Kelly Gardner, Main San Gabriel Basin Watermaster; Bin Zeng, Moss Levy & Hartzheim; Ralph Martinez, Monterey Park

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**UPDATES FROM CITY REPRESENTATIVES**

None

**CONSENT CALENDAR:**

Minutes of the Regular Board Meeting of November 9, 2020  
Minutes of the Special Board Meeting of November 16, 2020  
Minutes of the External Affairs Committee Meeting of December 2, 2020  
Financial Statements for November 2020  
Disbursements of the Revolving Fund Dated:  
November 19, 2020 Check Nos.11730 – 11735, EFT's and Wires in the amount of \$49,499.85  
December 3, 2020, Check Nos. 11736 - 11747, EFT and Wires, in the amount of \$51,055.37  
December 14, 2020, Check Nos. 11748 – 11751, and Wires in the amount of \$2,614.20

December 14, 2020

SGVMWD

Disbursements of the General Fund Dated:  
November 23, 2020, Check Nos. 41880 – 41898, in the amount of \$562,919.53  
November 24-27, 2020, EFT's in the amount of \$8,194.51  
December 02 & 14, 2020, EFT's and Check Nos. 41899 – 41933, in the amount of \$156,339.75

Future Meeting Attendance Approval: None

On motion of Director Placido, seconded by Director Paulson and unanimously carried 5-0, the Consent Calendar was approved.

Approved, by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on December 14, 2020 by the following roll call vote:

Ayes: Knoles, Paulson, Placido, Prince, Wong  
Noes: None  
Absent: None  
Abstain: None

## **ACTION AGENDA ITEMS**

### **PRESENTATION OF 2019-2020 AUDIT AND TRAVEL EXPENSE REPORT**

Bin Zeng from Moss Levy & Hartzheim presented to the Board a draft of the 2019-2020 Audit, which represented a "clean" audit of the District and confirmation that all directors' and staff expense reimbursements were paid in accordance with District policy. The 2019-2020 Audit will be considered for approval by the Board at the January Board meeting.

### **LOAN PROGRAM MODIFICATION**

The General Manager reported the existing loan program made \$2,000,000 available to each member city. The Cities of Azusa and Alhambra have both declined to participate in the loan program. Sierra Madre and Monterey Park have both indicated that they have projects that are expected to cost more than \$2,000,000 and both of those cities would be interested in additional funding under the loan program if it is available.

On motion of Director Prince, seconded by Director Wong, and unanimously carried 5-0, the Board of Directors authorized the General Manager to reallocate the full \$8 million of funding allocated under the loan program, to provide up to a limit of \$4 million for each of the two cities who will be participating in that program.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on December 14, 2020 by the following roll call vote:

Ayes: Knoles, Paulson, Placido, Prince, Wong  
Noes: None

December 14, 2020

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Absent: None  
Abstain: None

## **CONSIDER AMENDMENT TO ADMINISTRATIVE CODE ON VACATION CARRY OVER**

On motion of Director Prince, seconded by Director Placido, and unanimously carried 5-0, the Board of Directors approved the proposed amendment to the District's vacation policy to allow employees that reach 7 weeks of unused vacation to sell back to the District up to 200 hours of vacation time; provided that change in policy will be revisited by the Board at some point before December 31, 2022. A Resolution amending the Administrative Code will be brought for consideration and approval at the January Board meeting.

Passed and Adopted by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on December 14, 2020 by the following roll call vote:

Ayes: Knoles, Paulson, Placido, Prince, Wong  
Noes: None  
Absent: None  
Abstain: None

## **CIVILTEC RECOMMENDATION ON SCHEDULE 1 PIPELINE ASSESSMENT**

The background and action are summarized in the engineer report provided to the Board. Staff provided an update on the recommendation as prepared by Civiltec Engineering to conduct a camera survey of Schedule 1 of the Devil Canyon-Azusa Pipeline, with the final recommended action to be considered at the January 2021 meeting.

## **INFORMATION ITEMS**

### **EXTERNAL AFFAIRS**

External Affairs Report in Agenda Packet.

Ms. Reyes reported the cities of Sierra Madre and Monterey Park are thankful for the availability of the loans. Debut of the new District website will hopefully be ready by the next Board meeting in January.

### **UNFINISHED BUSINESS**

### **REPORT ON BASIN MANAGEMENT**

Mr. Hills reported the Key Well has been decreasing by 1 ft. per month which is 12 ft. lower than December 2019.

### **REPORT OF WQA**

No report.

December 14, 2020

SGVMWD

## **REPORT OF THE ATTORNEY**

Counsel reported 2 cases against DWR have been filed challenging Water Management Tools Amendments that the District supported. Counsel wished the Board and Staff a Happy Christmas and a healthy 2021.

## **REPORT OF THE GENERAL MANAGER/ASSISTANT GENERAL MANAGER**

The General Manager's written report is in the Agenda Packet.

The General Manager reported the office reverted to a skeleton work schedule and is technically closed. Only one employee is in the office at any given time. The General Manager is typically in the office in the morning and available via cell phone. Ed and Evelyn are working from home and are also available via cell phone. Linda and Gigi are alternating days and the field workers are back to working separate jobs as it allows.

The Assistant General Manager's written report is in the Agenda Packet.

The Assistant General Manager reported TE Roberts has mobilized and is currently executing the replacement of 19 plug valves in Schedule 1. This project is on schedule and is expected to be completed by the end of January 2021.

The Assistant General Manager wished everyone a Merry Christmas and Happy New Year.

## **REPORT OF THE STATE WATER CONTRACTORS**

Set forth in the written report of the General Manager that is in the Agenda Packet.

The General Manager reported 2021 initial allocation is 10%. Funding agreements for DCP environmental work have been approved by 88% of the total project. The remaining 12% is a portion of Kern County Water Agency which was assumed to be covered by MWD. However, at their December 8 meeting, MWD did not approve this share. However, DWR sent a letter to all contractors pledging that there are enough funds to keep the project moving for the next two years. State Water Project Water Management Tools Amendment is now being considered by all State Water Contractors. If approved, that amendment will allow State Water contractors greater flexibility in their use of Table A water.

The General Manager wished everyone a happy holiday season and appreciates the support of the Board and Staff.

## **COMMITTEE MEETING REPORTS**

External Affairs Committee Meeting Minutes of December 2, 2020 are in the Board packet.

## **DIRECTOR REPORTS ON EVENTS ATTENDED**

None

## **DIRECTOR COMMENTS**

Director Paulson wished everyone a Merry Christmas, Happy New Year, and stay safe and healthy.

Director Prince also wished everyone a Merry Christmas and Happy New Year and hopes to be back together at some point next year.

Director Knoles thanked everyone for being wonderful to work with Merry Christmas and happy holidays.

Director Placido wished everyone a Merry Christmas and to stay safe.

Director Wong echoed director comments, Happy Holidays and New Year and to stay safe and healthy. Thanked Darin, staff, and member cities for the partnership and work making sure the District is running efficiently despite the challenges in 2020. Thankful for being a part of this Board and for the constituents for re-electing him and Director Placido.

## **ADJOURNED at 9:43 a.m.**

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 9:43 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on January 11, 2021 at 8:00 a.m.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

December 14, 2020

SGVMWD

**San Gabriel Valley Municipal Water District**  
**Balance Sheet**  
As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · General Fund Bank of America	5,189,220.35
1005 · Revolving Cash Fund	73,373.67
1008 · Petty Cash	300.00
1009 · LAIF	14,934,700.25
1009.01 · LAIF FMV Adjustment	98,911.72
1011 · UBS Resource Management Account	
1012 · Cash with Broker	255,651.59
1013 · Certificates of Deposit	9,918,213.50
	10,173,865.09
<b>Total 1011 · UBS Resource Management Account</b>	10,173,865.09
1014 · UBS Accrued Interest	-22,852.30
	30,447,518.78
<b>Total Checking/Savings</b>	30,447,518.78
<b>Accounts Receivable</b>	
1603 · Accounts Receivable	3,298.31
	3,298.31
<b>Total Accounts Receivable</b>	3,298.31
<b>Other Current Assets</b>	
1605 · Taxes Receivable	-0.34
1606 · Interest Receivable	9,844.48
1620 · Prepaid Expenses	561,059.01
1660 · Water Inventory	2,117,514.37
	2,688,417.52
<b>Total Other Current Assets</b>	2,688,417.52
<b>Total Current Assets</b>	33,139,234.61
<b>Fixed Assets</b>	
1701 · State Water Project Engineering	156,789.28
1702 · State Water Prj Wtr Cntrct Pmts	5,627,376.00
1703 · Accum Ammort - State Water Proj	-4,386,327.75
1801 · Pipeline	26,340,785.65
1830 · Accum Depreciation - Pipeline	-16,102,086.45
1840 · SCADA Telemetry	1,050.08
1841 · Accum Depreciation -SCADA	-1,050.09
1750 · SCADA 2013	849,166.22
1851 · Accum Depreciaton - SCADA 13	-559,001.04
1901 · Land	735,931.46
1902 · Buildings	2,346,232.42
1903 · Accum Depr - Buildings	-2,336,842.53
1904 · Furniture and Fixtures	173,585.69
1905 · Accum Depr - Furn and Fixtures	-138,684.63
1907 · Vehicles	164,401.97
1908 · Accum Depr - Vehicles	-157,675.56
1910 · Pipeline Misc Equipment	90,055.75
1911 · Accum Depr - Pipeline Misc Equi	-87,115.07
1914 · Communications Equipment	8,905.76
1915 · Accum Depr - Communications Equ	-8,905.75
1920 · Construction in Process	
1920.04 · Hydro Elec Generator Expansion	950,782.80
	950,782.80
<b>Total 1920 · Construction in Process</b>	950,782.80
1921 · Capital Expenditures	
1921.07 · SanDimas Hydro Deflec Batteries	35,595.25
1921.05 · Computer	6,198.90
1921.06 · Schedule 1 (Azusa) Blow-Off	163,400.00
1921.03 · Roof	58,390.47
1921.04 · Repaving	3,950.00
	267,534.62
<b>Total 1921 · Capital Expenditures</b>	267,534.62
1916 · A/D Computers	-1,138.13



# San Gabriel Valley Municipal Water District

## Balance Sheet

As of December 31, 2020

	Dec 31, 20
1917 · A/D Paving	-293.50
1918 · A/D San Dimas Hydro	-1,780.51
1922 · A/D Roof	-10,216.56
<b>Total Fixed Assets</b>	<b>13,921,480.13</b>
<b>Other Assets</b>	
1998.99 · Deferred Outflows -OPEB	201,703.00
1999.99 · 1999.Deferred Outflows of Res	618,162.00
1927 · Sierra Madre Loan Agreement	145,687.50
1927.01 · Sierra Madre NR Discount	-8,094.00
<b>Total Other Assets</b>	<b>957,458.50</b>
<b>TOTAL ASSETS</b>	<b>48,018,173.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2001 · Accounts Payable	219,865.04
<b>Total Accounts Payable</b>	<b>219,865.04</b>
<b>Other Current Liabilities</b>	
2010 · Accrued Payroll - V&SL	396,382.25
24000 · Payroll Liabilities	-0.02
<b>Total Other Current Liabilities</b>	<b>396,382.23</b>
<b>Total Current Liabilities</b>	<b>616,247.27</b>
<b>Long Term Liabilities</b>	
1698.99 · Deferred Inflows- OPEB	746,998.00
2219.99 · Net Pension Liability	2,355,085.00
1699.99 · Deferred Inflow of Resources	298,520.00
2209 · Other Post-Employment Benefits	4,981,986.98
<b>Total Long Term Liabilities</b>	<b>8,382,589.98</b>
<b>Total Liabilities</b>	<b>8,998,837.25</b>
<b>Equity</b>	
2301 · Fund Balance	4,524,449.82
2302 · San Bernardino Contribution	1,781,730.83
2970 · Retained Earnings	31,257,054.72
2973 · Contribution Aid Capital	1,280,323.11
Net Income	175,777.51
<b>Total Equity</b>	<b>39,019,335.99</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>48,018,173.24</b>

**San Gabriel Valley Municipal Water District**  
**Income Statement - Actual vs. Budget**  
**December 2020**

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>General Operations</b>					
3002 · Property Tax Revenue	1,772,940.47	375,000.00	1,917,566.30	2,250,000.00	4,500,000.00
3003 · Water Sales	17,960.00	261,333.00	114,639.00	1,567,998.00	3,136,000.00
3004 · Interest Income	0.00	41,667.00	100,918.59	250,002.00	500,000.00
3005 · Ready to Serve Revenue	990.00	990.00	5,940.00	5,940.00	11,880.00
3006 · RDA Prop Tax Trust Fund Alloc	0.00	41,667.00	538,115.07	250,002.00	500,000.00
3008 · SBVMWD Pipeline Maintenance Rev	0.00	5,292.00	0.00	31,752.00	63,500.00
3016 · Unrealized Gain (Loss) on Inves	0.00		-35,117.08		
<b>Total General Operations</b>	<u>1,791,890.47</u>	<u>725,949.00</u>	<u>2,642,061.88</u>	<u>4,355,694.00</u>	<u>8,711,380.00</u>
<b>Power Revenue Sales</b>					
3210 · Hydro Power Sales	0.00	5,469.00	0.00	32,814.00	65,623.00
<b>Total Power Revenue Sales</b>	0.00	5,469.00	0.00	32,814.00	65,623.00
<b>Restricted Revenue - SWP</b>					
3306 · Tax Revenue - State Water Proje	3,396,031.45	708,333.00	3,639,089.62	4,249,998.00	8,500,000.00
<b>Total Restricted Revenue - SWP</b>	<u>3,396,031.45</u>	<u>708,333.00</u>	<u>3,639,089.62</u>	<u>4,249,998.00</u>	<u>8,500,000.00</u>
<b>Total Income</b>	<u>5,187,921.92</u>	<u>1,439,751.00</u>	<u>6,281,151.50</u>	<u>8,638,506.00</u>	<u>17,277,003.00</u>
<b>Gross Profit</b>	5,187,921.92	1,439,751.00	6,281,151.50	8,638,506.00	17,277,003.00
<b>Expense</b>					
<b>Unrestricted G.O. Expenses</b>					
4001 · Director Fees	2,400.00	2,500.00	10,400.00	15,000.00	30,000.00
4010 · Salaries- Administrative	27,931.20	20,173.00	118,707.60	121,038.00	242,078.00
4014 · Field Supervision	20,289.60	14,654.00	86,230.80	87,924.00	175,851.00
4020 · Salaries Office	23,135.70	16,709.00	95,527.77	100,254.00	200,503.00
4021 · External Affairs Wages	12,628.80	9,014.00	51,506.60	54,084.00	108,169.00
4022 · Part Time Employee	230.00	1,200.00	2,885.00	7,200.00	14,400.00
4027 · Office Supplies - Equipment Mai	677.32	3,667.00	16,321.55	22,002.00	44,000.00
4029 · Election Expenses	221.03	3,333.00	221.03	19,998.00	40,000.00
4031 · Legal Services	4,030.00	4,167.00	19,225.25	25,002.00	50,000.00
4032 · State Water Contract Services	3,834.75	3,833.00	23,008.50	22,998.00	46,000.00
4033 · Public Relations	625.00	11,250.00	7,555.63	67,500.00	135,000.00
4034 · Governmental Relations Consulti	7,000.00	7,167.00	42,000.00	43,002.00	86,000.00
4035 · Consulting & Engineering Expens	40,970.34	41,932.75	127,822.30	251,596.50	503,193.00
4036 · Medicare Tax Expense	1,762.79	1,265.00	7,402.16	7,590.00	15,175.00
4039 · PERS - Retirement Expenses	74,526.66	67,045.00	531,069.85	402,270.00	804,535.00
4040 · Social Security Tax Expense	3,324.21	4,797.00	20,512.09	28,782.00	57,558.00
4041 · State Compensation Fund	1,694.79	2,083.00	4,341.83	12,498.00	25,000.00
4042 · State Unemployment Insurance Ta	30.60	131.00	167.87	786.00	1,570.00
4043 · Health Insurance Expense	34,947.95	37,167.00	213,629.55	223,002.00	446,000.00

**San Gabriel Valley Municipal Water District**  
**Income Statement - Actual vs. Budget**  
**December 2020**

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
4044 · Dental/ Vision Benefit Expense	1,782.94	6,417.00	20,286.85	38,502.00	77,000.00
4045 · Insurance - Liability, Casualty	2,622.83	3,167.00	25,649.77	19,002.00	38,000.00
4046 · Blue Cross Employee Reimburseme	1,310.28	5,000.00	13,618.23	30,000.00	60,000.00
4048 · Life Insurance	278.20	292.00	1,669.20	1,752.00	3,500.00
4050 · Dues and Associations	10,995.39	7,083.00	48,701.23	42,498.00	85,000.00
4051 · Travel and Conferences -Dir	0.00	2,083.00	1,645.00	12,498.00	25,000.00
4052 · Publications and Periodicals	0.00	54.00	69.95	324.00	650.00
4053 · State Water Contractors Audit	925.00	833.00	9,247.00	4,998.00	10,000.00
4054 · Financial Audit Expense	0.00	1,667.00	16,806.25	10,002.00	20,000.00
4055 · Travel & Conference -Staff	0.00	2,500.00	603.25	15,000.00	30,000.00
4057 · Taxes - Annual Fee	49,937.37	4,167.00	49,937.37	25,002.00	50,000.00
4058 · Tax Collection Fees	0.00	2,750.00	4,295.05	16,500.00	33,000.00
4059 · Property Tax Expense	0.00	54.00	588.95	324.00	650.00
4060 · Telephone Expense	3,324.11	3,333.00	19,828.13	19,998.00	40,000.00
4061 · Utilities - Gas, Electric, and	1,224.18	1,542.00	7,530.14	9,252.00	18,500.00
4062 · Conservation Materials	1,094.20		7,344.20		
4063 · Safety Program	0.00	417.00	0.00	2,502.00	5,000.00
4065 · Water Conservation/Rebates Prog	3,825.00	20,833.00	10,216.40	124,998.00	250,000.00
4067 · OPEB -Other Post Employment Ben	23,333.33	25,000.00	139,999.98	150,000.00	300,000.00
4090 · SWP Transportation Cost	31,823.47	208,333.00	64,097.48	1,249,998.00	2,500,000.00
4093 · Uniform and Material Rentals	139.34	375.00	1,602.41	2,250.00	4,500.00
4095 · Vehicle Maintenance, Operating	791.77	1,750.00	7,795.06	10,500.00	21,000.00
4096 · Communication Expense	1,010.38	517.00	4,228.16	3,102.00	6,200.00
4099 · Facility Maintenance	1,616.01	2,500.00	18,902.83	15,000.00	30,000.00
4100 · Salaries - Field Workers	29,813.04	22,498.00	129,128.07	134,988.00	269,974.00
4108 · Grounds Maintenance and Materia	1,634.00	2,750.00	9,886.59	16,500.00	33,000.00
4112 · Depreciation Expense	39,390.00		236,340.00		
4113 · Pipeline Maintenance & Material	0.00	4,167.00	1,480.19	25,002.00	50,000.00
4114 · SCADA Maintence	0.00	667.00	2,240.00	4,002.00	8,000.00
4120 · Grants	0.00	148,917.00	56,150.00	893,502.00	1,787,000.00
<b>Total Unrestricted G.O. Expenses</b>	<b>467,131.58</b>	<b>731,753.75</b>	<b>2,288,423.12</b>	<b>4,390,522.50</b>	<b>8,781,006.00</b>
<b>Riverside Facility</b>					
4300 · Salaries - Riverside	700.79	1,308.00	3,788.50	7,848.00	15,698.00
4301 · Riverside Maintenance and Mater	214.00	500.00	3,349.84	3,000.00	6,000.00
<b>Total Riverside Facility</b>	<b>914.79</b>	<b>1,808.00</b>	<b>7,138.34</b>	<b>10,848.00</b>	<b>21,698.00</b>
<b>Hydro Expenses</b>					
4402 · Salaries - Hydro	63.87	741.00	814.76	4,446.00	8,896.00
4403 · Hydro Maintenance Materials	0.00	1,125.00	1,354.00	6,750.00	13,500.00
4406 · Hydro So Cal Edison (8800)	304.57	433.00	1,695.60	2,598.00	5,200.00
<b>Total Hydro Expenses</b>	<b>368.44</b>	<b>2,299.00</b>	<b>3,864.36</b>	<b>13,794.00</b>	<b>27,596.00</b>
<b>Restricted Expense</b>					

**San Gabriel Valley Municipal Water District**  
**Income Statement - Actual vs. Budget**  
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
4510 · State Project Expense	440,691.00	671,060.00	3,694,116.00	4,026,360.00	8,052,719.00
4511 · State Project Amortization	8,034.00	8,083.00	48,204.00	48,498.00	97,000.00
4591 · State Project Cost of Water Adj	8,782.00		52,696.00		
<b>Total Restricted Expense</b>	<b>457,507.00</b>	<b>679,143.00</b>	<b>3,795,016.00</b>	<b>4,074,858.00</b>	<b>8,149,719.00</b>
66000 · Payroll Expenses	0.00		304.42		
<b>Total Expense</b>	<b>925,921.81</b>	<b>1,415,003.75</b>	<b>6,094,746.24</b>	<b>8,490,022.50</b>	<b>16,980,019.00</b>
<b>Net Ordinary Income</b>	<b>4,262,000.11</b>	<b>24,747.25</b>	<b>186,405.26</b>	<b>148,483.50</b>	<b>296,984.00</b>
Other Income/Expense					
Other Expense					
6001 · COVID-19 Expense	3,805.50		10,627.75		
<b>Total Other Expense</b>	<b>3,805.50</b>		<b>10,627.75</b>		
<b>Net Other Income</b>	<b>-3,805.50</b>		<b>-10,627.75</b>		
<b>Net Income</b>	<b>4,258,194.61</b>	<b>24,747.25</b>	<b>175,777.51</b>	<b>148,483.50</b>	<b>296,984.00</b>

**San Gabriel Valley Municipal Water District**  
**REVOLVING FUND RECAP**  
December 17, 2020

Check No.	Date	Description	Amount
11752-11755	12/17/20	Payroll Expense	\$ 29,325.71
EFT	12/17/20	Payroll Expense - PERS	\$ 7,052.64
Wires	12/17/20	Federal & State Payroll Taxes	\$ 10,872.50
<i>December 17, 2020 GRAND TOTAL DISBURSEMENTS.....</i>			<u><u>\$ 47,250.85</u></u>

**REVOLVING FUND RECAP**  
December 30, 2020

Check No.	Date	Description	Amount
11756-11760	12/30/20	Payroll Expense	\$ 29,600.00
EFT	12/30/20	Payroll Expense - PERS	\$ 7,128.97
Wires	12/30/20	Federal & State Payroll Taxes	\$ 11,197.80
EFT	12/30/20	State Compensation Insurance	\$ 1,694.79
11761	12/30/20	Azusa Light & Water	\$ 42.13
11762	12/30/20	Frontier	\$ 114.69
11763	12/30/20	SCE	\$ 424.59
11764	12/30/20	The Gas Company	\$ 33.13
<i>December 30, 2020 GRAND TOTAL DISBURSEMENTS.....</i>			<u><u>\$ 50,236.10</u></u>

**REVOLVING FUND RECAP**  
January 11, 2021

Check No.	Date	Description	Amount
11765	01/11/21	Bruce H Knoles	\$ 182.70
11766	01/11/21	Mark R Paulson	\$ 548.10
11767	01/11/21	Miles L Prince	\$ 365.40
11768	01/11/21	Thomas Wong	\$ 308.40
Wires	01/11/21	Federal & State Payroll Taxes	\$ 346.60
<i>January 11, 2021 GRAND TOTAL DISBURSEMENTS.....</i>			<u><u>\$ 1,751.20</u></u>

2:54 PM

01/06/21

Accrual Basis

**San Gabriel Valley Municipal Water District**  
**Transactions by Account**  
**As of January 10, 2021**

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Type	Date	Num	Name	Amount
<b>1001 - General Fund Bank of America</b>				
Bill Pmt -Check	12/30/2020	EFT	BeniComp (Corp)	-2,614.06
Bill Pmt -Check	12/28/2020	41934	Athens (Corporation)	-141.47
Bill Pmt -Check	12/28/2020	41935	Brian Wood Automotive (Corp)	-35.75
Bill Pmt -Check	12/28/2020	41936	DWR	-440,691.00
Bill Pmt -Check	12/28/2020	41937	Ernst & Young LLP (Attorney)	-925.00
Bill Pmt -Check	12/28/2020	41938	ExxonMobil	-756.02
Bill Pmt -Check	12/28/2020	41939	Frontier	-476.70
Bill Pmt -Check	12/28/2020	41940	Grainger (Corp)	-48.16
Bill Pmt -Check	12/28/2020	41941	Kennedy/Jenks Consultants (Corp)	-2,940.00
Bill Pmt -Check	12/28/2020	41942	Los Angeles County Clerk	-75.00
Bill Pmt -Check	12/28/2020	41943	Public Storage	-230.00
Bill Pmt -Check	12/28/2020	41944	SCE	-326.59
Bill Pmt -Check	12/28/2020	41945	SGV Economic Partnership (Corp)	-300.00
Bill Pmt -Check	12/28/2020	41946	Sparkletts	-73.98
Bill Pmt -Check	12/28/2020	41947	Verizon Wireless (M2M)	-790.95
Total 1001 - General Fund Bank of America				-450,424.68
<b>TOTAL</b>				<b>-450,424.68</b>

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## San Gabriel Valley Municipal Water District

01/06/21

## Transactions by Account

Accrual Basis

As of January 11, 2021

Type	Date	Num	Name	Amount
<b>1001 · General Fund Bank of America</b>				
Bill Pmt -Check	01/11/2021	41948	AlSCO (Corp)	-139.34
Bill Pmt -Check	01/11/2021	41949	Azusa Light & Water	-679.70
Bill Pmt -Check	01/11/2021	41950	BOA-Visa	-1,191.19
Bill Pmt -Check	01/11/2021	41951	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	01/11/2021	41952	Civiltec Inc (Corp)	-19,522.50
Bill Pmt -Check	01/11/2021	41953	D.H. Maintenance Services	-160.00
Bill Pmt -Check	01/11/2021	41954	DePinto Morales Communications, Inc.	-9,132.50
Bill Pmt -Check	01/11/2021	41955	Dig Safe Board	-136.76
Bill Pmt -Check	01/11/2021	41956	DigAlert (Corporation)	-178.30
Bill Pmt -Check	01/11/2021	41957	DWR	-8,782.00
Bill Pmt -Check	01/11/2021	41958	Eaton Corporation	-429.98
Bill Pmt -Check	01/11/2021	41959	Fish N Weeds (Corp)	-1,516.00
Bill Pmt -Check	01/11/2021	41960	Frontier	-281.67
Bill Pmt -Check	01/11/2021	41961	Henry Radio, Inc. (Corp)	-144.00
Bill Pmt -Check	01/11/2021	41962	John Robinson Consulting, Inc (Corp)	-4,164.00
Bill Pmt -Check	01/11/2021	41963	Lagerlof, LLP (Atty)	-4,030.00
Bill Pmt -Check	01/11/2021	41964	Mission ACE Hardware (Corp)	-82.34
Bill Pmt -Check	01/11/2021	41965	Moss, Levy & Hartzheim LLP	-10,995.00
Bill Pmt -Check	01/11/2021	41966	Petty Cash	-115.80
Bill Pmt -Check	01/11/2021	41967	Public Water Agencies Group (PWAG)	-1,838.75
Bill Pmt -Check	01/11/2021	41968	Registrar-Recorder/County Clerk	-221.03
Bill Pmt -Check	01/11/2021	41969	Stetson Engineers, Inc.	-6,996.84
Bill Pmt -Check	01/11/2021	41970	T.E. Roberts, Inc.	-163,400.00
Bill Pmt -Check	01/11/2021	41971	The Gas Company	-44.63
Bill Pmt -Check	01/11/2021	41972	Thinking Green Consultants	-1,870.00
Bill Pmt -Check	01/11/2021	41973	US Postmaster	-110.00
Bill Pmt -Check	01/11/2021	41974	Verizon Business Services	-627.42
Bill Pmt -Check	01/11/2021	41975	Verizon Wireless	-295.05
Bill Pmt -Check	01/11/2021	41976	Wells Fargo Vendor Fin Serv	-276.35
Total 1001 · General Fund Bank of America				-307,361.15
<b>TOTAL</b>				<b>-307,361.15</b>

VISA Recap  
November 21, 2020 - December 20, 2020

Office Supplies	11/26/20	Apple.com	Icloud Storage	\$0.99						\$0.99
	12/2/20	Google.Gsuite	Monthly Service Fee	\$72.00						\$72.00
	12/3/20	Intuit Payroll	Quickbooks	\$24.00						\$24.00
Conserv Materials	12/7/20	Plaza Printing and Copy	Rebate Postcards	\$1,094.20						\$1,094.20
									Total Due	\$1,191.19



**AGENDA ACTION ITEM NO. 1**

**ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS**

**RECOMMENDED ACTION:** None

**BACKGROUND:** This is done at the first meeting of each year. Current appointments are enclosed.

**BUDGET IMPACT:** N/A

**PRIOR BOARD ACTION:** N/A

# MEMORANDUM

**FROM:** Darin Kasamoto, General Manager  
**DATE:** January 13, 2020 (Approved at 1/13/2020 Board Meeting)  
**SUBJECT:** 2020 Committee Appointments (designee gets Per Diem)

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Position	2020 Election of Officers
President	Thomas Wong
Vice-President	Mark R. Paulson
Secretary	Steven T. Placido
Treasurer	Miles L. Prince
Deputy Secretary	Darin J. Kasamoto
Deputy Treasurer	Darin J. Kasamoto
<b>Water Quality Authority</b>	
Director	Mark R. Paulson (must be a Director)
Alternate	Steven T. Placido (must be a Director)
<b>Main San Gabriel Basin Watermaster</b>	
Director	Steven T. Placido, DDS (must be a Director) (No Provisions for Alternate)
<b>ACWA/JPIA</b>	
Director	Miles L. Prince (must be a Director)
Alternate	Darin J. Kasamoto
<b>ACWA Region 8</b>	
Delegate	Miles L. Prince
Alternate	Darin J. Kasamoto
<b>BizFed</b>	
Director	Vacant
Alternate	Evelyn Reyes
<b>San Gabriel Valley Protective Association</b>	Darin J. Kasamoto
<b>San Gabriel Valley Water Association</b>	
Liaison	Bruce H. Knoles
<b>State Water Project Contractors Authority</b>	
Liaison	Darin J. Kasamoto
<b>San Gabriel Valley Economic Partnership</b>	Steven T. Placido
<b>Independent Cities Association</b>	Mark R. Paulson / Steven T. Placido, DDS / Miles L. Prince
<b>San Gabriel Valley Council of Governments</b>	Steven T. Placido, DDS
<b>San Gabriel Valley Civic Alliance</b>	Bruce H. Knoles

2020 District Committees

Engineering & Operations Committee

Steven T. Placido, DDS & Mark R. Paulson

External Affairs Committee

Miles L. Prince & Thomas Wong

Administrative/Finance Committee

Bruce H. Knoles & Thomas Wong

**AGENDA ACTION ITEM NO. 2**

**PER DIEM CONFERENCES FOR 2021**

**RECOMMENDED ACTION:** Approve provided list of 2021 Per Diem Conferences.

**BACKGROUND:** Attached is a listing of conferences that have been approved for attendance in the past. The listing is not final and can be modified at any time.

**BUDGET IMPACT:** N/A

**PRIOR BOARD ACTION:** N/A

MEMORANDUM

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TO: Board of Directors  
 FROM: Darin Kasamoto, General Manager  
 DATE: January 11, 2021  
 SUBJECT: Per-Diem Conferences for 2021

---

ACWA [acwa.com](http://acwa.com)  
 Spring May 11 - 14 Monterey  
 Fall Nov 30 – Dec 3 Pasadena  
 Legislative Symposium Mar 11 On-Line  
 DC Annual Feb 4 – Feb 6 On-Line

AWWA [awwa.org](http://awwa.org)  
 ACE 18 Annual Conference Jun. 13 – 16 San Diego, CA

CA-NV Section [ca-nv-awwa.org](http://ca-nv-awwa.org)  
 Spring TBA TBA  
 Fall TBA TBA

OTHERS

[asce.org](http://asce.org)  
 ASCE Pipeline Conference Aug 3 - 6 Calgary, Canada  
[cawaterpolicy.org](http://cawaterpolicy.org)  
 CA Water Policy TBA TBA  
[csda.net](http://csda.net)  
 CSDA Annual Conference Aug 30 – Sep 2 Monterey, CA  
 AGWA-AGWT Annual Conf. Feb 9 - 10 On-Line  
[socalwater.org](http://socalwater.org)  
 So California Water Committee Quarterly Meeting Annual Meeting & Dinner TBA  
 Urban Water Institute [Urbanwater.com](http://Urbanwater.com)  
 Spring Feb 17- 18 On-Line  
 Annual Conference TBA TBA  
 San Gabriel Valley  
 Economic Partnership TBA All Directors  
 San Gabriel Valley  
 Water Association Quarterly luncheon meetings, Annual BBQ All Directors  
 San Gabriel Valley  
 Civic Alliance Awards Lunch TBA TBA

January 11, 2021

CORO Water Conference	TBA	TBA
Orange County Water Summit	TBA	TBA
WELL 2020 Annual Conference	TBA	TBA
WaterSmart Innovation Conference	Oct 6 – 7	TBA
Three Valleys Leadership Breakfast	Qtrly	Sheraton Hotel, Pomona

Approved By Minute Order

All travel expenses incurred by the General Manager, or his authorized staff representative to attend any Department of Water Resources (DWR) or State Water Contractors (SWC) meetings is considered part of his job description and is authorized by the Board of Directors.

**AGENDA ACTION ITEM NO. 3**

**APPROVE 2019-2020 AUDIT AND TRAVEL EXPENSE REPORT**

**RECOMMENDED ACTION:** Approve 2019-2020 Audit and Travel Expense Report.

**BACKGROUND:** The Draft Audit was presented at the December Board meeting. Staff and legal counsel have reviewed and provided comments which have been incorporated into this draft.

**BUDGET IMPACT:** N/A

**PRIOR BOARD ACTION:** N/A

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**

**MANAGEMENT REPORT  
AND  
AUDITOR'S COMMUNICATION LETTER**

**June 30, 2020**



**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
June 30, 2020

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# MOSS, LEVY & HARTZHEIM LLP

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CERTIFIED PUBLIC ACCOUNTANTS

**PARTNERS**

RONALD A. LEVY, CPA  
CRAIG A. HARTZHEIM, CPA  
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October 23, 2020

The Members of the Board of Directors of  
San Gabriel Valley Municipal Water District  
Azusa, California

In planning and performing our audit of the financial statements of the San Gabriel Valley Municipal Water District (District), as of and for the fiscal year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies in internal control that we consider to be significant deficiencies.

The District's written responses to any findings identified in our audit are described in the current year recommendations section. We did not audit the District's responses and, accordingly, we express no opinion on them. In addition, we would be pleased to discuss the recommendations in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing these recommendations.

We have included in this letter a summary of communication with the members of the Board as required by professional auditing standards. We would like to thank the District's management and staff for the courtesy and cooperation extended to us during the course of our engagement. The accompanying communications and recommendations are intended solely for the information and use of management, the members of the Board, and others within the District, and is not intended to be and should not be used by anyone other than these specified parties.

*Moss, Levy & Hartzheim*

MOSS, LEVY & HARTZHEIM, LLP  
Culver City, CA



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# MOSS, LEVY & HARTZHEIM LLP

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October 23, 2020

The Members of the Board of Directors of  
San Gabriel Valley Municipal Water District  
Azusa, California

We have audited the financial statements of the business type activities of the San Gabriel Valley Municipal Water District (District) for the fiscal year ended June 30, 2020. Professional standards require that we provide you with the information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 13, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 of the notes to the basic financial statements. We noted no transactions entered into by the District during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management has made estimates of the funding progress and net pension liability of CalPERS, the estimated historical cost and useful lives of capital assets, estimated allowances for doubtful accounts, and estimates regarding contingent liabilities. These estimates are based on CalPERS' actuarial estimates for net pension liability, historical data and industry guidelines for capital assets, historical collection data, and actuarial tables provided by GASB, respectively. We evaluated the key factors and assumptions used to develop the estimates above in determining that they are reasonable in relation to the financial statements taken as a whole.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. All adjusting entries that were proposed as a result of audit procedures were corrected by management. These included entries to interest receivable and cash.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 23, 2020.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the San Gabriel Valley Municipal Water District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the San Gabriel Valley Municipal Water District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Matters*

We applied certain limited procedures to the District's Proportionate Share of the Net Pension Liability and Total OPEB Liability, and the Schedule of Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to these supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the information and use of the members of the Board and Management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Moss, Levy & Hartzheim*

MOSS, LEVY & HARTZHEIM, LLP  
Culver City, CA



MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

**PARTNERS**

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Members of the Board of Directors of  
San Gabriel Valley Municipal Water District, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the San Gabriel Valley Municipal Water District, California (District), as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated October 23, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **District's Response to Findings**

The District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs, if any. The District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

*Moss, Levy & Hartzheim*

Moss, Levy & Hartzheim, LLP  
Culver City, California  
October 23, 2020



**CURRENT YEAR RECOMMENDATIONS**

None noted.

**STATUS OF PRIOR YEAR RECOMMENDATIONS**

None noted.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**AGREED-UPON PROCEDURES RELATED TO REVIEW OF**  
**TRAVEL AND CONFERENCE EXPENSES**

**For the Fiscal Year Ended June 30, 2020**



MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

**PARTNERS**

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**COMMERCIAL ACCOUNTING & TAX SERVICES**

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**Independent Accountant's Report  
On Applying Agreed-Upon Procedures**

The Board of Directors and Management of  
San Gabriel Valley Municipal Water District  
Azusa, California

We have performed the procedures enumerated below, which were agreed to by the San Gabriel Valley Municipal Water District (the District) and the Board of Directors and Management, on the travel and conference expenses of the District as of and for the fiscal year ended June 30, 2020. The District's management is responsible for the travel and conference expenses. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purposes.

We obtained the Travel and Conference Expenses General Ledger for Account No. 4051-000 (Directors) and Account No. 4055-000 (Staff), and prepared a detailed list of individual charges to these accounts which are attached to this report.

The procedures and the associated findings are as follows:

1. We vouched all charges to supporting documentation such as invoices, credit card statements, expense reports, etc.
  - i. Exceptions- None
2. We verified that the Board of Directors approved all District checks that were issued for payment of travel and conference expenses by reviewing Board Agenda Packet for approval.
  - i. Exceptions- None
3. We verified authorization and/or approval of expenditures and that those expenditures were in compliance with the District's policies for travel and conference expenses by reviewing each employee's Statement of Expenditures for proper approvals and reviewed the expenses and back-up documentation to determine if the expenses are in compliance with the District's travel policies
  - i. Exceptions- None

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review, the objective of which would be an expression of an opinion or conclusion, respectively, on the travel and conference expenses. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the procedures and findings related to travel and conference expenses. Accordingly, this report is not suitable for any other purpose.

*Moss, Levy & Hartzheim*

Moss, Levy & Hartzheim, LLP  
Culver City, California  
October 22, 2020

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
 Agreed-Upon Procedure of Travel and Conference Expenses  
 General Ledger Account No. 4051-000  
 For the Fiscal Year ended June 30, 2020

Date	Num	Name	Memo	Amount	Procedures		
					1	2	3
07/20/2019	4003 9040 2462 7871	BOA-Visa	BKnoles-7/18 Water Smart Innovations Conference	395.00	✓	✓	✓
07/31/2019	Expense, July 2019	Miles L Prince (Expense)	Travel, Hotel, Registration, Parking expense reimbursement 7/4, 7/8, 7/11-14 - MPrince	1,798.07	✓	✓	✓
07/31/2019	Expense, July 2019	Mark Paulson (Expense)	Travel, Hotel expense reimbursement 7/8, 7/10-12, 7/24, 7/27 -MPaulson	1,323.35	✓	✓	✓
07/31/2019	Expenses 2017-2019	Steven T. Placido DDS (Expense)	SP- Travel and Hotel expense reimbursement from Aug 17, 2017 - July 8, 2019	1,628.88	✓	✓	✓
08/20/2019	4003 9040 2462 7871	BOA-Visa	BKnoles -7/18 WaterSmart Innov Conf 10/2-3 Hotel	89.27	✓	✓	✓
08/31/2019	Expense, Aug 2019	Miles L Prince (Expense)	Travel expense reimbursement 8/12, 8/22, 8/26 -MPrince	64.38	✓	✓	✓
08/31/2019	Expense, Aug 2019	Mark Paulson (Expense)	Travel expense reimbursement 8/12, 8/26 -MPaulson	40.60	✓	✓	✓
09/19/2019	7020	SGV Economic Partnership (Corp)	Thomas Wong attended the 16th annual SGV awards gala, Sept 21, 2019	250.00	✓	✓	✓
09/20/2019	4003 9040 2462 7871	BOA-Visa	BKnoles - 8/21/19 ACWA Conference 12/3-12/6	725.00	✓	✓	✓
09/30/2019	Expense, Sept 2019	Mark Paulson (Expense)	Travel expense reimbursement 9/9, 9/10, 9/18 - MPaulson	20.30	✓	✓	✓
09/30/2019	Expense, Sept 2019	Miles L Prince (Expense)	Travel expense reimbursement 9/9, 9/11 - MPrince	22.04	✓	✓	✓
10/31/2019	Expense, Oct 2019	Mark Paulson (Expense)	Travel expense reimbursement 10/14, 10/16 -MPaulson	20.30	✓	✓	✓
11/10/2019	ADLR11154	Amigos de los Rios	Emerald Necklace 2019 Gala Ticket - Thomas Wong	100.00	✓	✓	✓
11/30/2019	Expense, Nov 2019	Mark Paulson (Expense)	Travel expense reimbursement - Nov 4, 13, 20 -MPaulson	40.60	✓	✓	✓
11/30/2019	Expense, Nov 2019	Bruce H Knoles (Expense)	Hotel and meals expense reimbursement - Oct 2-3 -BKnoles	156.13	✓	✓	✓
11/30/2019	Expense, Oct/Nov 2019	Miles L Prince (Expense)	Travel expense reimbursement 10/8, 10/14, 10/22, 11/4, 11/19 -MPrince	44.08	✓	✓	✓
12/02/2019	Mark Paulson	Independent Cities	ICA Winter Seminar 2019 - Mark Paulson	600.00	✓	✓	✓
12/20/2019	4003 9040 2399 4462	BOA-Visa	TWong - 12/20 SGVCOCG Forum	22.85	✓	✓	✓
12/31/2019	Expense, Dec 2019	Mark Paulson (Expense)	Travel expense reimbursement 12/9 - MPaulson	20.30	✓	✓	✓
12/31/2019	Expense, Dec 2019	Miles L Prince (Expense)	Travel expense reimbursement 12/3, 12/9 - MPrince	46.40	✓	✓	✓
01/09/2020	2020 Lunar New Year	Monterey Park Chamber	For Lunar New Year Gala 2020 - Thomas Wong	100.00	✓	✓	✓
01/28/2020	WELL Conference	WELL	WELL 2020 Annual Conference Registration Fee	325.00	✓	✓	✓
01/31/2020	Expense, Jan 2020	Mark Paulson (Expense)	Travel, Hotel expense reimbursement 1/13, 1/15, 1/30, 1/31 -MPaulson	967.83	✓	✓	✓
01/31/2020	Expense, Jan/Feb 2020	Miles L Prince (Expense)	Travel, Hotel, Meals and Registration expense reimbursement 1/13, 1/21, 1/27, 1/31, 2/1, 2/2	1,471.26	✓	✓	✓
02/20/2020	4003 9040 2399 4462	BOA-Visa	BKnoles - Urban Wtr Conference 2/19-21 \$ 675.00 & \$1350.00, ACWA 2020 Legislative Symposium Sacra...	2,643.97	✓	✓	✓
02/20/2020	4003 9040 2399 4462	BOA-Visa	BKnoles - Cancelled Urban conference \$675.00 - \$50.00 cancellation fee	-625.00	N/A	N/A	N/A
02/20/2020	4003 9040 2399 4462	BOA-Visa	BKnoles - charged twice for Urban Wtr Conference	-675.00	N/A	N/A	N/A
02/24/2020	Dinner&Gala -TWong	Alhambra Educational Foundation	16th Annual Service to Education Awards - Dinner & Gala - March 14, 2020 - TWong	65.00	✓	✓	✓
02/25/2020	TWong - 3/19Dinner	SGV Civic Alliance	March 19 Dinner Ticket - Thomas Wong	150.00	✓	✓	✓
02/29/2020	Expense, Feb 2020	Mark Paulson (Expense)	Travel expense reimbursement 2/1, 2/2, 2/10 - MPaulson	78.78	✓	✓	✓
02/29/2020	Expense, Feb 2020	Bruce H Knoles (Expense)	Hotel, Meals expense reimbursement 2/21 - BKnoles	840.30	✓	✓	✓
02/29/2020	Expense, Feb 2020	Miles L Prince (Expense)	Travel expense reimbursement 2/10/20 - MPrince	21.85	✓	✓	✓
03/30/2020	4003 9040 2399 4462	BOA-Visa	TWong - 3/25 Rain or Shine Soaking Up Success, Symposium	150.00	✓	✓	✓
04/27/2020	0075155	Community Partners for Nature for All	Refund rec'd : BKnoles purchased 2/10 WELL Conference cancelled (pd with visa)	-325.00	N/A	N/A	N/A
				12,596.54			

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
 Agreed-Upon Procedure of Travel and Conference Expenses  
 General Ledger Account No. 4055-000  
 For the Fiscal Year ended June 30, 2020

Date	Num	Name	Memo	Amount	Procedures		
					1	2	3
07/08/2019	Replenish Petty cash	Petty Cash	DK's SWC-SAC meals 6/19-6/21	47.21	✓	✓	✓
07/20/2019	4003 9040 2462 7871	BOA-Visa	DK- SWC/SAC 6/19 gas \$43.84,rental\$153.79,parking\$43.,hotel\$249.54,meal\$2.75	1,357.93	✓	✓	✓
07/20/2019	4003 9040 2462 7871	BOA-Visa	ED - 7/10 2019 CUEMA 9/4-6 conference \$475.,hotel \$250.40, ACWA 12/3-6 conference\$725.	1,450.40	✓	✓	✓
07/20/2019	4003 9040 2462 7871	BOA-Visa	ER - 7/17 SCWUA Quarterly meeting \$32., 7/17 EB SGVWA Quarterly meeting \$30.00	62.00	✓	✓	✓
07/31/2019	Expense, July 2019	María Jamin	Mileage reimbursement 7/01/19 - 7/31/19, GJ	59.74	✓	✓	✓
07/31/2019	Expense, July 2019	Evelyn Reyes	Travel expense reimbursement 7/11,7/17-18, 7/23, 7/20-21, 7/23 -EReyes	118.90	✓	✓	✓
08/12/2019	Replenish Petty Cash	Petty Cash	H2owl event - snacks, water for interns	17.50	✓	✓	✓
08/20/2019	4003 9040 2462 7871	BOA-Visa	DK-7/18 SWC/SAC parking \$30.00, meal \$30.98, 7/30 SWC/SB meal \$18.04	79.02	✓	✓	✓
08/20/2019	4003 9040 2462 7871	BOA-Visa	EH - 7/30 EB SGVWA Qtrly meeting breakfast	30.00	✓	✓	✓
08/31/2019	Expense, Aug 2019	María Jamin	Mileage reimbursement 8/01/19 - 8/29/19 -GJ	51.74	✓	✓	✓
08/31/2019	Expense, Aug 2019	Evelyn Reyes	Travel and parking expense reimbursement 8/1,8/2,8/6,8/7,8/16,8/20,8/22 -EReyes	119.23	✓	✓	✓
09/09/2019	Replenish Petty Cash	Petty Cash	EH parking for american society civil eng	9.00	✓	✓	✓
09/20/2019	4003 9040 2462 7871	BOA-Visa	DK - 9/4 SWC-SAC 9/5 Airfare \$543.96, Meals\$15.97, Rental \$78.89, Gas \$11.40,Parking\$18.00	1,461.83	✓	✓	✓
09/20/2019	4003 9040 2462 7871	BOA-Visa	EHills- 9/9 ACWA Conference Hotel -night \$250.40, 9/13 AWWA webinar/license \$125.00	375.40	✓	✓	✓
09/20/2019	4003 9040 2462 7871	BOA-Visa	EReyes- 9/3 AWWA 9/10 Seminar \$97.00, 9/3 Ca Asso 9/17 Seminar \$60.00	157.00	✓	✓	✓
09/26/2019	TVMWD Training Oct 1	Rowland Water District	PWAG training at Three Valleys MWD, Oct 1, 2019 - EHills & SKiggins	190.00	✓	✓	✓
09/30/2019	Expense, Sept 2019	Evelyn Reyes	Travel expense reimbursement 9/3, 9/10, 9/16, 9/17, 9/25, 9/26 -EReyes	109.46	✓	✓	✓
09/30/2019	Expense, Sept 2019	María Jamin	Mileage reimbursement 09/03/19 - 9/30/19 -GJ	49.54	✓	✓	✓
10/20/2019	4003 9040 2462 7871	BOA-Visa	DK - 9/19 SWC/SAC parking\$16.00, Hotel \$240.67, 9/30 Tire filing station \$1.75, 10/9 SWC/SAC 10...	934.00	✓	✓	✓
10/20/2019	4003 9040 2462 7871	BOA-Visa	ER-10/2 Navigation Social Media Webinar \$50.00	50.00	✓	✓	✓
10/20/2019	4003 9040 2462 7871	BOA-Visa	SK- 10/17 AWWA Conference Hotel 10/21-23 \$290.78	290.78	✓	✓	✓
10/20/2019	4003 9040 2462 7871	BOA-Visa	EH- 10/17 AWWA Conference Hotel 10/21-23 \$290.78	290.78	✓	✓	✓
10/31/2019	Expense, Oct 2019	María Jamin	Mileage reimbursement 10/01/19 - 10/31/19 -GJ	71.57	✓	✓	✓
10/31/2019	Expense, Oct 2019	Steve Kiggins	Expense reimbursement Oct 21-22 AWWA Ca Nv Annual Fall Conference and meals - SKiggins	569.00	✓	✓	✓
10/31/2019	Expense, Oct 2019	Ed Hills	Expense reimbursement Oct 21-24 AWWA Ca Nv Annual Fall Conference, meals, registration and park	681.44	✓	✓	✓
11/20/2019	4003 9040 2399 4462	BOA-Visa	DK - 10/17 SWC/SAC 10/17 parking\$30, meals \$15.97, 10/22 SWC/SB meals \$20.37, carwash \$14.00	651.00	✓	✓	✓
11/20/2019	4003 9040 2399 4462	BOA-Visa	EH - 10/19 AWWA Annual Renewal	277.00	✓	✓	✓
11/30/2019	Expense, Nov 2019	María Jamin	Mileage reimbursement 11/4/19 - 11/26/19 -GJ	41.29	✓	✓	✓
12/03/2019	006184	ACWA- Conference	Refund cancellation for ACWA registration - EdHills -charged BOA credit card \$725 on	-650.00	N/A	N/A	N/A
12/04/2019	Nov13 AnnualBrkfst	San Gabriel Valley Water Association	November 13, 2019 Annual Breakfast Meeting: EHills and EReyes	60.00	✓	✓	✓
12/09/2019	Expense Oct/Nov 2019	Evelyn Reyes	Travel and registration expense reimbursement Oct 1,7,15,29,30 and Nov 20 -EReyes	47.56	✓	✓	✓
12/09/2019	Replenish Petty Cash	Petty Cash	SCWUA luncheon for EH & ER	60.00	✓	✓	✓
12/20/2019	4003 9040 2399 4462	BOA-Visa	DK - 11/21 SWC/SAC Gas \$11.50, meals \$15.72, rental \$49.88, parking \$30.00, 12/19 SWC/SAC Airf	725.82	✓	✓	✓
12/31/2019	Expense, Dec 2019	María Jamin	Mileage reimbursement 12/02/19 - 12/30/19, GJ	54.98	✓	✓	✓
01/20/2020	4003 9040 2399 4462	BOA-Visa	DK - 12/19 SWC/SAC parking \$28.50, meals \$15.64, 1/14 SWC/SB meal \$11.28, 1/15 SWC/Castaic g	479.28	✓	✓	✓
01/31/2020	Expense, Jan 2020	María Jamin	Mileage reimbursement expense 01/02/20 - 01/30/20 -GJ	53.01	✓	✓	✓
01/31/2020	Expense, Jan/Feb 20	Evelyn Reyes	Travel expense reimbursement Jan 29, Jan 30, Feb 8, Feb 28 - EReyes	44.75	✓	✓	✓
02/20/2020	4003 9040 2399 4462	BOA-Visa	DK - 1/21 SWC/SAC 1/27 Airfare \$553.96, Meals \$15.16, Rental \$107.66, Parking \$34.50, Gas \$6.70.,	2,738.93	✓	✓	✓
02/20/2020	4003 9040 2399 4462	BOA-Visa	DK - Airfare Adj SWC/SAC 2/3	-18.01	N/A	N/A	N/A
02/20/2020	4003 9040 2399 4462	BOA-Visa	EReyes - 1/28 ACWA 2020 Legislative Symposium Sacramento 3/12 \$290.00, Airfare \$328.97	618.97	✓	✓	✓
02/29/2020	Expense, Feb 2020	María Jamin	Mileage expense reimbursement 02/03/20 - 02/27/20 -GJ	44.39	✓	✓	✓
03/30/2020	4003 9040 2399 4462	BOA-Visa	DK -2/20 SWC/SAC Gas\$5, rental \$68.69,parking \$87, meals \$15.64, 2/27 SWC/SAC 3/5 Airfare \$553	1,238.16	✓	✓	✓
03/30/2020	4003 9040 2399 4462	BOA-Visa	EHills- ACWA 5/5-8 conference \$725.00, hotel \$477.22	1,202.22	✓	✓	✓
03/30/2020	4003 9040 2399 4462	BOA-Visa	SKiggins - JPIA 3/18-19 training \$190.00, ACWA 5/5-8 conference \$725.00, hotel \$477.22	1,392.22	✓	✓	✓
03/30/2020	4003 9040 2399 4462	BOA-Visa	TWhite - JPIA 3/18-19 training	190.00	✓	✓	✓
03/30/2020	4003 9040 2399 4462	BOA-Visa	Gjamin- Quickbooks training 5/28-29	579.95	✓	✓	✓
03/31/2020	Expense, Mar 2020	María Jamin	Mileage expense reimbursement 3/2/20 - 3/31/20 -GJ	51.29	✓	✓	✓
04/13/2020	Expense, March 2020	Evelyn Reyes	Travel, meals, registration and parking expense reimbursement 3/10, 3/12 - EReyes	106.11	✓	✓	✓
04/20/2020	4003 9040 2399 4462	BOA-Visa	EH - 3/16 Refund for hotel Abrego ACWA Conference \$477.22, 4/1 CWA Conference cancelled \$725.	-1,202.22	N/A	N/A	N/A
04/20/2020	4003 9040 2399 4462	BOA-Visa	SKiggins - refund for hotel Abrego ACWA Conference \$477.22, 3/31 ACWA conference cancelled \$725	-1,202.22	N/A	N/A	N/A
04/30/2020	Expense, Apr 2020	María Jamin	Mileage expense reimbursements Apr 3-29, 2020 -GJ	39.21	✓	✓	✓
				16,257.16			

**SAN GABRIEL VALLEY MUNICIPAL  
WATER DISTRICT**

**Annual Financial Report  
For the Fiscal Year Ended June 30, 2020**

# SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

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# MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT

The Members of the Board of Directors of  
San Gabriel Valley Municipal Water District  
Azusa, California

### Report on the Financial Statements

We have audited the accompanying basic financial statements of the San Gabriel Valley Municipal Water District (District) as of and for the fiscal year ended June 30, 2020, and related notes to the financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2020, and the changes in financial position and, cash flows thereof, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages v through ix and the required supplementary information on pages 35 through 40 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the District's basic financial statements. The introductory section and accompanying supplementary information, such as schedule of operating expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Moss, Levy & Hartzheim*

Moss, Levy & Hartzheim, LLP  
Culver City, California  
October 23, 2020

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Board of Directors  
San Gabriel Valley Municipal Water District  
Azusa, California

## **Introduction**

It is our pleasure to submit the Annual Financial Report for the San Gabriel Valley Municipal Water District for the fiscal years ended June 30, 2020, following guidelines set forth by the Governmental Accounting Standards Board. District staff prepared this financial report. The District is ultimately responsible for both the accuracy of the data and the completeness and the fairness of presentation, including all disclosures in this financial report. We believe that the data presented is accurate in all material respects. This report is designed in a manner that we believe is necessary to enhance your understanding of the District's financial position and activities.

This report is organized into two sections: (1) Introductory and (2) Financial. The Introductory Section offers general information about the District's organization and current District activities, reports on a summary of significant financial results and includes the Management's Discussion and Analysis of the District's basic financial statements. The Independent Auditor Report precedes the Introductory Section. The Financial Section includes the District's audited basic financial statements with accompanying notes.

United States Generally Accepted Accounting Principles (US GAAP) requires that management provide a narrative introduction, overview and analysis to accompany the financial statements in the form of the Management's Discussion and Analysis (MD&A) section. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The District's MD&A can be found immediately after the transmittal letter.

## **District Structure and Leadership**

The San Gabriel Valley Municipal Water District was organized in 1959. Included in the District are the cities of Alhambra, Azusa, Monterey Park, and Sierra Madre. The District imports water from the State Water Project through its pipeline which was completed in 1974. The pipeline begins at the Devil Canyon Powerplant on the East Branch of the State Water Project, County of San Bernardino, and terminates at the San Gabriel Canyon Spreading Grounds, County of Los Angeles. The District's operations include delivery of water through the Devil Canyon-Azusa Pipeline, as well as the generation of electricity at its San Dimas Hydroelectric Facility. Currently all energy produced is sold to the City of Azusa.

The imported water is spread in the Main San Gabriel Basin. The Main San Gabriel Basin Watermaster requires replacement water be spread in the Main San Gabriel Basin. The replacement water spread in the Main San Gabriel Basin is to replace water pumped by the four above mentioned cities in excess of their pumping rights. In addition, the District has an obligation under the Long Beach Judgment to ensure there is adequate water flowing through the Whittier Narrows into the Central Basin. This is a requirement of the San Gabriel River Watermaster.

The District is governed by a five-member Board of Directors representing five divisions. The General Manager administers the day-to-day operations of the District in accordance with policies and procedures established by the Board of Directors.

The District employs seven full-time employees and one part-time employee. The District's Board of Directors meets each month. Meetings are publicly noticed and citizens are encouraged to attend.

### **District Services**

The District's customer is the Main San Gabriel Basin Watermaster acting on behalf of the cities of Alhambra, Azusa, Monterey Park, and Sierra Madre which consume 100% of the water annually delivered by the District. The District has a contract with the State of California Department of Water Resources for up to 28,800 acre feet of water delivered annually from the State Water Project.

### **Economic Condition and Outlook**

The District's offices are located in the City of Azusa in the County of Los Angeles. Development potential is limited due to lack of available land. The region's economy has experienced improvement, tempered by the slow recovery in labor market.

### **Internal Control Structure**

District management is responsible for the establishment and maintenance of the internal control structure that ensures the assets of the District are protected from loss, theft or misuse. The internal control structure also ensures adequate accounting data is compiled to allow for the preparation of financial statements in conformity with US GAAP. The District's internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

### **Budgetary Control**

The District Board of Directors annually adopts an operating and capital budget prior to the new fiscal year. The budget authorizes and provides the basis for reporting and control of financial operations and accountability for the District's enterprise operations and capital projects. The budget and reporting treatment applied to the District is consistent with the accrual basis of accounting and the financial statement basis.

### **Investment Policy**

The Board of Directors has adopted an investment policy that conforms to state law, District ordinance and resolutions, prudent money management, and the "prudent person" standards. The objective of the Investment Policy is safety, liquidity and yield in that order. District funds are invested in the State Treasurer's Local Agency Investment Fund and institutional savings and

checking accounts.

### **Water Rates and District Revenues**

District policy direction ensures that all revenues from water sales, property taxes, interest from investments, and hydro-electric sales must support all District operations including capital project funding. Accordingly, tax rates, water rates, and the investment policy are reviewed on an annual basis.

### **Audit and Financial Reporting**

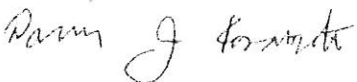
State law requires the District to obtain an annual audit of its financial statements by an independent certified public accountant. The accounting firm of Moss, Levy & Hartzheim LLP has conducted the fiscal year 2020 audit of the District's financial statements. Their unmodified Independent Auditors' Report precedes the Introductory Section.

### **Other References**

More information is contained in the Management's Discussion and Analysis and the Notes to the Basic Financial Statements found in the Financial Section of the report.

### **Acknowledgements**

Preparation of this report was accomplished by the combined efforts of District staff. We appreciate the dedicated efforts and professionalism that these staff members contribute to the District. We would also like to thank the members of the Board of Directors for their continued support in planning and implementation of the San Gabriel Valley Municipal Water District's fiscal policies.



Darin Kasamoto  
General Manager

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**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the San Gabriel Valley Municipal Water District (District) provides an introduction to the financial statements of the District for the fiscal years ended June 30, 2020. Readers should consider the information presented here in conjunction with the transmittal letter and with the basic financial statements and related notes, which follow this section.

**Financial Highlights**

- The District's net position increased 13.63% or \$4,660,096 in 2020 as a result of operations.
- The District's operating revenue decreased 26.3% or \$1,410,222, in fiscal year 2020, primarily due to a decrease in water sales.
- The District's operating expenses remained largely the same as the prior fiscal year, increasing by a miniscule 0.4%. Non-operating expenses did, likewise, only increasing due to a grant passed through the District, which had no effect on the District's new position.
- The District's non-operating revenue, mostly composed of property taxes, increased 9.2% or \$1,226,422 in 2020.

**Required Financial Statements**

This annual report consists of a series of financial statements. The Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies.

The Statement of Net Position includes all of the District's investments in resources (assets and deferred outflows) and obligations (liabilities and deferred inflows). It also provides the basis for computing a rate of return, evaluating the capital structure of the District, and assessing the liquidity and financial flexibility of the District. All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses and Changes in Net Position. This statement measures the success of the District's operations over the past year and can be used to determine if the District has successfully recovered all of its costs through its rates and other charges. This statement can also be used to evaluate profitability and credit worthiness.

The final required financial statement is the Statement of Cash Flows, which provides information about the District's cash receipts and cash payments during the reporting period. The Statement of Cash Flows reports cash receipts, cash payments and net changes in cash resulting from operation investing, non-capital financing, and capital and related financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in cash balance during the reporting period.

**Financial Analysis of the District**

The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position report information about the District finances in the current year.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's net position and changes in it. The District's net position – the difference between assets and deferred outflows less liabilities and deferred inflows – is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position is one indicator of whether its financial health is improving or deteriorating. Readers should consider other non-financial factors such as changes in economic conditions, population growth, zoning and new or changed government legislation, such as changes in Federal and State water quality standards.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The notes to the financial statements can be found beginning on page 17.

**Condensed Statement of Net Position**

	<u>2020</u>	<u>2019</u>	<u>Change</u>
<b><u>Assets</u></b>			
Current and other assets	\$ 25,084,445	\$ 21,497,045	\$ 3,587,400
Non-current assets	8,623,278	7,292,959	1,330,319
Capital assets, net	<u>14,042,624</u>	<u>14,566,036</u>	<u>(523,412)</u>
<b>Total Assets</b>	<u>47,750,347</u>	<u>43,356,040</u>	<u>4,394,307</u>
<b><u>Deferred Outflows of Resources</u></b>			
Pension related	618,162	642,029	(23,867)
OPEB related	<u>201,703</u>	<u>196,533</u>	<u>5,170</u>
<b>Total Def. Outflows</b>	<u>819,865</u>	<u>838,562</u>	<u>(18,697)</u>
<b><u>Liabilities</u></b>			
Current liabilities	1,146,673	1,494,828	(348,155)
Non-current liabilities	<u>7,520,454</u>	<u>8,106,890</u>	<u>(586,436)</u>
<b>Total Liabilities</b>	<u>8,667,127</u>	<u>9,601,718</u>	<u>(934,591)</u>
<b><u>Deferred Inflows of Resources</u></b>			
Pension related	746,998	298,019	448,979
OPEB related	<u>298,520</u>	<u>97,294</u>	<u>201,226</u>
<b>Total Def. Inflows</b>	<u>1,045,518</u>	<u>395,313</u>	<u>650,205</u>
<b><u>Net Position</u></b>			
Net investment in capital assets	14,042,624	14,566,036	(523,412)
Unrestricted	<u>24,814,943</u>	<u>19,631,435</u>	<u>5,183,508</u>
<b>Total Net Position</b>	<u>\$ 38,857,567</u>	<u>\$ 34,197,471</u>	<u>\$ 4,660,096</u>

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of the District exceeded liabilities and deferred outflows by \$38,857,567 as of June 30, 2020, which is an increase of \$4,660,096 when compared to the prior fiscal year.

A large portion of the District's net position, 36.1% and 42.6%, as of June 30, 2020 and 2019 respectively, reflects the District investment in capital assets (net of accumulated depreciation) less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to customers within the District's service area; consequently, these assets are not available for future spending.

As the end of fiscal years ended June 30, 2020 and 2019, the District showed a positive balance in its unrestricted net position of \$24,814,943 and \$19,631,435, respectively.

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	<u>2020</u>	<u>2019</u>	<u>Change</u>
<b><u>Revenues</u></b>			
Operating revenue	\$ 3,945,205	\$ 5,355,427	\$ (1,410,222)
Non-operating revenue	14,566,984	13,340,562	1,226,422
<b>Total Revenues</b>	<u>18,512,189</u>	<u>18,695,989</u>	<u>(183,800)</u>
<b><u>Expenditures</u></b>			
Operating expenses	12,971,257	12,919,945	51,312
Depreciation	569,157	485,245	83,912
Non-operating expenses	311,679	107,236	204,443
<b>Total Expenditures</b>	<u>13,852,093</u>	<u>13,512,426</u>	<u>339,667</u>
<b>Net Change before Capital Contributions</b>	4,660,096	5,183,563	
Capital Contributions		11,880	(11,880)
<b>Change in Net Position</b>	<u>4,660,096</u>	<u>5,195,443</u>	<u>(535,347)</u>
<b>Beginning Net Position</b>	<u>34,197,471</u>	<u>29,002,028</u>	<u>5,195,443</u>
<b>Ending Net Position</b>	<u>\$ 38,857,567</u>	<u>\$ 34,197,471</u>	<u>\$ 4,660,096</u>

The statement of revenues, expenses and changes in net position shows how the District's net position changed during the fiscal years. In the case of the District, net position increased by \$4,660,096 for the fiscal year ended June 30, 2020.

In 2020, the District's net position increased 13.63% or \$4,660,096 as a result of operations compared to 2019.

The District's operating revenue decreased 26.3% or \$1,410,222, in fiscal year 2020, primarily due to a decrease in water sales.

The District's operating expenses remained largely the same. The District's non-operating expenditure also remained largely the same if passthrough grants are not taken into account.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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**Capital Asset Administration**

At the end of fiscal year 2020 and 2019, the District's investment in capital assets amounted to \$14,042,624, and \$14,566,036 (net of accumulated depreciation), respectively. This investment in capital assets includes land, pipelines and structures, equipment, vehicles and construction-in-process, etc. Major capital assets additions during the year included upgrades to the pipeline.

	Balance as of June 30, 2019	Additions	Deletions	Balance as of June 30, 2020
Total non-depreciable capital assets	\$ 1,686,714	\$ -	\$ -	\$ 1,686,714
Total depreciable capital assets	35,816,744	45,745		35,862,489
Total accumulated depreciation	(22,937,422)	(569,157)		(23,506,579)
Net depreciable capital assets	12,879,322	(523,412)		12,355,910
Net capital assets	<u>\$ 14,566,036</u>	<u>\$ (523,412)</u>	<u>\$ -</u>	<u>\$ 14,042,624</u>

**Conditions Affecting Current Financial Position and Outlook**

Management is unaware of any conditions, which could have a significant impact on the District's current financial position, net assets, or operating results to terms of past, present and future. Covid-19 impacts are expected to be minimal because the District derives its tax revenue solely from property taxes.

**Requests for Information**

This financial report is designed to provide an overview of the District's financial operations and condition. Should the reader have questions regarding the information included in this report or wish to request additional information, please contact the District's General Manager at 1402 N. Vosburg Drive, PO Box 1299, Azusa, California 91702.

**FINANCIAL SECTION**

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**STATEMENT OF NET POSITION**  
June 30, 2020

**ASSETS**

Current Assets:

Cash and cash equivalents	\$ 21,367,432
Investments	1,685,642
Accounts receivable, net	68,657
Interest receivable	105,466
Property taxes receivable	227,218
Water inventory	1,531,898
Prepaid expenses	98,132
Total current assets	<u>25,084,445</u>

Noncurrent Assets:

Investments	8,485,684
Advances to other governments, net	137,594
Capital assets not being depreciated	1,686,714
Capital assets, net of accumulated depreciation	12,355,910
Total noncurrent assets	<u>22,665,902</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Pension related	618,162
OPEB related	201,703
Total Deferred Outflows of Resources	<u>819,865</u>
Total assets and deferred outflows of resources	<u>48,570,212</u>

**LIABILITIES**

Current Liabilities:

Accounts payable	541,916
Accrued liabilities	173,399
Unearned revenue	358,358
Current portion of long term debt	73,000
Total current liabilities	<u>1,146,673</u>

Noncurrent liabilities:

Compensated absences	323,382
Net Pension Liability	2,355,085
Total OPEB Liability	4,841,987
Total noncurrent liabilities	<u>7,520,454</u>
Total liabilities	<u>8,667,127</u>

**DEFERRED INFLOWS OF RESOURCES**

Pension related	746,998
OPEB related	298,520
Total Deferred Inflows of Resources	<u>1,045,518</u>
Total liabilities and deferred inflows of resources	<u>9,712,645</u>

**NET POSITION**

Net investment in capital assets	14,042,624
Unrestricted	24,814,943
Total net position	<u>\$ 38,857,567</u>

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
For the Fiscal Year Ended June 30, 2020

<b>Operating Revenues:</b>	
Water sales	\$ 3,840,363
Hydroelectric sales	85,765
Other services	19,077
	<hr/>
Total operating revenues	3,945,205
	<hr/>
<b>Operating Expenses:</b>	
Source of supply - water deliveries	10,297,661
General and administrative expenses	2,673,596
	<hr/>
Total operating expenses	12,971,257
	<hr/>
Operating income (loss) before depreciation	(9,026,052)
Depreciation expense	(569,157)
	<hr/>
Operating income (loss)	(9,595,209)
	<hr/>
<b>Non-Operating Revenues (Expenses):</b>	
Property taxes - ad valorem	5,238,682
Property taxes - voter approved	8,285,243
Grant revenue	299,679
Grant funding to other agencies	(311,679)
Interest and investment earnings	743,380
	<hr/>
Total non-operating revenues (expenses)	14,255,305
	<hr/>
Changes in net position	4,660,096
	<hr/>
<b>Total Net Position - beginning of fiscal year</b>	<b>34,197,471</b>
	<hr/>
<b>Total Net Position - end of fiscal year</b>	<b>\$ 38,857,567</b>
	<hr/> <hr/>

See Notes to Basic Financial Statements

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**STATEMENT OF CASH FLOWS**  
For the Fiscal Year Ended June 30, 2020

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Cash received from water sales	\$ 3,906,721
Cash received from hydroelectric sales	85,765
Cash payments to vendors and suppliers	(10,837,636)
Cash payments for employees and benefit programs	<u>(1,902,134)</u>
Net cash provided (used) by operating activities	<u>(8,747,284)</u>
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</b>	
Cash received from property taxes	<u>13,532,012</u>
Net cash provided (used) by non-capital financing activities	<u>13,532,012</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED</b>	
Cash received (payments) from (to) other governments	(12,000)
Purchase of capital assets	(45,745)
Proceeds from advances to other governments	<u>341,640</u>
Net cash provided (used) by capital and related financing activities	<u>283,895</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Purchases of investments	(3,037,680)
Proceeds from sale of investments	3,040,000
Realized gain on investments	1,164
Use of money and property	<u>603,327</u>
Net cash provided by investing activities	<u>606,811</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	5,675,434
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF FISCAL YEAR</b>	<u>15,691,998</u>
<b>CASH AND CASH EQUIVALENTS, END OF FISCAL YEAR</b>	<u><u>\$ 21,367,432</u></u>
<b>Reconciliation to Statement of Net Position:</b>	
Cash and investments	<u>\$ 21,367,432</u>
CASH AND CASH EQUIVALENTS	<u><u>\$ 21,367,432</u></u>

See Notes to Basic Financial Statements



**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**STATEMENT OF CASH FLOWS**  
For the Fiscal Year Ended June 30, 2020

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(Continued)

**Reconciliation of Operating Income (Loss) to Net Cash**

Provided (Used) by Operating Activities:	
Operating income (loss)	<u>\$ (9,595,209)</u>
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	569,157
(Increase) decrease in accounts receivable	47,281
(Increase) decrease in inventory	480,325
(Increase) decrease in prepaid expenses	16,851
(Increase) decrease in deferred outflows of resources - pension and OPEB	18,697
Increase (decrease) in accounts payable and accrued expenses	(348,155)
Increase (decrease) in compensated absences	59,196
Increase (decrease) net pension liability	226,330
Increase (decrease) total OPEB liability	(871,962)
Increase (decrease) in deferred inflows of resources - pension and OPEB	<u>650,205</u>
Total adjustments	<u>847,925</u>
Net cash provided by (used by) operating activities	<u><u>\$ (8,747,284)</u></u>

See Notes to Basic Financial Statements

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the San Gabriel Valley Municipal Water District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the District are described below:

A. Financial Reporting Entity

The San Gabriel Valley Municipal Water District was organized in 1959. Included in the District are the cities of Alhambra, Azusa, Monterey Park and Sierra Madre. The District imports state water through its pipeline which was completed in 1975. The pipeline originates at the State Water Project located at Devil Canyon, County of San Bernardino, and terminates in the San Gabriel Canyon Spreading Grounds. The District maintains the pipeline and also generates electricity, which is sold to the City of Azusa at its San Dimas electrical generating plant.

The imported water is spread in the Main San Gabriel Basin and the Central Basin. The Main San Gabriel Basin Watermaster (Watermaster) requires that replacement water and cyclic storage be spread in the Main San Gabriel Basin. The water spread in the Main San Gabriel Basin is to replace water pumped by the four above mentioned cities in excess of their pumping rights. The Watermaster requires that make-up water be spread in the Central Basin to satisfy the terms of the Long Beach Judgment.

The District is governed by a five-member Board of Directors representing five divisions. The General Manager administers the day-to-day operations of the District in accordance with policies and procedures established by the Board of Directors. The District employs seven employees. The District's Board of Directors meets each month. Meetings are publicly noticed and citizens are encouraged to attend.

B. Basis of Accounting

The District reports its activities as an enterprise fund, which is used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the District is that the costs of providing water to its service areas on a continuing basis be financed or recovered primarily through user charges (water sales), capital grants and similar funding. Revenues and expenses are recognized on the full accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred, regardless of when the related cash flows take place. Operating revenues and expenses, such as water sales and water deliveries result from exchange transaction associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Management, administration, and depreciation expenses are also considered operating expenses. Other revenues and expense not included in the above categories are reported as non-operating revenues and expenses.

C. Basis of Preparation

The District's basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (US GAAP), as applied to enterprise funds. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District solely operates as a special-purpose government which means it is only engaged in business-type activities; accordingly, activities are reported in the District's proprietary fund.

D. Cash and Cash Equivalents

For purposes of the statement of cash flows, the District considers cash and cash equivalents as short term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Cash equivalents have an original maturity date of three months or less from the date of purchase.

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2020

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Cash and Cash Equivalents (Continued)

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. These principles recognize a three-tiered fair value hierarchy as follows: Level 1 – Investments reflect prices quoted in active markets; Level 2 – Investments reflect prices that are based on similar observable asset either directly or indirectly, which may include inputs in markets that are not considered active; and Level 3 – Investments reflect prices based upon unobservable sources.

E. Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the AICPA, require management to make assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

F. Investments and Investment Policy

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

G. Receivables

For customer accounts receivables, the District considers these receivables to be fully collectable and accordingly, no allowance for doubtful accounts has been provided. For tax revenue receivables, when the management deems a tax receivable amount is uncollectable, the District uses the direct write off method for recording the bad debt. In 2019, the District wrote off \$286,537 of old receivable related to property tax revenues in prior year. The District believes the bad debt recorded under this method approximates the amount that would be recorded if the District used the allowance method.

H. Property Tax

The County of Los Angeles Assessor's Office assesses all real and personal property within the County each year. The County of Los Angeles Tax Collector's Office bills and collects the District's share of property taxes and assessments. The County of Los Angeles Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countrywide assessed valuations.

Property taxes receivable at year-end are related to property taxes collected by the County of Los Angeles, which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	March 1
Levy date	July 1
Due dates	November 1 and March 1
Collection dates	December 10 and April 10

I. Inventory

Water held in inventory is valued at cost using the first-in first-out method. The District holds minor supplies inventory for emergency repairs which is expensed as incurred.

J. Prepaid Expenses

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. Capital Assets

Capital assets acquired and/or constructed are capitalized at historical costs. District policy has set the capitalization threshold for recording capital assets at \$1,000. Donated assets are recorded at acquisition value at the date of donation. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend lives are also expensed in the current period.

L. Depreciation

Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as shown herein.

<u>Description</u>	<u>Estimated Lives</u>
Pipeline	7 to 75 years
Telemetry Equipment	10 years
Building and Structures	7 to 30 years
Office Furniture and Equipment	5 to 15 years
Vehicles and Equipment	5 to 10 years
State Water Project	60 years

M. Compensated Absences

The District's policy is to permit employees to accumulate earned but unused vacation and sick time pay benefits. All vacation and sick time is accrued when incurred. Upon termination of employment, employees are paid all unused vacation and qualifying unused sick time up to a maximum of 960 hours.

N. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's defined benefit retirement plans, Miscellaneous and Public Safety, of the California Employees' Retirement System ("CalPERS") and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Other Post-Employment Benefits (OPEB)

The total OPEB liability, deferred outflows/inflows of resources related to OPEB, and OPEB expense of the District's defined benefit OPEB plan of the CalPERS are measured on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

P. Deferred Outflows and Inflows of Resources

The District recognizes deferred outflows and inflows of resources in relation to unavailable revenues, pension, and OPEB. Deferred outflow and inflow of resources are defined as a consumption or resource of net position by the government that is applicable to a future report period. Pursuant to GASB Statements 68 and 71, the District recognizes deferred outflows/inflows of resources related to pensions. Pursuant to GASB Statement 75, the District recognizes deferred outflows/inflows of resources related to OPEB.

Q. Water Sales

Water sales are billed when the Watermaster places an order for replacement water.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

R. Net Position and Fund Equity

Net position is reported in three categories under GASB Statement No. 34. These captions are described below.

*Net Investment in Capital Assets* describes the portion of net position which is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

*Restricted* describes the portion of position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the District cannot unilaterally alter. These principally include developer fees received for use on capital projects, debt service requirements, and gas tax funds for street construction.

*Unrestricted* describes the portion of net position which is not restricted as to use.

S. Fiscal Year

The fiscal year of the District begins on July 1 and ends on June 30.

T. Budgets and Budgetary Accounting

The District adopts an annual non-appropriated budget for planning, control and evaluation purposes. Budgetary control and evaluation are affected by comparisons of actual revenues and expenses with planned revenues and expenses for the period. Encumbrance accounting is not used to account for commitments related to unperformed contracts for construction and services.

U. Future Accounting Pronouncements

The provisions of Statement Number 84 "Fiduciary Activities" are effective for fiscal years beginning after December 15, 2019.

The provisions of Statement Number 87 "Leases" are effective for fiscal years beginning after June 15, 2021.

The provisions for Statement Number 89 "Accounting for Interest Cost Incurred before the End of a Construction Period" are effective for fiscal years beginning after December 15, 2020.

The provisions for Statement Number 90 "Majority Equity Interests – an amendment of GASB Statements No. 14 and No. 61" are effective for fiscal years beginning after December 15, 2019.

The provisions of Statement Number 91 "Conduit Debt Obligations" are effective for reporting periods beginning after December 15, 2021.

The provisions of Statement Number 92 "Omnibus 2020" are effective for reporting periods beginning after June 15, 2021.

The provisions of Statement Number 93 "Replacement of Interbank Offered Rates" are effective for reporting periods beginning after June 15, 2021.

The provisions of Statement Number 94 "Public-Private and Public-Public Partnerships and Availability Payment Arrangements" are effective for reporting periods beginning after June 15, 2022.

The provisions of Statement Number 96 "Subscription-Based Information Technology Arrangements" are effective for reporting periods beginning after June 15, 2022.

The provisions of Statement Number 97 "Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an Amendment of GASB Statements No. 14 and No. 84, and a Supersession of GASB Statement No. 32" are effective for reporting periods beginning after June 15, 2021.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 2 – CASH AND INVESTMENTS**

Cash and investments as of June 30, 2020 are classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and cash equivalents	\$ 21,367,432
Investments (current)	1,685,642
Investments (non-current)	8,485,684
Total cash and investments, Statement of Net Position	\$ 31,538,758

Cash and investments as of June 30, 2020 consist of the following:

Cash on hand	\$ 300
Deposits with financial institutions	1,134,729
Investments	30,403,729
Total cash and investments	\$ 31,538,758

A. Investments Authorized by the California Government Code and the District's Investment Policy

The table below identifies the investment types that are authorized for the San Gabriel Valley Municipal Water District (District) by the California Government Code or the District's investment policy, where more restrictive. The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

A. Investments Authorized by the California Government Code and the District's Investment Policy (Continued)

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Government Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	80%	N/A
U.S. Government Agency Securities	5 years	None	None
Banker's Acceptances	180 days	40%	30%
Commercial Paper, Prime Quality	5 years	15%	10%
Certificates of Deposit	5 years	30%	\$100,000
Negotiable Certificates of Deposit	5 years	30%	None
Medium-Term Notes	5 years	30%	None
Money Market Mutual Funds	N/A	15%	None
Local Agency Investment Fund (LAIF)	N/A	None	\$ 65 Million
Collateralized Bank Deposits	5 years	25%	None
Investment Trust of California (CalTRUST)	N/A	15%	N/A

B. Investments Authorized by Debt Agreements

Investment of debt proceeds held by bond trustees are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy. The District does not currently hold any debt that bond by debt agreements.

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

NOTE 2 – CASH AND INVESTMENTS (CONTINUED)

C. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Totals</u>	<u>Remaining maturity (in Months)</u>		
		<u>12 Months or Less</u>	<u>13 to 24 Months</u>	<u>25-60 Months</u>
Local Agency Investment Fund (LAIF)	\$ 20,232,404	\$ 20,232,404	\$ -	\$ -
Certificates of Deposit	10,171,325	4,557,916	2,657,493	2,955,916
	<u>\$ 30,403,729</u>	<u>\$ 24,790,320</u>	<u>\$ 2,657,493</u>	<u>\$ 2,955,916</u>

D. Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations

The District has no investments including investments held by bond trustees that are highly sensitive to interest rate fluctuations.

E. Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District's investment policy, or debt agreements, and the actual rating (Standard & Poor's) as of fiscal year end for each investment type.

<u>Investment Type</u>	<u>Amount</u>	<u>Minimum Legal Rating</u>	<u>Rating as of Fiscal Year End</u>	
			<u>AAA</u>	<u>Not Rated</u>
Local Agency Investment Pool (LAIF)	\$ 20,232,404	N/A	\$ -	\$ 20,232,404
Certificates of Deposit	10,171,325	N/A	10,171,325	
Total	<u>\$ 30,403,729</u>		<u>\$ 10,171,325</u>	<u>\$ 20,232,404</u>

F. Concentration of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There was no investment in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represents 5% or more of total District investments.

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

NOTE 2 – CASH AND INVESTMENTS (CONTINUED)

G. Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District’s investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits; The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2020, none of the District’s deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

H. Investment in State Investment Pool

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California and operates in accordance with appropriate state laws and regulations. The fair value of the District’s investment in this pool is reported in the accompanying financial statements at amounts based upon the District’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The reported value of the pool is the same as the fair value of the pool shares. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Deposits and withdrawals are made on the basis of \$1 and not fair value.

I. Fair Value Measurements

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. These principles recognize a three tiered fair value hierarchy as follows: Level 1 – Investments reflect prices quoted in active markets; Level 2 – Investments reflect prices that are based on similar observable asset either directly or indirectly, which may include inputs in markets that are not considered active; and Level 3 – Investments reflect prices based upon unobservable sources.

<u>Pooled investments by fair value hierarchy</u>	Total	FMV Measurement
		Level 2
Investments subject to fair value hierarchy:		
Negotiable Certificates of Deposit	10,171,325	10,171,325
Total Investments measured at fair value hierarchy	10,171,325	10,171,325
Investments measured using uncategorized inputs:		
State Investment Pool (LAIF)	20,232,404	
Total investments not subject at fair value hierarchy	20,232,404	
Total pooled investments	30,403,729	
Total investments	30,403,729	



**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2020**

**NOTE 3 – ADVANCES TO MEMBER CITIES RECEIVABLE**

Advances to member cities activity for the fiscal year ended June 30, 2020 was as follows:

	Balance as of June 30, 2019	Additions	Reductions	Balance as of June 30, 2020
<b>Notes receivable:</b>				
City of Sierra Madre	\$ 291,375	\$ -	\$ (145,688)	\$ 145,687
Less: Unamortized discount	(12,141)		4,048	(8,093)
Total notes receivable	<u>\$ 279,234</u>	<u>\$ -</u>	<u>\$ (141,640)</u>	<u>\$ 137,594</u>

City of Sierra Madre

The City of Sierra Madre entered into a loan agreement with the District on September 27, 2004, for the reservoir and booster station replacement project in the amount of \$1,456,875. Terms of the agreement call for annual principal only payments in the amount of \$145,688, at a rate of zero percent, commencing July 2012 and maturing July 2022. The District is imputing interest at the rate of 3.0% per annum.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2020 was as follows:

	Balance as of June 30, 2019	Additions	Deletions	Balance as of June 30, 2020
<b>Nondepreciable capital assets</b>				
Land	\$ 735,931	\$ -	\$ -	\$ 735,931
Construction in progress	950,783			950,783
Total nondepreciable capital assets	<u>1,686,714</u>			<u>1,686,714</u>
<b>Depreciable capital assets</b>				
Pipeline	26,340,786			26,340,786
Telemetry equipment	850,216			850,216
Buildings and structures	2,346,232	3,950		2,350,182
Office furniture and equipment	173,591	6,199		179,790
Vehicles and equipment	263,364	35,596		298,960
State water project participation rights	5,784,165			5,784,165
Roof	58,390			58,390
Total depreciable capital assets	<u>35,816,744</u>	<u>45,745</u>		<u>35,862,489</u>
<b>Less accumulated depreciation</b>				
Pipeline	(15,553,099)	(365,993)		(15,919,092)
Telemetry equipment	(432,619)	(84,978)		(517,597)
Buildings and structures	(2,331,066)	(2,103)		(2,333,169)
Office furniture and equipment	(124,056)	(10,511)		(134,567)
Vehicles and equipment	(246,101)	(6,250)		(252,351)
State water project participation rights	(4,241,723)	(96,402)		(4,338,125)
Roof	(8,758)	(2,920)		(11,678)
Total accumulated depreciation	<u>(22,937,422)</u>	<u>(569,157)</u>		<u>(23,506,579)</u>
Net depreciable capital assets	<u>12,879,322</u>	<u>(523,412)</u>		<u>12,355,910</u>
Net capital assets	<u>\$ 14,566,036</u>	<u>\$ (523,412)</u>	<u>\$ -</u>	<u>\$ 14,042,624</u>

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020**

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**NOTE 5 –LONG-TERM LIABILITY**

The following is a summary of long-term liability activity of the District’s activities for the fiscal year ended June 30, 2020:

	Balance as of June 30, 2019	Additions	Reductions	Balance as of June 30, 2020	Due Within One Year
Compensated absences	\$ 337,186	\$ 115,521	\$ (56,325)	\$ 396,382	\$ 73,000
Total long-term liability	<u>\$ 337,186</u>	<u>\$ 115,521</u>	<u>\$ (56,325)</u>	<u>\$ 396,382</u>	<u>\$ 73,000</u>

**NOTE 6 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; inquiries to employees and natural disasters. The District is a member of the ACWA/Joint Powers Insurance Authority (JPIA), a risk sharing joint powers authority created to provide self-insurance programs for California water agencies. The purpose of the JPIA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage. At June 30, 2020, the District participated in the liability and property programs of the JPIA as follows:

- General and auto liability, public officials and employees’ errors and omissions: Total risk financing self-insurance limits of \$1,000,000 per occurrence. The JPIA purchased additional excess coverage layers: \$59,000,000 for general, auto and public officials liability, which increases the limits on the insurance coverage noted above.

In addition to the above, the District also has the following insurance coverage:

- Public officials’ and Employee dishonesty coverage up to \$100,000 per loss includes public employee dishonesty, forgery or alteration, computer fraud coverage subject to a \$1,000 deductible per occurrence.
- Property loss is paid at the replacement cost for property on file, if replaced within two years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$100 million per occurrence, subject to the following deductibles: \$1,000 per occurrence for buildings, fixed equipment, mobile equipment, and \$500 deductible per occurrence for licensed vehicles.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to various deductibles per occurrence on damage to scheduled items.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2020. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2020.

**NOTE 7 – COMMITMENTS AND CONTINGENCIES**

Grant Awards

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant

Litigation

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020**

**NOTE 7 – COMMITMENTS AND CONTINGENCIES (CONTINUED)**

Participation in the State Water Project

The District has entered into a long-term water supply contract with the State of California, Department of Water Resources (DWR). Under the terms of the contract, the State will deliver specified amounts of water to the District through the year 2035. The District is obligated to pay to the State a portion of the capital and operations and maintenance costs of the State Water Project (SWP).

All of the SWP charges incurred prior to fiscal year 1976 were capitalized because the District's pipeline was not operational until fiscal year 1976. These charges are amortized over the life of the contract. The yearly amortization of pre-fiscal year 1976 charges is \$96,403.

The District expenses all SWP charges incurred after fiscal year 1976 because of the uncertainty regarding projected future water deliveries and because the District's contract with the State indicates that unused annual entitlements cannot be carried forward to future years.

In fiscal year 2020, charges of \$7,265,827 were expensed. The SWP charges are allocated between two components, capital charges and operating and maintenance charges. Capital charges totaled \$99,949 and operating and maintenance charges were \$7,165,878 before the application of \$646,996 in SWP credits which reduced the expenses to \$6,618,831. The credits comprised of bond cover costs, final adjustments and interest credits on aqueduct payments. The credits comprised of bond cover costs, final adjustments and interest credits on aqueduct payments.

**NOTE 8 – PENSION PLAN**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plans and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

***A. General Information about the Pension Plan***

*Plan Descriptions* - All qualified employees are eligible to participate in the District's Miscellaneous Plan, cost sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

*Benefits Provided* - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2020, are summarized as follows:

	Misc. Plan	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-55	52-67
Required employee contribution rates	6.902%	6.500%
Required employer contribution rates	10.152%	7.266%

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

NOTE 8 – PENSION PLAN (CONTINUED)

A. General Information about the Pension Plan (Continued)

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2020, the District reported net pension liabilities for its proportionate share of the net position liability of the Plan as follows:

Proportionate Share of Net Pension Liability
<u>Misc. Plan</u>
<u>\$ 2,355,085</u>

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2019, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2018 and 2019 was as follows:

Proportion - June 30, 2018	0.05648%
Proportion - June 30, 2019	<u>0.05881%</u>
Change - Increase (Decrease)	<u>0.00233%</u>

For the fiscal year ended June 30, 2020, the District recognized pension expense of \$195,840 related to prior contributions. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 233,098	\$ -
Differences between projected and actual contributions		(196,322)
Differences between expected and actual experience	163,571	(12,673)
Changes in assumptions	112,301	(39,810)
Net Difference between projected and actual earnings on plan investments		(41,174)
Changes in proportion	109,192	(8,541)
Total	\$ 618,162	\$ (298,520)

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

NOTE 8 – PENSION PLAN (CONTINUED)

*B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)*

\$233,098 reported as deferred outflows of resources related to contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and will be recognized as pension expense as follows:

Fiscal Year Ended	Amount
June 30,	
2021	\$ 109,789
2022	(39,315)
2023	7,750
2024	8,320
Total	<u>\$ 86,544</u>

The District's net pension liability for the Plan is measured as the total pension liability, less the pension plan's fiduciary net position. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

*Actuarial Assumptions* - The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	Misc. Plan
Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	3%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.15%
Mortality	Derived using CalPERS' Membership Data for all Funds

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2018 valuation were based on the results of a January 2015 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

*Discount Rate* - The discount rate used to measure the total pension liability was 7.15% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.15 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.15 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

NOTE 8 – PENSION PLAN (CONTINUED)

*B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)*

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound geometric returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated and adjusted to account for assumed administrative expenses.

The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The long-term expected real rate of return by asset class and the target allocation adopted by the CalPERS Board effective on July 1, 2018, are as follows:

Asset Class	Assumed Asset Allocation	Real Return Year 1-10(a)	Real Return Year 11+(b)
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Assets	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Assets	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%

- a) An expected inflation of 2% used for this period
- b) An expected inflation of 2.92% used for this period

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate* -The following presents the net pension liability of the District for each Plan, calculated using the discount rate for each Plan, as well as what the District's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	Misc. Plan
1% Decrease	6.15%
Net Pension Liability	\$ 3,737,679
Current Discount Rate	7.15%
Net Pension Liability	\$ 2,355,085
1% Increase	8.15%
Net Pension Liability	\$ 1,212,200

*Pension Plan Fiduciary Net Position* - Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

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NOTE 9 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

Plan Description

The District administers an Agent Multiple-Employer defined benefit postemployment healthcare plan. Dependents are eligible to enroll and benefits continue to surviving spouses. Retirees are eligible for medical benefits if they retire at age 55+ and have 5+ years of CalPERS service. The District pays 100% of the actual premium costs of the health insurance for retirees and dependents and also provides reimbursement for cost sharing under the plan offered by the District subject to restrictions as determined by the District.

Eligibility

The table below presents a summary of the basic participant information for the active and retired participants covered under the terms of the Plan.

Participant type	Count
Inactive participants currently receiving benefits	17
Inactive participants entitled to but not yet receiving benefit payments	0
Active employees	7
Total	24

Funding Policy

The District makes contributions based on projected pay-as-you-go financing requirements. As of June 30, 2019, the District has not established a plan or equivalent that contains an irrevocable transfer of assets dedicated to providing benefits to retirees in accordance with the terms of the Plan and that are legally protected from creditors.

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2019. Since the District has not established an irrevocable trust for the pre-funding of retiree healthcare benefits, the total OPEB Liability and Net OPEB Liability are both \$4,841,987.

Actuarial Method and Assumptions

The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

Actuarial Assumptions	
Valuation Date	June 30, 2019
Measurement Date	June 30, 2019
Inflation	2.75%
Salary Increases	2.50%
Discount Rate	3.13%
Health Care Trend Rate	7.00%
Mortality Rates	Based on CalPERS tables

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

NOTE 9 – OTHER POST EMPLOYMENT BENEFITS (OPEB) (Continued)

The discount rate used to measure the total OPEB liability was 3.13 percent. The District’s OPEB plan is an unfunded plan, therefore, the discount rate was set to the rate of tax-exempt, high-quality 20-year municipal bonds as of the valuation date. Since the most recent GASB 75 valuation, the following changes have been made:

- The discount rate and expected rate of return on assets was changed from 3.62 percent to 3.13 percent.
- The initial healthcare trend rate changed from 6.50 percent to 7.00 percent

Change in Total OPEB Liability

	<u>Total/Net OPEB Liability</u>
Balance for fiscal year ended June 30, 2019	\$ 5,713,949
Changes for the fiscal year:	
Service cost	134,409
Interest	207,620
Differences between expected and actual experience	(613,323)
Changes of assumptions	(374,643)
Benefits payments	(196,854)
Implicit rate subsidy	(29,171)
Net changes	<u>(871,962)</u>
Balance for fiscal year ended June 30, 2020	<u>\$ 4,841,987</u>

There is sensitivity of the total OPEB liability due to changes in the discount rate and healthcare cost trend rates. The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using the discount and trend rate that were 1 percentage point lower or 1 percentage point higher than the current discount and healthcare cost trend rates.

<u>Sensitivity of the Total OPEB Liability to changes in the Discount Rate</u>	
	<u>Total OPEB Liability</u>
1% decrease in Discount Rate (2.13%)	\$ 5,515,838
Current Discount Rate (3.13%)	\$ 4,841,987
1% increase in Discount Rate (4.13%)	\$ 4,287,173
<u>Sensitivity of the Total OPEB Liability to changes in the Healthcare Cost Trend Rates</u>	
	<u>Total OPEB Liability</u>
1% decrease in Healthcare Cost Trend Rates	\$ 4,240,915
Current Healthcare Cost Trend Rates	\$ 4,841,987
1% increase in Healthcare Cost Trend Rates	\$ 5,568,396



SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2020

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NOTE 9 – OTHER POST EMPLOYMENT BENEFITS (OPEB) (Continued)

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

For the fiscal year ended June 30, 2020, the District recognized OPEB expense of \$196,854. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Summary of Deferred Outflows/Inflows	Outflows	Inflows
Change of assumptions	\$ -	\$ (283,266)
Differences between expected and actual experience		(463,732)
Amounts paid subsequent to the measurement date	201,703	
Total	\$ 201,703	\$ (746,998)

\$201,703 reported as deferred outflows of resources related to contributions subsequent to the measurement date and will be recognized as a reduction of the total OPEB liability in the fiscal year ended June 30, 2021.

Amounts reported as deferred outflows of resources related to OPEB will be recognized as OPEB expense as follows:

Fiscal Year ended	Future recognition
2021	\$ (240,968)
2022	(240,968)
2023	(240,968)
2024	(24,094)
	\$ (746,998)

**REQUIRED SUPPLEMENTARY INFORMATION**

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REQUIRED SUPPLEMENTAL INFORMATION  
JUNE 30, 2020**

**Cost Sharing Defined Benefit Pension Plan**

Schedule of the District's Proportionate Share of the Net Pension Liability – Last 10 Years\*

	<u>June 30, 2019</u>	<u>June 30, 2020</u>		
Proportion of the net pension liability	0.02209%	0.02298%		
Proportionate share of the net pension liability	\$ 2,128,755	\$ 2,355,085		
Covered payroll	\$ 796,000	\$ 892,605		
Proportionate Share of the net pension liability as a percentage of covered payroll	267.43%	263.84%		
Plan fiduciary net position as a percentage of total pension liability	77.69%	77.12%		
	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Proportion of the net pension liability	0.02179%	0.02102%	0.01869%	0.01991%
Proportionate share of the net pension liability	\$ 2,161,060	\$ 1,819,051	\$ 1,283,170	\$ 1,238,997
Covered payroll	\$ 781,000	\$ 772,000	\$ 820,000	\$ 754,000
Proportionate Share of the net pension liability as a percentage of covered payroll	276.70%	235.63%	156.48%	164.32%
Plan fiduciary net position as a percentage of total pension liability	75.39%	79.58%	85.10%	83.03%

***Notes to Schedule***

Change in Assumptions: In the 2016 valuation, the accounting discount rate was reduced from 7.65 percent to 7.15 percent.

\*Fiscal year 2015 was the 1<sup>st</sup> year of implementation, therefore only six years are shown.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REQUIRED SUPPLEMENTAL INFORMATION  
JUNE 30, 2020**

**Cost Sharing Defined Benefit Pension Plan**

Schedule of Contributions – Last 10 Years\*

	<u>June 30, 2020</u>
Contractual required contribution (actuarially determined)	\$ 195,840
Contributions in relation to the actuarially determined contributions	<u>(195,840)</u>
Contribution deficiency (excess)	<u>\$ -</u>
Covered payroll	\$ 892,605
Contributions as a percentage of covered payroll	21.94%

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractual required contribution (actuarially determined)	\$ 195,840	\$ 175,177	\$ 122,358	\$ 131,256	\$ 132,987
Contributions in relation to the actuarially determined contributions	<u>(195,840)</u>	<u>(175,177)</u>	<u>(122,358)</u>	<u>(131,256)</u>	<u>(132,987)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 835,000	\$ 796,000	\$ 781,000	\$ 772,000	\$ 820,000
Contributions as a percentage of covered payroll	23.45%	22.01%	15.67%	17.00%	16.22%

***Notes to Schedule***

Valuation Date: June 30, 2018

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry-Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Asset Valuation Method	Market Value
Inflation	2.50%
Salary Increases	Varies based on age, service, and type of employment
Investment Rate of Return	7.15%, net of pension plan investment and administrative Expenses; includes Inflation
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds

\*Fiscal year 2015 was the 1<sup>st</sup> year of implementation, therefore only six years are shown.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REQUIRED SUPPLEMENTAL INFORMATION  
JUNE 30, 2020**

**Schedule of Changes in Total OPEB Liability and Related Ratios - Last 10 Years\***

	Fiscal Year Ending 6/30/2020	Fiscal Year Ending 6/30/2019	Fiscal Year Ending 6/30/2018
<b>Total OPEB Liability</b>			
Service cost	\$ 134,409	\$ 184,425	\$ 179,271
Interest	207,620	200,281	195,701
Differences between expected and actual exp.	(613,323)		
Changes of assumptions	(374,643)	(128,680)	
Benefit payments	(196,854)	(196,533)	(213,797)
Implicit rate subsidy	(29,171)	(25,792)	
<b>Net change in total OPEB liability</b>	<b>(871,962)</b>	<b>33,701</b>	<b>161,175</b>
<b>Total OPEB Liability - beginning of fiscal year</b>	<b>5,713,949</b>	<b>5,680,248</b>	<b>5,519,073</b>
<b>Total OPEB Liability - end of fiscal year</b>	<b>\$ 4,841,987</b>	<b>\$ 5,713,949</b>	<b>\$ 5,680,248</b>
<b>Covered payroll</b>	<b>\$ 916,068</b>	<b>\$ 812,255</b>	<b>\$ 810,600</b>
<b>Total OPEB Liability as a % of eligible payroll</b>	<b>528.6%</b>	<b>703.5%</b>	<b>700.7%</b>

*Notes to Schedule*

Funding Policy: The District funds the benefits on a pay-as-you-go basis. No assets are accumulated in a trust.

\*Fiscal year 2018 was the 1<sup>st</sup> year of implementation, therefore only three years are shown.

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REQUIRED SUPPLEMENTAL INFORMATION  
JUNE 30, 2020**

**Schedule of OPEB Employer Contributions - Last 10 Years\***

	<u>Fiscal Year Ending 6/30/2020</u>	<u>Fiscal Year Ending 6/30/2019</u>	<u>Fiscal Year Ending 6/30/2018</u>
Actuarially determined contribution (ADC) <sup>1</sup>	N/A	N/A	N/A
Contributions in relation to the ADC	N/A	N/A	N/A
Contribution deficiency (excess)	N/A	N/A	N/A
OPEB-eligible payroll for reporting period (fiscal year) \$	916,068	\$ 812,255	\$ 810,600
Contributions as a percent of payroll	N/A	N/A	N/A

<sup>1</sup> Per GASB 75 paragraph 57c., these disclosures are only required if the employer calculates an Actuarially Determined Contribution (ADC). The District does not currently calculate an ADC.

\*Fiscal year 2018 was the 1<sup>st</sup> year of implementation, therefore only three years are shown.

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2020

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**NOTE 1 - PURPOSE OF SCHEDULES**

Schedule of Changes in Net OPEB Liability

The schedule is intended to show the funded status of the District's actuarially determined liability for postemployment benefits other than pensions. In the future, as data becomes available, 10 years of information will be presented.

Schedule of Postemployment Healthcare Benefits Contributions

The schedule presents information on the District's required contribution, the amounts actually contributed and any excess or deficiency related to the required contribution. In the future, as data becomes available, 10 years of information will be presented.

Schedule of District's Proportionate Share of the Net Pension Liability

The schedule presents information on the District's proportionate share of the net pension liability, the plan's fiduciary net position and, when applicable, the State's proportionate share of the net pension liability associated with the District. In the future, as data becomes available, 10 years of information will be presented.

Schedule of District's Contributions

The schedule presents information on the District's required contribution, the amounts actually contributed and any excess or deficiency related to the required contribution. In the future, as data becomes available, 10 years of information will be presented.

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**OTHER SUPPLEMENTARY INFORMATION**

**SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT**  
**SCHEDULE OF OPERATING EXPENSES**

For the Fiscal Year Ended June 30, 2020

**Operating Expenses:**

Source of supply:

Salaries and wages	\$ 284,467
Maintenance - plant and pipeline	29,340
Water sold	6,857,521
State water supply contract costs	3,118,862
Hydroelectric plant maintenance	7,471
Total source of supply	<u>10,297,661</u>

General and administrative:

Salaries and wages	756,315
Employee benefits:	
Public employees' retirement benefits	544,387
Payroll taxes	70,569
Workers' compensation insurance	17,493
Group health, dental and life insurance	536,297
Other post-employment benefits	(227,428)
Uniforms	2,500
Insurance	34,053
Office supplies and expense	25,382
Membership dues, conferences, and travel	127,297
Public relations and water conservation program	86,041
Consulting and engineering fees	266,911
Government relations	84,686
Director fees	30,200
Legal and state water contractors fees	63,741
Accounting and audit fees	28,419
Telephone and communications	42,723
Utilities	16,296
Vehicle maintenance	18,312
Maintenance - buildings and grounds	70,484
Property tax	583
Bad debt expenses	78,335
Total general and administrative	<u>2,673,596</u>

**Total operating expenses** \$ 12,971,257

See Notes to the Supplementary Information

SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2020

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NOTE 1 – PURPOSE OF SCHEDULE

Schedule of Operating Expenses

This schedule is to provide greater detail of operating expenses for the fiscal years ended June 30, 2020.

**AGENDA ACTION ITEM NO. 4**

**APPROVE ANNUAL PROPOSAL FOR CALIFORNIA ADVOCATES**

**RECOMMENDED ACTION:** Approve proposal.

**BACKGROUND:** The scope of services remains the same as prior year. There is a 10% increase in monthly fee from \$7,000 to \$7,700. Last increase occurred in 2014.

**BUDGET IMPACT:** None, this is already built into the 2020-2021 Budget.

**PRIOR BOARD ACTION:** None

## 2021-22 CONSULTING AGREEMENT

This document shall serve as the 2021-22 consulting agreement between San Gabriel Valley Municipal Water District (District), and California Advocates, Inc. (Legislative Consultant). The District, located in Azusa, California, wishes to retain Legislative Consultant to provide government/public affairs consulting services for calendar 2021-22.

### SERVICES

Legislative Consultant shall, in good workmanlike and professional manner, provide the following services to the District:

- A. Represent the District's interests before the California State Legislature, the executive branch and the resource agency by lobbying the District's positions on legislation and administrative actions relating to water development, quality, storage, reclamation and delivery.
- B. Monitor and report on legislative initiatives of interest that may promote or hinder the District's goals and objectives.
- C. Guide District sponsored legislation through the legislative process.
- D. Conduct outreach and advocacy efforts with the District's Assembly and Senate delegations, as well as with other key legislators and legislative leadership, to further the District's goals and objectives.
- E. Provide written and or oral notification of financial resources available at the state level for District projects, both current and future.
- F. Arrange and coordinate District's Director, Board Member and staff meetings with members of the legislature, legislative staff and the Administration.
- G. Provide an effective legislative strategy that is proactive and strategic as well as reactive when dealing with legislation or proposed legislation during the legislative session.
- H. Attend legislative hearings and provide information regarding those hearings as they may affect the District.
- I. Provide resources necessary to establish relationships with new members of the legislature while maintaining existing relationships with incumbents.

- J. Build and maintain a political presence for the District using the District's legislative delegation as a base.
- K. Build coalitions and alliances with representatives of other water districts/organizations and take a leadership role in Sacramento when appropriate.
- L. Develop and implement the long and short term public affairs and legislative strategies previously endorsed by the District.
- M. Provide written and or oral reports to members of the Board of Directors and the General Manager or their designee on legislative matters.
- N. Develop, with the General Manager, a reporting process to update the Board of Directors on legislative matters when requested.
- O. Participate in board meetings to provide legislative updates and other commentary of interest to Board Members. The frequency of participation in Board meetings shall be mutually agreed upon between Legislative Consultant and the General Manager after consultation with the Board of Directors.
- P. Actively seek state funding opportunities for District projects. This shall include working with District personnel and consultants to assist in securing bond funds and other funds that may be available on a statewide basis.

## **CONSIDERATION**

The District agrees to pay Legislative Consultant a monthly consulting fee of \$7,700. In addition to the monthly consulting fee, the District shall reimburse Legislative Consultant for all reasonable out of pocket expenses previously approved by the District and incurred by Legislative Consultant while acting solely on behalf of the District. These expenses shall include travel expenses associated with Consultant's participation in District Board of Director meetings.

The District also agrees to reimburse Consultant for costs paid by Consultant to Consultant's outside accounting firm for the preparation of and the filing of quarterly lobbyist employer reports (form 635). Consultant will bill the District for the actual costs associated with the quarterly reports (currently \$115.50 per quarter).

## **TERM**

This agreement shall become effective January 1, 2021 and terminate on December 31, 2022. Either party to this agreement may terminate the agreement before conclusion of the term by providing thirty days written notice.

**INDEPENDENT CONTRACTOR**

Legislative Consultant is and shall be considered an independent contractor and not an employee of the District. As such, this agreement is non-exclusive, and Legislative Consultant may represent other clients.

APPROVED:

California Advocates, Inc.

By \_\_\_\_\_

Dated \_\_\_\_\_

Dennis Albiani, Vice President

APPROVED:

San Gabriel Valley Municipal  
Water District

By \_\_\_\_\_

Dated \_\_\_\_\_

Title:

## **AGENDA ACTION ITEM NO. 5**

### **CONSIDERATION AND POSSIBLE ACTION ON CLAIM OF PERSHON MOORE**

**RECOMMENDED ACTION:** Reject claim and direct legal counsel to notify the claimant's attorney of that rejection.

**BACKGROUND:** On December 22, 2020, the District received the attached claim submitted on behalf of Pershon Moore relating to the death of his mother, Altheia Taylor. Ms. Taylor was apparently killed on July 15, 2020, when she was walking along Riverside Avenue in Rialto at 3:43 a.m. and was struck by a vehicle. The location of the incident is allegedly in close proximity to the District's Riverside meter structure on the Devil Canyon-Azusa Pipeline. However, the District has no responsibility for the public street in that area and its facilities are not in any way involved in the unfortunate accident.

It should be noted that Mr. Moore's attorney has filed similar claims with each of the District's member cities – none of whom has any responsibility for the incident.

If the Board decides to reject the claim, the District should inform its insurer of that action and the District's counsel will provide a copy of the Notice of Rejection to the insurer.





**SWANSON**  
— LAW GROUP —

RECEIVED  
22 2020

**Reply to:**  
**WESTLAKE VILLAGE**  
31824 Village Center Road, G-Unit  
Westlake Village, CA 91361  
Tel: (818) 852-7300  
Fax: (818) 852-7298

December 17, 2020

San Gabriel Valley Municipal Water District  
1402 N. Vosburg Drive  
P.O. Box 1299  
Azusa, CA 91702

*Via Certified Mail*  
*Tracking # 9414 8116 9900 0152 5405 48*

City of Azusa  
City Clerk, City of Azusa  
213 E. Foothill Boulevard  
Azusa, CA 91702

*Via Certified Mail*  
*Tracking # 9414 8116 9900 0152 5762 64*

City of Alhambra  
City Clerk, City of Alhambra  
111 South First Street  
Alhambra, CA 91801

*Via Certified Mail*  
*Tracking # 9414 8116 9900 0152 5983 58*

City of Monterey Park  
City Clerk, City of Monterey Park  
320 West Newmark Avenue  
Monterey Park, CA 91754-2896

*Via Certified Mail*  
*Tracking # 9414 8116 9900 0152 5879 63*

City of Sierra Madre  
City Clerk, City of Sierra Madre  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024

*Via Certified Mail*  
*Tracking # 9414 8116 9900 0152 5001 46*

Re : **Moore v. City of Rialto, et al.**  
Our Client : Pershon Moore, son of Decedent Altheia Taylor  
Date of Accident : July 15, 2020

**NOTICE OF CLAIM – Government Code § 910**

Dear City of Azusa, City of Alhambra, City of Monterey Park, City of Sierra Madre and San Gabriel Valley Water District:

Our office has been retained to represent Pershon Moore the surviving heir of Decedent Altheia Taylor. Mrs. Taylor was hit by a vehicle while she was walking in the street adjunct to the San Gabriel Water District's property located at 3388 Riverside Avenue, Rialto, California 92377.

Enclosed, please find the following:

- I. City of Azusa claim form, with Attachment A

**CANOGA PARK**  
7028 Owensmouth Avenue  
Canoga Park, CA 91303  
Tel: (818) 798-3001  
Fax: (818) 798-3015

WWW.THESWANSONLAWGROUP.COM

**SAN JOSE**  
1798 Technology Drive, Suite 202  
San Jose, CA 95110  
Tel: (408) 501-7800  
Fax: (408) 501-7810

2. City of Monterey Park claim form
3. City of Sierra Madre claim form
4. Designation of Attorney

If you believe that an entity or individual other than the San Gabriel Valley Water District and the above-named cities it serves is responsible for this incident, please identify that entity or party immediately and forward a copy of this notice to said entity or individual so that the notice requirements of Government Code Section 910 may be satisfied. Concealing this information will be considered a deliberate attempt to interfere with Claimant's rights. Similarly, if there is a particular division of the State, City, or County which you believe should receive this notice, please immediately forward this notice their attention and advise our office of the name of the department and delivery of this notice. This request specifically includes a request that you identify the individual, entity or organization responsible for the incident.

**A request is hereby made that you forward a copy of any statement obtained by your principals or agents from my client** and advise me of the names of any witnesses known to you, your principals or your agents. I further request color copies of any photographs, videos, and other documents you may have relating to this collision, or of repairs that were undertaken to the subject roadway.

In addition, please provide any and all documents that identifies any individuals or entities that may have actual or potential liability for damages that Mrs. Taylor or her family sustained in the incident; any and all documents that refer or relate to prior incidents at this location; and any and all documents that refer or relate to complaints, citizen reports, accident reports, incident reports, or other documents that reference the dangerous conditions at subject location. This includes, but is not limited to, police or other reports, photographs, and witness names and phone numbers.

I am the designated representative for communication concerning this claim and any and all notices and communication should be directed to my office. (See, Letter of Designation attached to this claim.) Please direct all future correspondence regarding this claim to me, at the contacts above. Do not contact Mr. Moore directly. If you require any additional information or wish to discuss this matter further, please feel free to contact me at any time.

Thank you for your anticipated attention to the above, and the enclosed exhibits. I look forward to your response.

Sincerely,  
THE SWANSON LAW GROUP



Greg Schaffer, Esq.

Encl: as stated



**CITY OF AZUSA  
CLAIM FORM**  
(For Damages to Persons or Personal Property)

For City Use Only.

CLAIM NO: \_\_\_\_\_

**INSTRUCTIONS**

Claim, against the City of Azusa for death, injury to person, or to personal property, must be filed with the City Clerk of the City of Azusa within 6 months after which the incident or event occurred. (Government Code §911.2.) Claims for damages to real property must be filed not later than 1 year after the occurrence. (Government Code §911.2)

Where space is insufficient, please use additional paper, identify the additional information by the same paragraph number as the claim, and sign each additional sheet. Submit estimates or receipts with the claim. Original completed and executed claims must be delivered or mailed to the City Clerk, City of Azusa, 213 E. Foothill Boulevard, Azusa CA 91702. No facsimile or e-mailed claims will be accepted. The contact number to call for additional information: (626)812-5233 or (626)812-5271.

**TO: CITY OF AZUSA**

**CLAIMANT INFORMATION**

1. Name of Claimant: Pershon Moore, son of Decedent Altheia Taylor  
 Address: 3564 N. Verbena Drive, Rialto, CA 92377  
 Telephone Number: (562) 394-3757 Age of Claimant: 27
2. Name, telephone number and mailing address to which claimant desires notices to be sent if other than above:  
The Swanson Law Group, 31824 Village Center Road, G-Unit, Westlake Village, CA 91361

**INFORMATION REGARDING THE INCIDENT**

3. When/where did the DAMAGE or INJURY occur?  
 Date: July 15, 2020 Time: 03:43 am Location: Riverside Avenue near 3388 Riverside Avenue in Rialto, California
4. How and under what circumstances did DAMAGE or INJURY occur? Give full particulars: Motor vehicle collision as a result of dangerous roadway conditions. See Attachment A.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. What particular act or omission by the City, or its employees, caused the alleged DAMAGE or INJURY? Give name(s) of City employee(s) causing the DAMAGE or INJURY if known:  
See Attachment A  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Give a description of the INJURY, property DAMAGE or LOSS, so far as is known at the time of this claim. If there were no INJURIES, state "NO INJURIES"  
See Attachment A  
 \_\_\_\_\_  
 \_\_\_\_\_

**FINANCIAL INFORMATION**

7. Amount claimed to date: \$ \_\_\_\_\_  
Estimated future costs: \$ \_\_\_\_\_  
Total amount claimed: \$ \_\_\_\_\_

Basis for computation of amount claimed (include copies of bills, invoices, estimates, receipts, etc.):

See Attachment A

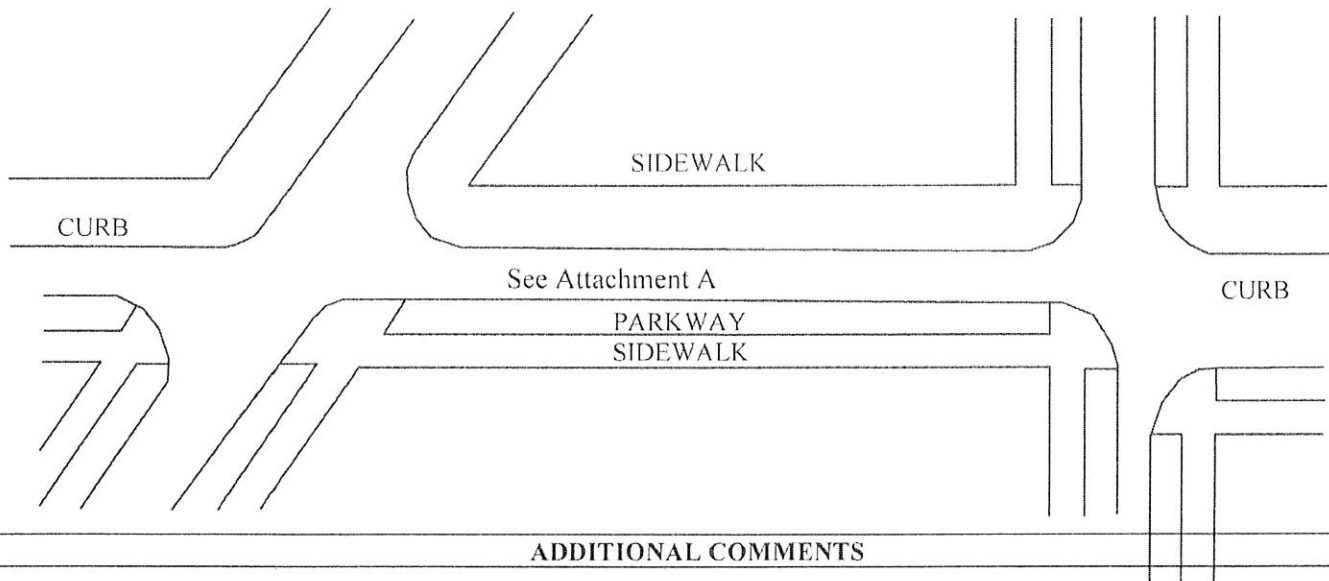
8. Name and address of witnesses, doctors and hospitals: See Attachment A and TCR

**READ CAREFULLY**

9. For all accident claims place on the following diagram names of streets, including North, East, South and West, and by showing house numbers or distances to street corners.  
If City vehicle was involved, designate by letter "A" location of City vehicle when you first saw it and by "B" location of yourself or your vehicle when you first saw the City vehicle. Indicate location of City vehicle at the time of the accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

Note: this diagram can also be used for other type of accidents that require a diagram. If this diagram does not fit the situation, attach hereto a proper diagram signed by the claimant.

**ACCIDENTS**




**ADDITIONAL COMMENTS**

10. Any additional information that might be helpful in considering this claim: \_\_\_\_\_

**WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM (PENAL CODE §72; INSURANCE CODE §556.1)**

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon the information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is TRUE and CORRECT.

Signed this 17 day of November, 2020, at Pacifica, CA.

  
\_\_\_\_\_  
Claimant Signature



**CLAIM AGAINST THE CITY OF MONTEREY PARK**  
(FOR DAMAGES TO PERSONS OR PERSONAL PROPERTY)

NOTE THAT THIS IS A PUBLIC RECORD AND MAY BE DISCLOSED IN ACCORDANCE WITH THE CALIFORNIA PUBLIC RECORDS ACT (GOVERNMENT CODE §§ 6250, ET SEQ.)

Received by: \_\_\_\_\_  
U.S Mail: \_\_\_\_\_  
Inter-office Mail: \_\_\_\_\_  
Over the Counter: \_\_\_\_\_

*Claims for death, injury to person or to personal property must be filed within Six Months after the occurrence. Claims for damages to real property must be filed within One Year after the occurrence (Government Code §911.2) Be Sure your claim is against the City of Monterey Park and not another public or private entity. Where space is insufficient please use additional paper and identify your responses to the specific questions. Completed claims must be mailed or delivered to: The City Clerk's Office, City of Monterey Park, 320 West Newmark Ave, Monterey Park, CA 91754-2896.*

**PERSONAL INFORMATION:**

NAME: Person Moore, son of Decedent Altheia Taylor \_\_\_\_\_

ADDRESS 3564 N. Verbena Drive \_\_\_\_\_

CITY/STATE/ZIP CODE: Rialto, CA 92377 \_\_\_\_\_

Home Phone Number: 562 394-3757 Work Phone Number: \_\_\_\_\_

Drivers Lic. No: \_\_\_\_\_ DOB: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name, Address and phone number of persons to receive notices concerning this claim:

The Swanson Law Group - 31824 Village Center Road, G-Unit, Westlake Village, CA 91361 (818) 852-7300 \_\_\_\_\_

**CLAIM INFORMATION**

Date Claim occurred: July 15, 2020 Time: 3:43 AM AM/PM

Location (be specific), Riverside Avenue, near 3388 Riverside Avenue, in Rialto California \_\_\_\_\_

Describe how claim occurred? Specify the particular occurrence, event, act or condition you claim caused the injury or damage (use additional paper if necessary):

See Attachment A \_\_\_\_\_

**Property Damage**

Describe Property (If vehicle provide year, make and model and license number.)

Not Applicable \_\_\_\_\_

Owner's Name, address and phone number: \_\_\_\_\_

Your Insurance Company and policy number: \_\_\_\_\_

Driver's Name, address & Phone: \_\_\_\_\_

Describe Damage: \_\_\_\_\_

Property can be seen at: \_\_\_\_\_

Give the name(s) of the city employee causing the damage or injury: \_\_\_\_\_

**Monetary Damages Claimed:**

Amount claimed as of this date: \$ \_\_\_\_\_

Estimated amount of future costs: \$ \_\_\_\_\_

Total Amount Claimed: \$ \_\_\_\_\_

Basis for computation of amounts claimed (please attach copies of all bills, invoices, estimates, etc)

**Personal Injury**

Were you injured? Y/N      Body Part injured: See Attachment A

Describe Injuries: \_\_\_\_\_

Did you receive any medical attention: Y/N      By Who: \_\_\_\_\_

Are you currently Under Doctors Care: Y/N

Name, address and phone number of any other person injured: \_\_\_\_\_

Name and address of Doctors/Hospitals: \_\_\_\_\_

**Other Information:**

Did Police or Fire department respond? Yes      Report #: See Attachment A      Officers name: \_\_\_\_\_

Were there any witnesses: Y/N

Please list witnesses below:

Name and address: \_\_\_\_\_ Phone: \_\_\_\_\_ Your vehicle      other vehicle      other

See Attachment A

Any additional information that might be helpful in considering this claim:

See Attachment A

**This form is being provided to assist you in filing your claim. Providing this form is not an admission nor shall it be construed to be an admission of liability or an acknowledgement of the validity of a claim.**

**WARNING IT IS A CRIME TO FILE A FALSE CLAIM! (Penal Code § 72)**

**I have read this claim and swear or affirm in accordance with the laws of the State of California that the matters and statements contained therein are true and correct under penalty of perjury.**

Signed this 17 day of November, 2020, at Pacifica, CA

Claimant Signature: Greg Schaffer, atty

Claim form revised 9/11/12

# Claim for Damages To Person or Property



FILE WITH:  
**City of Sierra Madre**  
 232 W. Sierra Madre Blvd.  
 Sierra Madre, CA 91024  
 (626) 355-7135 Fax (626) 355-2251  
 www.cityofsierramadre.com

INSTRUCTIONS	RESERVE FOR FILING STAMP
<ol style="list-style-type: none"> <li>1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code § 911.2.)</li> <li>2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code § 911.2.)</li> <li>3. Read entire claim form before filing.</li> <li>4. See page 2 for diagram upon which to locate place of accident.</li> <li>5. This claim form must be signed on page 2 at bottom.</li> <li>6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.</li> </ol>	Claim No.

To [Name of AGENCY] City Clerk		Date of Birth of Claimant February 18, 1993
Name of Claimant Pershon Moore, son of Decedent Altheia Taylor		Occupation of Claimant
Home Address of Claimant 3564 N Verbena Drive	City and State Rialto, CA	Home Telephone of Claimant 562 394-3757
Business Address of Claimant	City and State	Business Telephone of Claimant
Give address and telephone number to which you desire notices or communications to be sent regarding claim: The Swanson Law Group - 31824 Villiage Center Road, G-Unit, Westlake Villiage, CA 91361		Claimant's Social Security No.

When did DAMAGE or INJURY occur? Date: 7/15/2020 Time: 3:43 AM	Names of any city employees involved in INJURY or DAMAGE:
If Claim is for Equitable Indemnity, give date claimant served with the complaint: Date:	

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:  
 Riverside Avenue near 3388 Riverside Avenue, in Rialto California

Describe in detail how the DAMAGE or INJURY occurred:  
 See Attachment A

Why do you claim the city is responsible?  
 See Attachment A

Describe in detail each INJURY or DAMAGE:  
 See Attachment A

The amount claimed, as of the date of presentation of this claim, is computed as follows:

DAMAGES INCURRED TO DATE (EXACT)		ESTIMATED PROSPECTIVE DAMAGES AS FAR AS KNOWN	
Damage to property	\$	Future expenses for medical and hospital care	\$
Expenses for medical and hospital care	\$	Future loss of earnings	\$
Loss of earnings	\$	Other prospective special damages	\$
Special damages for	\$	Other prospective special damages	\$
		Prospective general damages	\$
General damages	\$	Total estimated prospective damages	\$
Total damages incurred to date	\$	See Attachment A	
Total amount claimed as of date of presentation of this claim	\$		

Was damage and/or injury investigated by police?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what city?
Were paramedics or ambulance called?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name city or ambulance.
If injured, state date, time, name and address of doctor of your initial visit.		

WITNESSES TO DAMAGE OR INJURY		
List all persons and addresses of persons known to have information.		
Name	Address	Phone
See Attachment A		
Name	Address	Phone
Name	Address	Phone

DOCTORS AND HOSPITALS		
Hospital	Address	Phone
See Attachment A		
Doctor	Address	Phone
Doctor	Address	Phone

READ CAREFULLY	
For all accident claims place on following diagram name of streets, including North, East, South, and West, indicate place of accident by "X" and by showing house numbers or distances to street corners. If City Vehicle was involved, designate by letter "A" location of City Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City Vehicle; location of City Vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."	
NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.	
See Attachment A	

Signature of Claimant or person filing on his behalf giving relationship to Claimant: 	Typed Name Greg Schaffer, Attorney	Date 11/17/20
---	---------------------------------------	------------------

NOTE: CLAIMS MUST BE FILED WITH CITY CLERK/SEC. (Gov. Code § 915a.) Presentation of a false claim is a felony. (Pen. Code § 72.)



## ATTACHMENT "A"

### 5) BASIS OF CLAIM (Cal Gov. Code §910(c).)

#### DANGEROUS CONDITION OF PUBLIC PROPERTY

1. On July 15, 2020, Altheia Taylor (hereafter "Decedent") was walking on Riverside Avenue in Rialto California at around 03:43 near. As a result of the character of the subject roadway and adjacent conditions Decedent was forced into the roadway, where she was hit and killed by a motorist driving southbound on Riverside Avenue, who was unable to see her due to an absence of street lighting.
2. Claimant is informed and believes, and upon such information and belief, alleges that the City of Rialto and the San Gabriel Valley Water District, by and through its authorized agencies, agents, servants and employees, were charged with the responsibility of designing, lighting, constructing, operating, signing, maintaining, repairing and regulating the stretch of roadway in front of 3388 Riverside Avenue and the adjacent areas (hereafter the "Subject Roadway"). Said responsibilities, included, but were not limited to the design, construction, installation, maintenance, location, and operation of street lights, sidewalks, crosswalks, curbs, and shoulders to facilitate the safe movement of pedestrian, bicycle, and motor vehicle traffic, and to otherwise warn about hazards that could endanger pedestrians, bicyclists and motorists related to the design and construction of the roadway at or near the Subject Roadway.

The conditions of the Subject Roadway exposed the public, including Decedent, to a significant risk of being injured in the manner in which Decedent was injured. Said conditions created a substantial risk of the type of injury alleged when the subject roadway was used in a foreseeable manner. In particular, the area of the subject roadway where Decedent was hit does not have a sidewalk, shoulder, or street lighting. Instead, the paved area of the subject roadway is abutted immediately adjacent to the fog line with an area littered with dirt and large rocks, such that is not fit for pedestrian traffic, despite being a prolongation of sidewalks on either end of the Subject Roadway. This character of the Subject Roadway is such that pedestrian traffic is forced into the vehicle traffic lanes of the roadway in order to walk on an even surface. In addition, a complete lack of street lighting and lack of ambient light from nearby structures makes the subject roadway dangerously dark at night, such that motor vehicle traffic cannot see pedestrians. The conditions of the roadway, the construction, configuration, lighting, and/or other unusual conditions, in conjunction with the lack of warnings, constituted a trap for pedestrians, bicyclists and motorists using the Subject Roadway.

3. Claimant is informed and believes that the Subject Roadway and the approaches thereto constituted non-trivial dangerous conditions of public property as the term is defined in California Government Code § 830 et seq. and §835 et seq. The City of Rialto and/or the San Gabriel Valley Water District created, and/or had actual and/or constructive notice of the dangerous conditions and the risk of injury of the type that occurred to Decedent

with sufficient time to eliminate the defect/danger and failed to eliminate said risk and/or danger.

4. In addition to the above conditions, Claimant asserts that The City of Rialto and the San Gabriel Valley Water District had knowledge of the dangerous condition, and/or of significant prior collision history at this intersection, and/or the use by pedestrian traffic in this area. However, these entities failed to implement a reasonable and safe design, or to take appropriate corrective actions, and failed to properly sign the intersection or provide adequate warnings to the public of the conditions that existed. These factors created a dangerous condition of public property and created a risk of injury to users, particularly pedestrians.
5. The City of Rialto and the San Gabriel Valley Water District failed to take reasonable or adequate measures to protect users of the road, and specifically pedestrians, from motor vehicle collisions resulting in serious injuries to such users, including Decedent. At all times, such incidents were foreseeable to the City of Rialto and the San Gabriel Valley Water District. The subject roadway includes a prolongations of the sidewalk from either side of 3388 Riverside Avenue, is within a residential area, has church near the north end, and has a bus stop near the corner with Ashford Avenue on the south end. The City of Rialto and the San Gabriel Valley Water District knew or should have known pedestrians would use, and were using, the subject roadway, including during hours when it was dark. The City of Rialto and the San Gabriel Valley Water District should have constructed, repaired, and/or maintained the Subject Roadway to make it safe for pedestrian traffic, and failed to do so.
6. Claimant is informed and believes that the City of Rialto and the San Gabriel Valley Water District had actual and/or constructive knowledge of the dangerous condition described herein with sufficient time prior to Decedent's death to have taken measures to protect against the dangerous condition. The actual notice existed as the City of Rialto and the San Gabriel Valley Water District and/or their employees and agents had actual knowledge of the existence of the condition and knew, or should have known, of its dangerous character since The City of Rialto and the San Gabriel Valley Water District and/or their employees and agents owned, constructed, maintained, inspected, and/or created said conditions.
7. Constructive notice existed because the condition had existed for such a period of time and was of such an obvious nature that in the exercise of due care the City of Rialto and the San Gabriel Valley Water District should have discovered the conditions and their dangerous character. The existence of the condition and its dangerous character would have been discovered by an inspection system that was reasonably adequate to inform the City of Rialto and the San Gabriel Valley Water District whether the property was safe for the use or uses by the public that were anticipated or intended by the City of Rialto and the San Gabriel Valley Water District, or that they actually knew the public was making such use of the public property. During the course of any such reasonably adequate inspection, The City of Rialto and the San Gabriel Valley Water District would

have discovered the conditions, and their dangerous character.

8. The City of Rialto and the San Gabriel Valley Water District had the opportunity and the funds necessary to remedy the dangerous conditions or warn the public of the danger prior to the date of Decedent's death.
  9. As a result of the City of Rialto's and the San Gabriel Valley Water District's failure to adequately design, construct, sign, remedy, or otherwise warn of the dangerous condition of the Subject Roadway, the Subject Roadway caused a trap to exist for pedestrians attempting to use the Subject Roadway, including for Decedent.
  10. Claimant also is informed and believes that the Subject Roadway and its adjacent structures, areas, signals, signage and striping were not part of an approved plan or design so as to warrant imposition of a statutory immunity under Government Code Sections 830 et. seq. and 840 et. seq. and/or that the conditions and use of the subject public property had changed significantly from the time of any such approval such that the original design immunity, if any, was no longer applicable.
  11. Claimant claims that the costs and feasibility of repair, weighed against the most certain risk of injury, warranted a prompt response to the dangerous condition and/or repair to prevent said injury. Claimant contends that the responding public entity did fail to undertake said prompt remedial efforts in light of the obvious and dangerous nature and character of the property and, as such, is liable for his injuries.
  12. Claimant further contends that the condition of the Subject Roadway as it existed on or about July 15, 2020 was caused by a negligent or wrongful act or omission of an employee or employees of these public entities, including but not limited to, negligent procedures, maintenance, construction, and/or repair of the subject location and that these acts or omissions were a direct and proximate cause of Claimant's injuries and attendant damages.
  13. Claimant is informed and believes that the City of Alhambra, the City of Azusa, the City of Monterrey Park, and the City of Sierra Madre are agents, alter egos, contractors, joint venturers, servants or otherwise associated with the San Gabriel Valley Municipal Water District such these public entities maintained, controlled, managed, and/or regulated the Subject Roadway in some material respect.
- 6) DESCRIPTION OF CLAIMANT'S INJURY, PROPERTY DAMAGE OR LOSS (Cal. Gov. Code §910(d).)

Decedent Altheia Taylor was killed due to blunt force trauma from the vehicle collision.

- 6) AMOUNT OF CLAIMANT' PROPERTY DAMAGE OR LOSS, AND METHOD OF COMPUTATION (Cal. Gov. Code § 910(f).)

Damages are related to untimely and wrongful death of Altheia Taylor. This claim is in excess of \$10,000,000 and, if litigated, shall be filed as an unlimited civil case.

7) WITNESSES:

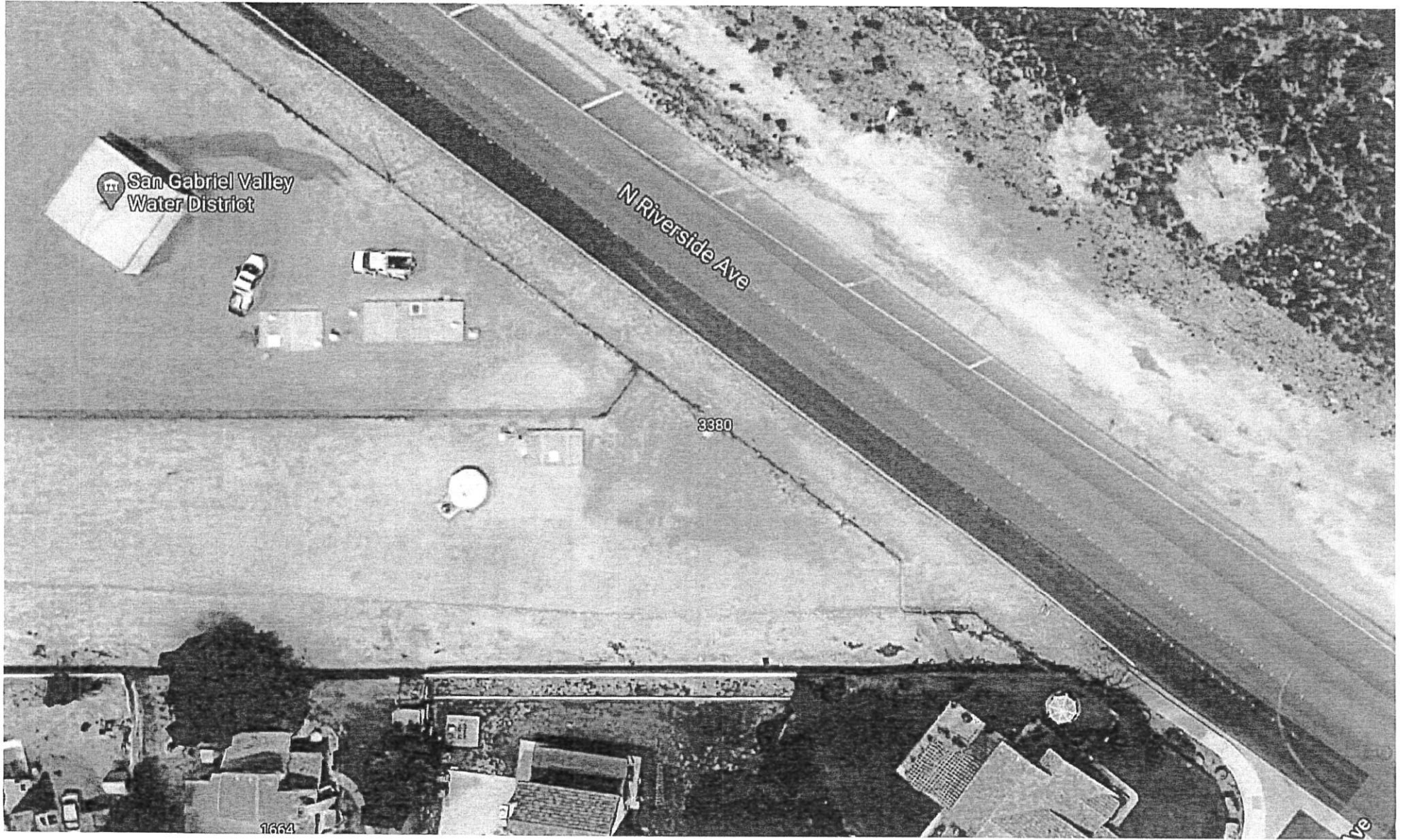
Although, claimant is not required to identify witnesses (Cal. Gov. Code §910), Claimant incorporates by reference San Bernardino County Traffic Collision Report 932005527, which can be obtained from the Rialto Police Department. Witness include Dante Duran 2452 W. Via Verde Drive, Rialto, CA 92377.

8) MEDICAL PROVIDERS:

EMTs from the Rialto Fire Department rendered assistance to Decedent at the scene and transported her to Arrowhead Regional Medical Center.

9) DIAGRAM

Claimant incorporates by reference San Bernardino County Traffic Collision Report 932005527, which can be obtained from the Rialto Police Department.



San Gabriel Valley  
Water District

N Riverside Ave

3380

1664

ve

DESIGNATION OF ATTORNEY

I, Pershon Moore, pursuant to Section 2695.2(c) of the California Code of Regulations, Title 10, Chapter 5, I authorize the Swanson Law Group as my attorneys to handle my claims and legal actions against the parties responsible for damages arising out of the wrongful death of my mother Altheia Taylor (DOB - 1/23/1963) on or about July 15, 2020.

DATED: 12/9, 2020

  
\_\_\_\_\_  
Pershon Moore

**DECLARATION OF PERSON MOORE  
PURSUANT TO SECTION 377.32 OF THE CODE OF CIVIL PROCEDURE**

I, Pershon Moore, declare as follows:

1. I am over the age of 18 years (DOB – 2/18/1993). I have personal knowledge of the facts contained in this declaration, and if called as a witness I could and would testify completely to the truth of the facts stated herein.
2. I am the son of Altheia Taylor (DOB - 1/23/1963) who died on July 15, 2020 in Visalia, California.
3. No proceeding is now pending in the State of California for the administration of the estate of Altheia Taylor.
4. My brother, Michael Anthony Joseph Salandy, Jr. (DOB – 6/1/1985) and I are the sole heirs and successors in interest to Altheia Taylor, as defined in Section 377.11 of the Code of Civil Procedure.
7. A true and correct copy of Altheia Taylor’s certificate of death is attached hereto. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration.

Executed on December 9, 2020 at Los Angeles, California.

  
\_\_\_\_\_  
Pershon Moore

CERTIFICATION OF VITAL RECORD

COUNTY of SAN BERNARDINO

DEPARTMENT OF PUBLIC HEALTH
351 N. MT. VIEW AVENUE, SAN BERNARDINO, CALIFORNIA 92415-0010

CERTIFICATE OF DEATH

3202036009834

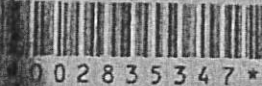
Form containing fields for decedent information (ALTHEA LENETTE TAYLOR), date of death (07/15/2020), cause of death (MULTIPLE BLUNT FORCE INJURIES), and coroner information (STEVEN PENNINGTON).

CERTIFIED COPY OF VITAL RECORD

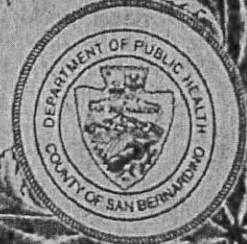
STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO

This is a true and correct reproduction of the document officially registered in the VITAL RECORDS SECTION, SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH.

Erin Gustafson, MD



Signature of Registrar



**AGENDA ACTION ITEM NO. 6**

**CIVILTEC RECOMMENDATION ON SCHEDULE 1 PIPELINE ASSESSMENT**

**RECOMMENDED ACTION:** Approve recommendation provided by Civiltec.

**BACKGROUND:** This is a carry-over from the previous Board meeting. Background information was provided at that time.

**BUDGET IMPACT:** This was not in the adopted 2020-2021 budget, however the Schedule 1 bonding project was included: this project will now take the place of that project. Therefore, the net budget will not be negatively impacted.

**PRIOR BOARD ACTION:** None



SGVMWD

DCAP PIPELINE

PROJECT 1157-59

POTENTIAL CHANGE ORDER - CCTV VIDEO INSPECTIONS FOR PIPELINE CONDITION ASSESSMENT

DCAP PIPELINE CCTV CAMERA INSPECTION CHANGE ORDER					
Item #	Description	Quantity	Unit	Unit Price	Total
1	TE Robert Traffic Control and Confined Space Entry Team	7	PD	\$3,999	\$27,996
2	Pipeline Sealing Materials	12	EA	\$468	\$5,617
3	CCTV Crew Subcontractor	7	PD	\$4,500	\$31,500
4	Debris Removal Crew Subcontractor	7	PD	\$3,000	\$21,000
Estimated Change Order					\$87,000
10% Contngency					\$8,700
<b>Total Estimated Construction Cost</b>					<b>\$96,000</b>

**AGENDA ACTION ITEM NO. 7**

**RESOLUTION NO. 01-2021-779 AMENDING ADMINISTRATIVE CODE TO ADD VACATION BUY-BACK PROVISION**

**RECOMMENDED ACTION:** Adopt Resolution No. 01-2021-779

**BACKGROUND:** This policy was discussed and approved at the December Board meeting. This Resolution amends the District Administrative Code to make the policy active until December 31, 2022. It will be revisited at that time.

**BUDGET IMPACT:** Discussed at last Board meeting.

**PRIOR BOARD ACTION:** The policy was approved at the December 14, 2020 Board Meeting.

**RESOLUTION NO. 01-2021-779**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
AMENDING DISTRICT ADMINISTRATIVE CODE**

**WHEREAS**, the Board of Directors of the San Gabriel Valley Municipal Water District ("District") adopted the District's Administrative Code ("Code") by Resolution No. 12-96-510 to govern the District's operations; and

**WHEREAS**, the Board of Directors reviews and updates the Code from time to time to ensure the Code reflects current law and regulations and the current policies of the Board of Directors; and

**WHEREAS**, the District's staff and legal counsel have recently reviewed Section 2-4.303 in Title 2 of the Code with respect to paid vacation to be provided to District employees and presented to the Board proposed revisions to that subdivision, as reflected in the proposed redlined changes attached hereto as Exhibit A; and

**WHEREAS**, the Board of Directors has reviewed those proposed revisions and agrees that such changes to the Code are necessary and appropriate,

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT** that the proposed amendments to Section 2-4.303 in Title 2 of the District's Administrative Code, as set forth on Exhibit A hereto, which is fully incorporated herein by this reference, are hereby approved and District staff and legal counsel are directed to incorporate such revisions into the Code.

**PASSED, APPROVED AND ADOPTED this January 11, 2021.**

---

President

ATTEST:

---

Secretary

**VACATION**

- (a) After one year of service, a regular, full-time employee shall be entitled to two work weeks per year as vacation with pay; after seven years of service, a regular, full-time employee shall be entitled to three work weeks per year as vacation with pay; after fifteen years of service, a regular, full-time employee shall be entitled to four weeks per year as vacation with pay; and after twenty years of service, a regular full-time employee shall be entitled to five weeks per year as vacation with pay. The General Manager shall be entitled to two work weeks per year as vacation with pay in addition to the foregoing amount. All paid vacation provided under this subdivision shall accrue on a proportionate basis ( $1/52^{\text{nd}}$  of the applicable vacation leave for each week worked) throughout the calendar year, and shall accrue subject to the cap specified in subdivision (b), below. Vacation shall be taken in a minimum of one hour increments.
- (b) An employee may decline to use vacation that accrues in any year and add the unused amount of vacation to the next year's vacation entitlement; provided, however, that the total unused vacation that may be accrued by any employee shall not exceed ten (10) weeks, equaling fifty (50) days or four hundred (400) hours, and the employee shall cease accruing additional vacation leave until vacation leave is used to reduce the accrued leave below the ten (10) week cap.
- (c) When an employee has accrued at least seven (7) weeks, equaling thirty-five (35) days or two hundred eighty (280) hours, of vacation time, the employee may elect, through a written notice to be provided to the General Manager, to be paid for any accrued and unused days from the employee's accrued vacation time, up to a maximum of five (5) weeks, equaling twenty-five (25) days or two hundred (200) hours.

The rate of compensation for paid-out vacation under this subdivision shall be the employee's then-current rate of pay at the time the election is made, and will be calculated at a straight time rate based on the employee's salary and a 250-day work year. All applicable taxes and withholding shall apply.

The provisions of this subdivision (c) shall be effective through December 31, 2022 and shall be repealed as of that date without need for further action by the Board of Directors.

- (d) The General Manager shall approve the vacation schedule with such changes as are necessary to avoid disruption of the work schedule.

## **AGENDA ACTION ITEM NO. 8**

### **UPGRADE/REPLACE SCADA SERVERS AND SOFTWARE**

**RECOMMENDED ACTION:** Authorize staff to execute an agreement with SoCal SCADA Solutions to upgrade the SCADA servers, as well as related software, in an amount not to exceed \$110,000.

**BACKGROUND:** In 2013 the District replaced all SCADA servers, software, and RTU equipment. The project was executed by Arcadis Engineering to the satisfaction of the District. Since 2013, the team of engineers who designed, programmed, and implemented the SCADA system have formed a new SCADA engineering and consulting firm (SoCal SCADA Solutions). Also, since 2013, the District has been utilizing the team of engineers who make up SoCal SCADA Solutions for all SCADA services as they relate to the maintenance of the existing system. At the request of staff, SoCal SCADA has provided a proposal to upgrade the existing system to ensure its ongoing reliability (see attached).

**BUDGET IMPACT:** This project is included in the Capital Expenditures for the current budget as adopted in June 2020.

**PRIOR BOARD ACTION:** None



SoCal SCADA Solutions  
Tel 949.231.9173

Ed Hills  
Assistant General Manager  
San Gabriel Valley Municipal Water District  
1402 N. Vosburg Drive  
Azusa, CA 91702

**Subject:**  
Final Proposal for SCADA Upgrade Project

I&C ENGINEERING  
SCADA SERVICES  
ENTERPRISE SYSTEMS

Dear Mr. Hills:

The District's SCADA system was installed in 2013. Since then, the system has been running stable and met the needs of operations. However, no upgrade has ever been made in the last 7 years and the following issues need to be addressed:

Date:  
Dec 2, 2020

1. End of life of all SCADA servers and workstations

All five physical DELL servers and two workstations are be supported by DELL anymore and parts won't be available from DELL because they reached EOL (end of life) in their product life cycles.

Contact:  
Eric Niu, PE, PEng

2. Out-of-date Software

All software are several versions behind; this means that any new-found bugs in the program aren't addressed. They become less likely to work on new hardware and remain compatible with newer operating systems. The need for upgrade was confirmed by couple of incidents such as Mobil 911 alarm service was frozen and must be reset periodically. Report was not generated temporarily, and Workstation web client was frozen.

Phone:  
949.231.9173

Email:  
eric.niu@socialscada.com

After evaluated three options we discussed in our last meeting, our final recommendation is to replace all servers with new redundant virtualized machines (VM) and upgrade all software to the latest version so that reliability for operations can be assured for the next 10 years.

Attached please find our scope and lump sum cost is \$99,786 including all materials, tax, software licensing fee and labor. We anticipate the entire upgrade project will take about 5 months to complete once notice to proceed is issued.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Niu', with a stylized flourish at the end.

Eric Niu, PE, PMP  
Principal

Put Clients First, Always



## **Proposal for**

San Gabriel Valley Municipal Water District

## **SCADA Upgrade**

Project #: T.B.D

**12/03/2020**

Submitted to:

**Ed Hills**

Assistant General Manager  
San Gabriel Valley Municipal Water District

Prepared by:







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Appendix A: Scope of Work

Appendix B: Preliminary Schedule

Appendix C: Preliminary B.O.M

Appendix D: Team Resumes



## **1. Introduction**

SoCal SCADA Solutions is an engineering consulting firm specialized in SCADA solutions for water and wastewater industry. We provide a full range of professional services including condition assessment, planning, engineering design, system implementation, training and 24/7 on-call support. As a turn-key solution provider, we have been a trusted and reliable partner for many water agencies in Southern California such as Walnut Valley Water District, Rowland Water District, Bellflower-Somerset Mutual Water Company, San Gabriel Valley Municipal Water District, La Puente Valley Water District, Cucamonga Valley Water District and Irvine Ranch Water District.

Back in 2013, our team members have designed and built the current SCADA system in the District. After the system was successfully completed and in operation in May 2014, our team members have been providing technical support and on-call maintenance service. Our in-depth expertise and experiences on your system will enable us to understand your needs, provide a long-term proven design, and ensure a seamless implementation of system upgrade.

## **2. Understanding of the Need**

The current SCADA system was built about more than 7 years ago. Since there has not been any system upgrade in terms of software and hardware. In the last couple of years, we have witnessed hardware failures and software glitches during our on-call service. Given the new technologies available today, such as cluster computing, virtual machine, web and mobile technologies, it is time for the District to upgrade current SCADA system using a state-of-art technology, which will minimize interruption to operations, reduce maintenance cost and increase overall functionality and reliability of the system. We have been working with the District's team on the requirements of the upgrade and provided technical assistance in the planning.



### **3. Approach to Work**

Through meetings and workshops with the District, we had developed a Scope of Work (Appendix A) that has three major tasks: System Design & Planning, Installation and Testing and implementation of EOC. As the first step, the Task 1 – System Design & Planning, we will complete final design system architecture based on virtual machines. A preliminary BOM has been developed in Appendix C. At the end of this task, this BOM will be finalized and all required hardware and software for upgrade will be ordered. In addition, a cut-over plan will be developed to guide step-by-step transition to the new system without interruptions to the operation.

Task 2 involves all system integration works including server configuration, programming, application migration and testing. Our team will fully test the new system offline before on-line testing. All equipment won't be brought to site for installation until off-line testing is completed. After Task 2 is fully completed, our team will set up and test EOC (emergency operation center) system. We will test several scenarios including VM syncing and failing over so that we can pick the best location for EOC purpose. Currently San Dimas Site is designated as EOC. New EOC system will have new WIN911/MOBILE911 available.

A preliminary schedule is in Appendix B for reference. This schedule is based on the assumption of receiving notice to proceed on Jan 4<sup>th</sup> 2021. The estimated time to complete entire project is about 6 months.

### **4. Specialized Experience, Capabilities and References**

#### **4.1 Summary of Capabilities**

Our team members have completed numerous SCADA projects in the Southern California water and wastewater sector. Our specialized services cover from SCADA master planning, engineering design, system integration to On-call service.



The following table demonstrates our team’s experiences and capabilities by the fourteen selected projects in Orange County and LA County. All projects were delivered by members of this team. Detailed descriptions of some of these projects are followed by the table.

#	Client / Project	Life Cycle of A SCADA System				
		Condition Assessment	Master Planning	Engineering Design	Build/ System Integration	Current On-Call Support
1	<b>Walnut Valley Water District / SCADA Upgrade</b>	✓	✓	✓	✓	✓
2	<b>Rowland Water District / SCADA Upgrade</b>	✓	✓	✓	✓	✓
3	<b>San Gabriel Valley Municipal Water District / SCADA Upgrade</b>	✓	✓	✓	✓	✓
4	<b>Cucamonga Valley Water District / SCADA Network Upgrade</b>	✓	✓	✓		
5	<b>City of Redondo Beach / SCADA Upgrade</b>	✓	✓	✓		
6	<b>City of Cerritos / SCADA Upgrade</b>	✓	✓	✓		
7	<b>Bellflower Somerset Municipal Water Company / SCADA D/B</b>		✓	✓	✓	✓



8	<b>Valley County Water District / SCADA Master Plan</b>	✓	✓			
9	<b>La Puente Valley Water District / SCADA Master Plan</b>	✓	✓	✓	✓	✓
10	<b>Irvine Ranch Water District / SCADA Backhaul Network</b>	✓	✓	✓	✓	✓
11	<b>Eastern Municipal Water District / SCADA Network</b>	✓	✓			
12	<b>LADWP / SCADA Enterprise Historian</b>		✓	✓	✓	

#### 4.2 Project References

We have selected 3 projects as references including one project with the District. All 3 projects were delivered by the members of this team. If more information about any of these projects is desired by the District, a tour can be arranged so the District's staff can visit and talk to the project owner directly.



## Project Reference 1 –

### Walnut Valley Water District: SCADA Upgrade Project

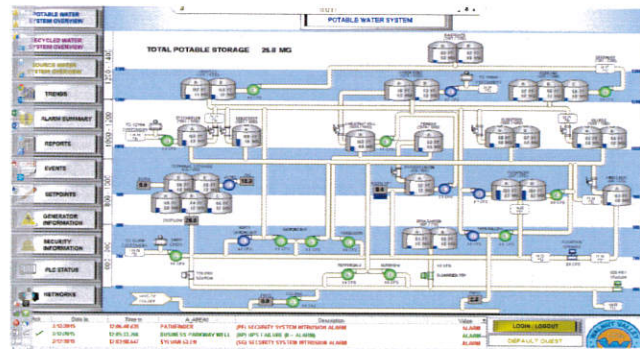
**Team Member:** Eric Niu, Tamer Soliman, Reza Afshin

#### Services Provided:

- SCADA Condition Assessment & Master Planning
- Engineering Design
- SCADA Microwave Backhaul Network Planning, Design, and Construction
- FCC Licensing
- Programming PLC/HMI/Database
- Configuration of network (routers/switches)
- System cut-over, commissioning and start up
- On-call service 24/7/365

#### Project Description:

Walnut Valley Water District (WVWD) operates and maintains potable water and recycled water storage & distribution systems for a population of about 100,000. It has over 55 remote sites including 17 pump plants, 31 reservoirs, a hydro plant, PRV and metering stations, and inner connections providing water services to 26,500 connections.



The legacy SCADA system was built in the early 80s. It has a single Wonderware InTouch communicating to 50 various brands of Opto RTUs and PLCs (SyMax/AB/TSX) via data concentrator and serial radios. The radio telemetry network is a conventional P-T-M built on serial radios. There are two data concentrators responsible polling data from two geographical areas. The entire system was obsolete, slow and problematic.



Starting with a Conditional Assessment, Eric developed a SCADA Master Plan that ultimately was used to guide the District through SCADA upgrade process. The activities of master planning process included assessing current conditions, review of the latest technologies, analysis of gaps, brainstorming of new ideas, and creation of phased approach project plans for budgeting and execution.

Following completion of the SCADA Master Plan, Eric led a team to complete detailed engineering design that involved RF, electrical, network, structural and tower engineering. The design completely modernized the SCADA system and provided a platform for advanced controls and digitalization of entire operations. It also standardized technology, equipment and maintenance practices. All of these has resulted in significant cost savings.

After thoroughly evaluated delivery options of the multi-million dollars SCADA upgrade project, the District decided to adopt Design/Build model. Eric led a team and won the D/B bid. He served as project manager for a team of 7 subcontractors including electrical, tower, microwave and civil. The project was completed in less than 18 months, ahead of schedule and within budget.

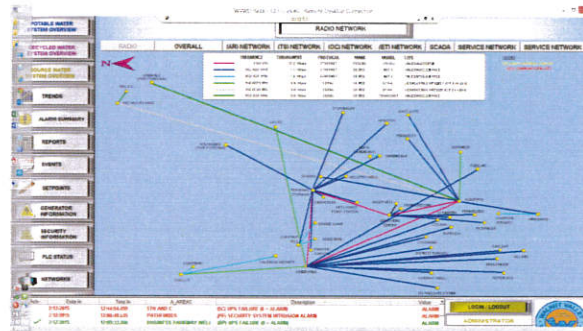


Using system engineering approach, the D/B team have successfully provided a turn-key wireless network solution covering every aspect of a modern telemetry network design and construction. Our engineering work includes study of existing system, full radio site survey,



evaluation and selection of various radios, bench testing, LAN/WAN network design and implementation, development of network diagnostic map and implementing traffic monitoring and security assurance.

The new backhaul microwave network use next generation 11 GHz licensed radio with high through-put, linking five access points that spread out 55 square miles of city's geographical area. The bandwidth of backhaul network was designed not only for current traffics but also for future growth. Following V-



shaped system engineering model, the design team conducted extensive investigations on the existing network and deployed a feasibility study for high-speed backhaul radio telemetry network. After that, the team came up with the conceptual design which will need to verify by field testing. Radio field path surveys were conducted to confirm the true throughputs. Following the completion of first stage of the project, the team moved to the detailed design including development of system requirements, detailed design on each backhaul site, and worked with the District to assist in FCC licensing. In addition, the Team developed MAN network design and provided Network Management Plan including Network traffic Quality of Service (QoS), Network Security Plan and Routing Plan. The Routing Plan includes defining routing protocol (static routing and dynamic routing) and backup routing.

The new SCADA system adopted GE iFix platform and standardized on Schneider M340 PLC for controller at all remote sites. The team programmed over 55 new PLCs, GE iFix platform, over 30 managed switches and routers, microwave radios and AP radios. The new system is running on a virtual machine environment providing comprehensive graphics, alarm management and reporting, remote diagnostic capabilities of entire system, operations on mobile devices, integration of IoT devices, advanced strategies such as preventative maintenance and energy optimizations.





## Project Reference 2 –

### San Gabriel Valley Municipal Water District: SCADA Upgrade Project

**Team Member:** Eric Niu, Reza Afshin

#### Services Provided:

- SCADA Condition Assessment & Master Planning
- SCADA system design
- Network design and implementation
- PLC/OIT/SCADA Programming
- Panel fabrications
- System commissioning and cut-over
- 24/7 On-call Service

#### Project Description:

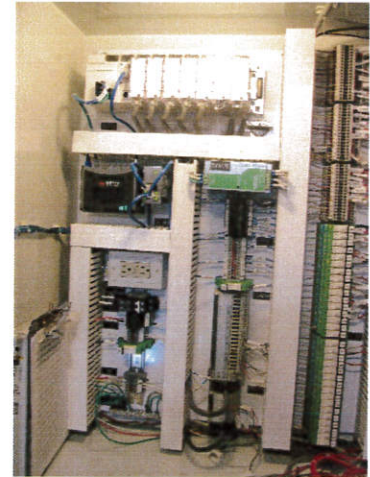
San Gabriel Valley Municipal Water District (the District) is composed of the cities of Alhambra, Azusa, Monterey Park and Sierra Madre. The purpose of the forming of the District was primarily to solve the pressing water problems that existed, protecting and preserving the high quality of water in the San Gabriel Basin and providing

supplemental water to ensure a lasting and adequate water supply. The District retains a contract with the State of California, Department of Water Resources to purchase up to 28,800 acre-feet of water from Northern California delivered through the State Water Project.





The existing SCADA system consisted of a Wonderware InTouch system plus ten PLCs located along HWY 210. The communication network was done by using unreliable leased phone lines. The existing SCADA system was built in 90's and became very problematic and increased maintenance cost significantly. It posed a great challenge to the District's overall reliability of services.



Eric Niu completed condition assessment and master planning report that was used by the District to budget and execute the project.

After winning the D/B bid, Eric led a team and was responsible for a turn-key solution including identifying the best suitable network solution, design, program, build and installation of a state-of-art control system, commissioning and start up.

The new design adopted the latest Modicon PLC M340 and the latest GE iFix software. It provides Operation staffs mobile alarms via smart phones, automatic weekly/monthly report, and easy and secured remote access. The network was built on Verizon Private Network using cell modems. Coordinated with the District Operation Staffs, the team developed a sophisticated cut-over plan that results in no-downtime.



### Project Reference 3 –

#### **Bellflower Somerset Mutual Water Company: SCADA D/B Project**

**Key Team Member:** Eric Niu, Reza Afshin

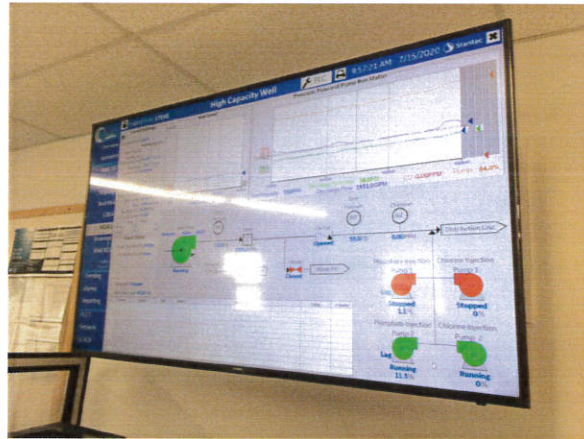
#### **Services Provided:**

- SCADA Condition Assessment and Master Planning
- SCADA Network Planning & Engineering Design
- SCADA Design Drawings / Specifications
- Programming
- Panel fabrications
- 24/7 On-call Service

#### **Project Description:**

Bellflower Somerset Mutual Water Company is in the City of Bellflower. It owns and operates a water production and distribution system that consists of 6 wells and 2 reservoirs. The legacy SCADA with extremely limited functions was built more than 20 years ago and there is not a system wide communication system.

Our team member was obtained by the Company to design and build a new SCADA system. We were responsible for a turn-key solution including system design, integration, installation, and testing. The new system was completed within budget and on time. It established a milestone in its 100 year's history to have a state-of-art SCADA system.



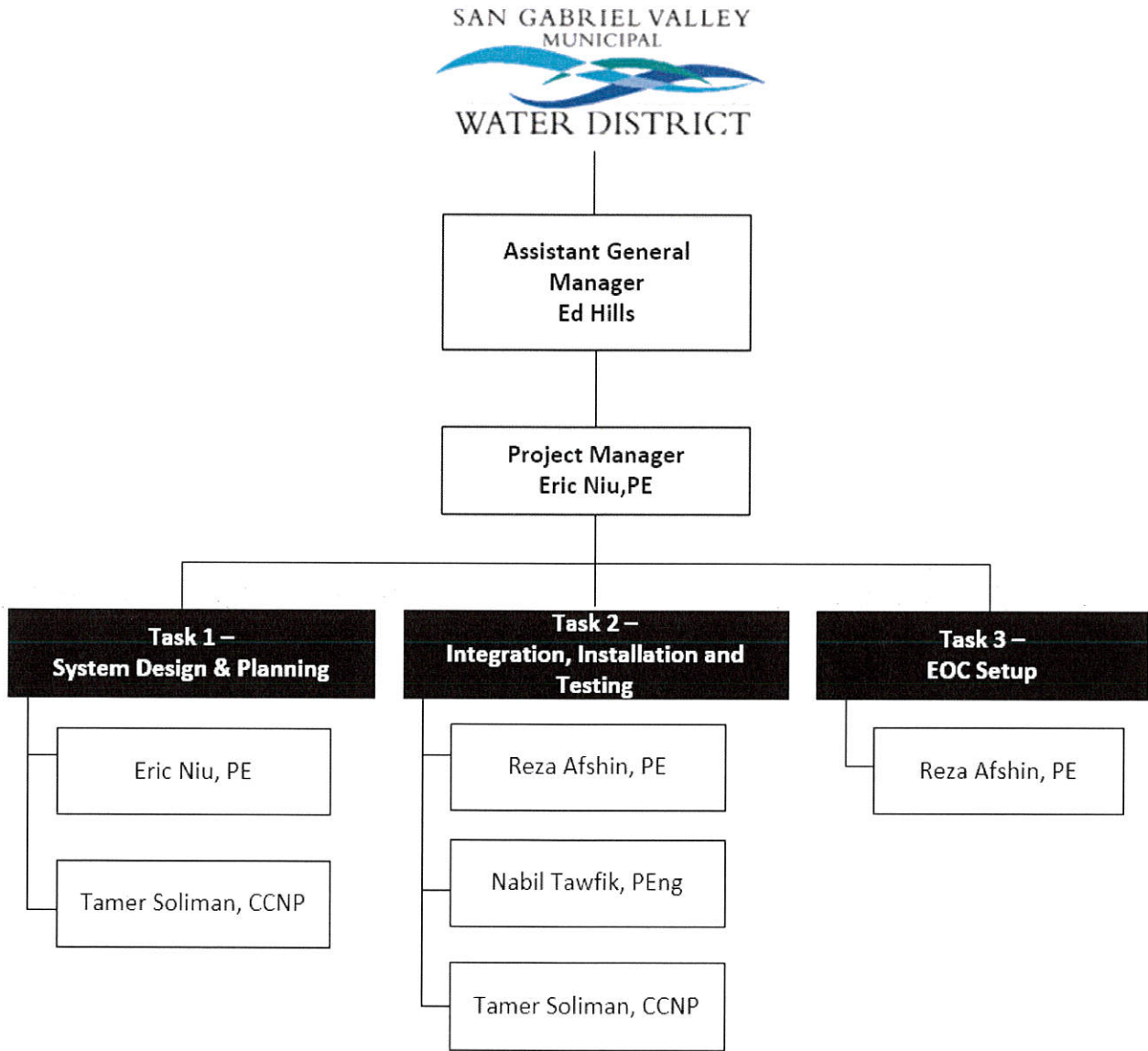


### 4.3 Client References

1. Tom Monk  
Director of Operations  
Walnut Valley Water District  
Tel: (909)595-1268  
Email: [tmonk@wvwd.com](mailto:tmonk@wvwd.com)
2. Dusty Moisio  
Director of Operations  
Rowland Water District  
Tel: (562) 690-7150  
Email: [dmoisio@rowlandwater.com](mailto:dmoisio@rowlandwater.com)
3. Mike Maestas  
Water Production Manager  
Cucamonga Valley Water District  
Tel: (909) 248-3279  
Email: [mikem@cvwdwater.com](mailto:mikem@cvwdwater.com)
4. Steve Lenton  
General Manager  
Bellflower Somerset Municipal Water Company  
Tel: (562)376-3543  
Email: [steve@bsmwc.com](mailto:steve@bsmwc.com)



## 5. Project Team





## Key Team Member

Eric Niu, PE, PMP, Project Manager / Principal System Engineer –  
*specialize in SCADA system planning, design & build*



Mr. Niu is a veteran of system design engineer. He has over 30 years' experience in control systems planning, design, integration and implementation, including telemetry network, field instrumentations and electrical equipment. He has delivered over 200 automation projects valued from \$100K to \$10 million and provided system solutions for clients in water/wastewater, power, refinery, chemical, and pharmaceutical industries.

He has engineered, built and deployed first of its kind carrier grade microwave backhaul network in water/wastewater sector that supports over 250 remote sites in California. The success of this solution has been duplicated by many other agencies to modernize their legacy networks.

Reza Afshin, PE, Senior Control System Engineer / *specialize in PLC and HMI programming*



Mr. Reza Afshin has over 15 years of hands-on experience in implementation & process control systems mainly in the water and wastewater industry. He is an expert in PLC programming, SCADA system configuration, database and historian development, alarm and reporting system, on-site commissioning, project coordination, preparation of system design documents and O&M manual, and operator training. He leads system integration practice and is responsible for delivering SCADA integration project. Mr. Afshin has an in-depth knowledge of the following SCADA and PLC systems: Wonderware, GE Digital iFix, Rockwell FactoryTalk/RSView, Ignition, Schneider Modicon PLCs, Allen-Bradley PLCs, GE Fanuc PLCs and Siemens PLCs



Mr. Afshin has developed control strategies and programmed control systems for every part of water/ wastewater treatment process, water distribution network, and wastewater collection facilities. His programs were used for control of pump, centrifuge, chemical dosing system, air blower, odor control, conveyor system, silo and diesel generators.

Nabil Tawfik, PEng, Senior Control System Engineer / *specialize in PLC, HMI, Historian and Enterprise system programming*



Nabil has over thirteen (13) years of experience as an electrical/instrumentation/control system engineer. He has played the role of lead field engineer on water/wastewater projects and has commissioned over 50 SCADA/DCS systems. His experience also includes design on large-scale telemetry networks. He has prepared drawings and specifications for water/wastewater plants, lift stations and pumphouses, and is experienced in taking projects from design into construction.

Mr. Tawfik has extensive knowledge of various controls platforms such as Allen-Bradley, GE Fanuc, Modicon, AutomationDirect, as well as a long list of SCADA/HMI platforms including Rockwell, iFIX, and Wonderware. His hands-on commissioning experience with plant hardware such as VFD's, instrumentation, and motor protection, gives him an in-depth understanding of process control and plant operations. Nabil has also spent several years in quality assurance roles, testing large enterprise software product lines.

Tamer Soliman, CCNP, Network Engineer / *specialize in planning and design of network and cybersecurity*



Mr. Soliman has over 20 years' experience in network planning, design and implementation. He is an industrial Ethernet and IoT expert for critical infrastructure applications with extensive domain expertise in network, cyber security, IoT and machine learning.



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He is an inventor of three US patents in IP network, and network security for critical infrastructures. He is an expert in NERC-CIP (critical infrastructure protection) and IEC-62443 (ICS cyber security standards).

He is Cisco certified network professional (CCNP) and design professional (CCDP). He has expert level of knowledge in design and deploying industrial networks.

He has designed and upgraded the communication infrastructure for over 60 power utilities networks (covering 250 substations), 30 transportation networks (train control network and Intelligent Transportation System), and 5 large scale water distribution networks.

More details can be found in **Appendix D - Resumes**





## Appendix A: Scope of Work



## Scope of Work

### Task 1: System Design and Planning

- Redesign hardware platform using DELL redundant virtualize machines
- Develop system diagram and develop BOM
- Get DELL and GE technical confirmation on the design
- Prepare cut-over plan
- Purchase and ship all materials including hardware and software and test
- Monthly meeting with the District to report and coordinate

### Task 2: Integration, Installation and Testing

- Rearrange existing server closet and prepare for installation of new VMs
- Provide, install, configure and test two new DELL VMs
- Start software upgrade including:
  - a. Windows server 2019
  - b. iFix v5.5 to 6.1
  - c. WIN911
  - d. Mobile 911
  - e. XL Report
- Migrate iFix applications and test offline and online
- Provide, install and configure two new DELL workstations: one at Operation center and the other is at San Dimas
- Testing for a week in parallel with the existing system before cut-over

### Task3: EOC Setup

- Configure the newly installed VM server at San Dimas as EOC server
- Add a new WIN911/MOBILE911 to the San Dimas EOC server
- Test EOC server



## **Appendix B: Preliminary Schedule**

ID	Task Mode	Task Name	Duration	Start	Finish	20							Dec 6, '20						
						T	W	T	F	S	S	M	T	W	T	F	S	S	
1		<b>SGVMWD SCADA Upgrade Project</b>	107 days	Mon 1/4/21	Tue 6/1/21														
2		Notice to Proceed	1 day	Mon 1/4/21	Mon 1/4/21														
3		<b>Task 1 - System Design &amp; Planning</b>	<b>41 days</b>	<b>Mon 1/4/21</b>	<b>Mon 3/1/21</b>														
4		subtask 1.1 - Complete detailed design and BOM	15 days	Mon 1/4/21	Fri 1/22/21														
5		subtask 1.2 - Procurement of materials	25 days	Mon 1/25/21	Fri 2/26/21														
6		Subtask 1.3 - Development of Cut-over/Test plan	10 days	Mon 1/25/21	Fri 2/5/21														
7		All materials are received	1 day	Mon 3/1/21	Mon 3/1/21														
8		<b>Task 2 - Integration, Installation and Testing</b>	<b>50 days</b>	<b>Mon 3/8/21</b>	<b>Fri 5/14/21</b>														
9		subtask 2.1 - Configuration/migration/Offline testing	40 days	Mon 3/8/21	Fri 4/30/21														
10		subtask 2.2 - Installation & testing	10 days	Mon 5/3/21	Fri 5/14/21														
11		<b>Task 3 - EOC Setup</b>	<b>10 days</b>	<b>Mon 5/17/21</b>	<b>Fri 5/28/21</b>														
12		subtask 3.1 - EOC setup and Testing	10 days	Mon 5/17/21	Fri 5/28/21														

Project: Preliminary Project Sch Date: Wed 12/2/20	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

Dec 13, '20      Dec 20, '20      Dec 27, '20      Jan 3, '21      Jan 10, '21      Jan 17, '21      Jan 24, '21

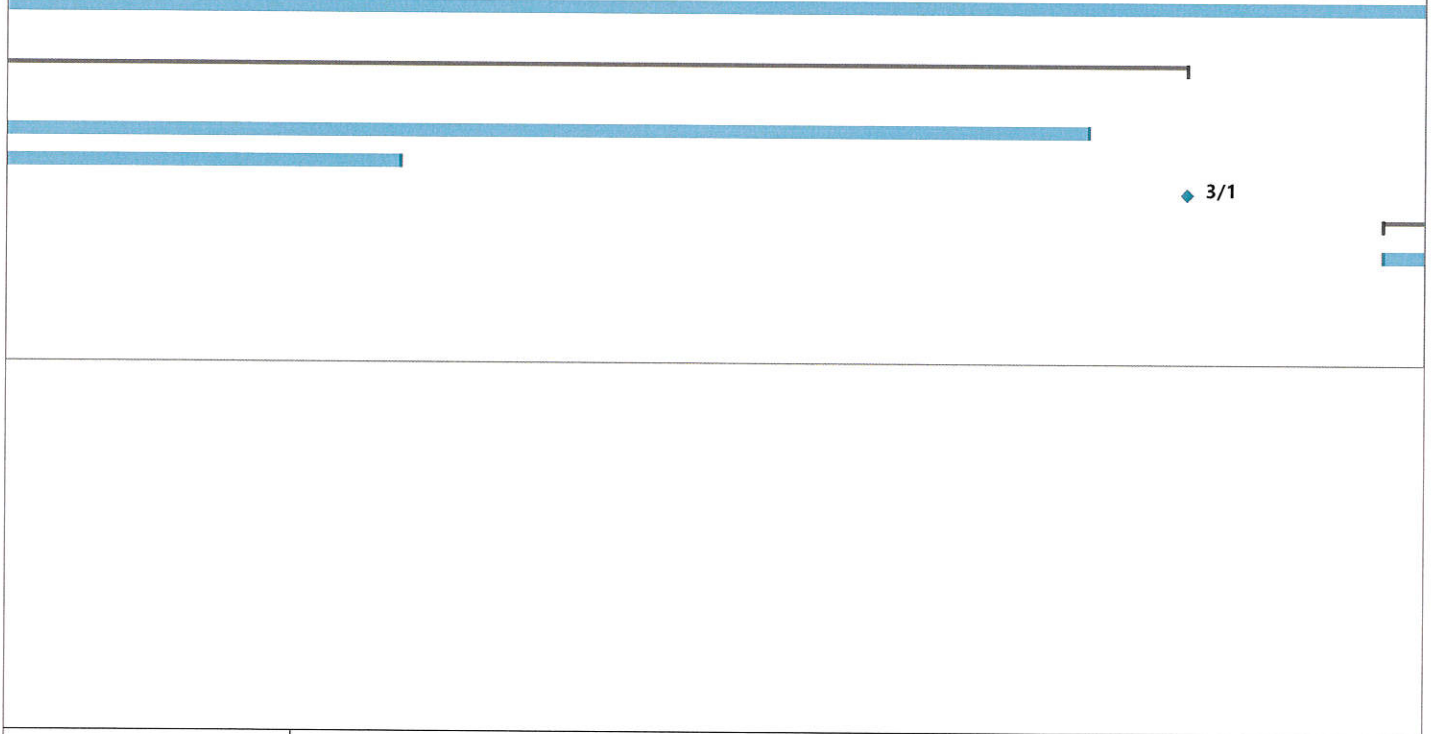
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Project: Preliminary Project Sch  
Date: Wed 12/2/20

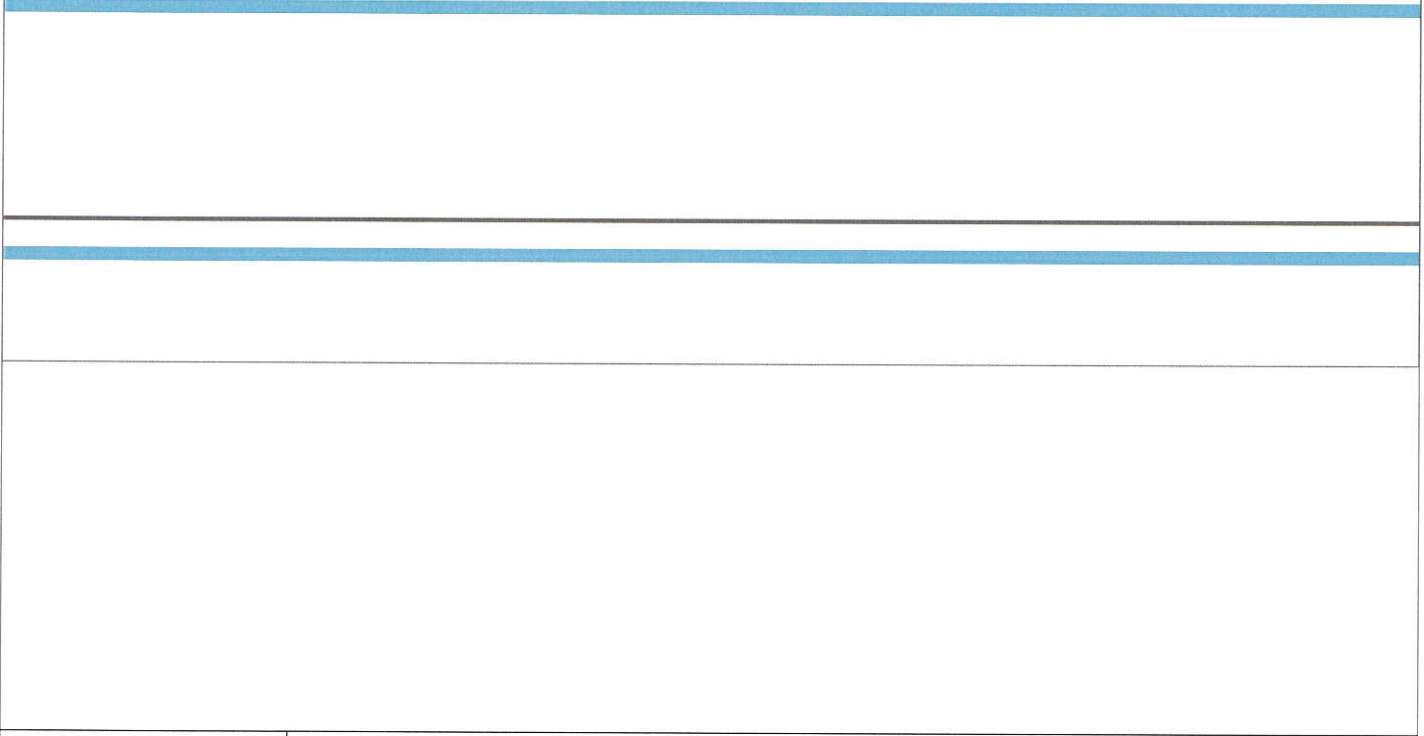
Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

24, '21 | Jan 31, '21 | Feb 7, '21 | Feb 14, '21 | Feb 21, '21 | Feb 28, '21 | Mar 7, '21  
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Project: Preliminary Project Sch Date: Wed 12/2/20	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

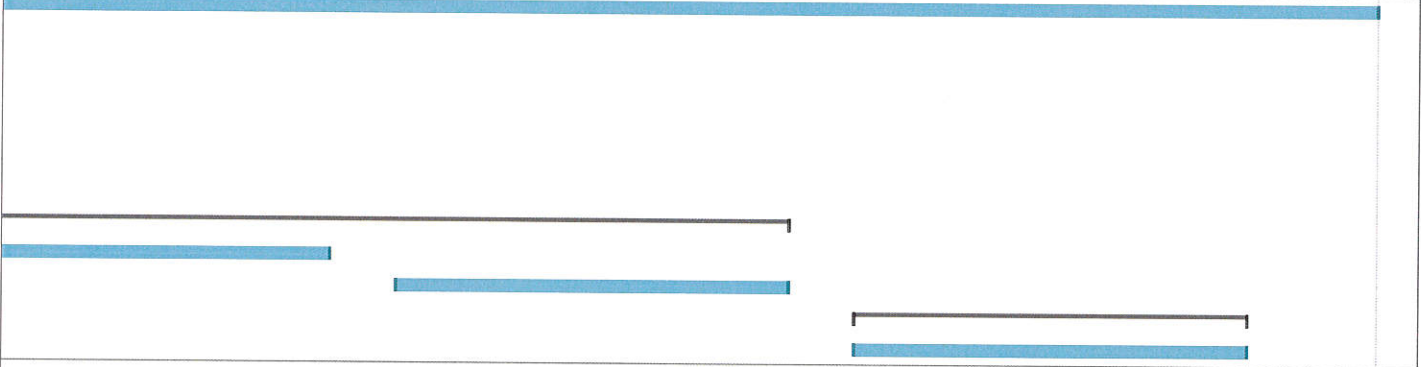
1 | T | W | T | F | S | Mar 14, '21 | S | M | T | W | T | F | S | Mar 21, '21 | S | M | T | W | T | F | S | Mar 28, '21 | S | M | T | W | T | F | S | Apr 4, '21 | S | M | T | W | T | F | S | Apr 11, '21 | S | M | T | W | T | F | S | Apr 18, '21 | S | M | T



Project: Preliminary Project Sch  
Date: Wed 12/2/20

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

W T F S Apr 25, '21 S M T W T F S May 2, '21 S M T W T F S May 9, '21 S M T W T F S May 16, '21 S M T W T F S May 23, '21 S M T W T F S May 30, '21 S M T W



Project: Preliminary Project Sch  
Date: Wed 12/2/20

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			





## Appendix C: Preliminary BOM

## Preliminary BOM

Hardware					
Item #	Item Name	Item Description	Vendor	Location	Qty
1	SCADA Server 1&2	DELL POWEREDGE R740 2U RACK-MOUNT SERVER (Host 1 & 2)	Dell	OC/SD	2
	Webspace Server 1&2				
	Historian Server 1&2				
2	Desktop	Dell mini desktops OptiPlex 3070 Micro	Dell	OC/SD	2
3	Server Enclosure	NavePoint 5U Wall Mount Rack Enclosure Cabinet 36" depth Vertical/Fan/UPS	NavePoint	SD	1
4	SMS Modem	WIN-911/LX40 LTE (4G) Ethernet Cellular Modem for Verizon & AT&T	WIN911	OC/SD	2
	SIM Card	New SIM Card shall be provided by Verizon	Verizon	OC/SD	2
Software					
Item #	Item	Description	Vendor	Location	Qty
5	Microsoft Excel 2019	Required For XLReporter, Media + License	Microsoft	OC	1
6	Windows Licensing	Windows Server 2019 16 CORE license	Microsoft	OC/SD	4
7	VMWare Licensing	vSphere Essentials Kit	VMWare	OC/SD	1
8	VMWare Licensing	vSphere Essentials Per incident email and phone Support – 3 incident per year	VMWare	OC/SD	1
9	VMWare Licensing	2x server H/W RAID configuration, VMware Host configuration, 3x VM (per Host) Configuration, Win Server 2019 install + driver install + Win updates for 6 VMs	Genesis Computer Systems	OC/SD	1
10	GE iFix Licensing	GE Proficy Licensing upgrade to V6.1	GE	OC/SD	1
11	WIN911	Upgrade to latest license	WIN911	OC/SD	1
12	XLReporter	Upgrade to latest license	SyTech	OC	1



## Appendix D: Resumes

**Eric Niu**, PE, PEng, PMP

*Principal - Engineering*

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#### Expertise

- I&C Engineering
- Systems Design
- Design/Build SCADA
- Microwave Backhaul Network
- Enterprise Digitalization
- IoT

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#### Years of Experience

- 29 +

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#### Education

- MAsc. Systems Design Engineering, University of Waterloo, 2000
- B.S, Industrial Automation Engineering, Harbin Institute of Technology, 1990

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#### Registrations

- PE (Control Systems), #76574 CA
- PMP (Project Management Professional)
- PEng, Professional Engineer, Canada



Mr. Niu has over 29 years' experience in project management, engineering design, implementation of automation and information systems, including telemetry network, field instruments and electrical equipment. He has delivered over 100 automation projects valued from \$100K to \$10 million and provided system solutions for clients in water/wastewater, power, refinery, chemical, and pharmaceutical industries.

He has extensive knowledge of field instrumentation, PLC, DCS/SCADA, microwave backhaul network, intelligent platform and IoT. His expertise spans the fields of control systems, network communication, data analytics and enterprise digitalization.

He has designed control systems for processes including batch (recipe) mixing, water/ wastewater treatment, water distribution network, wastewater collection facilities, centrifuges, chemical dosing systems, air blowers, odor controls, conveyor systems, boiler, turbine and diesel generators.

#### Typical works delivered:

- I&C design package - specification/P&ID/loop drawing/control schematic/control strategy.
- SCADA system design – condition assessment, master planning, functional requirements, system architecture and specification, network design, commissioning and cut-over plan.
- System integration service – turn-key Design/Build SCADA system, On-call 24/7 maintenance support, system virtualization, Emergency-Operation-Center (EOC) design, migration/upgrade implementation.
- Intelligent platform/IoT – system planning & design, platform/technology evaluation & selection, data analytics specification, dashboard design, system integration and launch.
- Consulting services – SCADA system standard, system evaluation & selection, bench test & pilot system, CIP planning & budgeting assistance, value engineering, HAZOP study, optimization, O&M training.
- Construction management – owner's agent, preparation of RFQ/RFP for owners, bid evaluation, inspection and report.

## Project Highlights:

### I&C Engineering Design

As lead I&C engineer, Mr. Niu has completed I&C design package for the following clients and projects.

- Orange County Sanitation District (OCSD):  
Project 5-50 Rocky Point Pump station (6.5MGD) Rehabilitation; Project I-10A/B Ellis Avenue Pump station (60MGD) replacement; J109 Plant water System Upgrade; J79 Plant 1 Pilot Test SCR/Catalytic oxidizer and Gas Cleaning System; P2-80 Primary Treatment Rehabilitation and Refurbishment Project; Project 3-62 Seal Beach Pump Station (33MGD) Rehabilitation; P2-122 Plant 2 Headworks Modification
- Inland Empire Utility Agency (IEUA): RP-1 New Dewatering Facility  
The new centrifuge dewatering facility (\$33M) at RP-1 includes 4 new centrifuges, sludge pumps, conveyors, grinders, silos, odor control system and chemical systems.
- Irvine Ranch Water District (IRWD) Baker Pilot Water Treatment Plant  
The pilot system is used to treat water from Irvine lake. The purpose is to verify proposed treatment technologies and get performance results from different vendors' membrane equipment. The pilot plant includes pre-treatment, MF and Backwash system.
- Clarkson Water Pollution Control Plant Expansion (45MGD)  
Expansion includes new digester systems, digester gas systems, new dewatering process, new chemical systems, expansion on primary treatment and secondary treatment, new fiber network and SCADA system (35 GE PLCs/iFix).

### D/B SCADA Control Systems

Using Design/Build model, Mr. Niu has successfully delivered SCADA Upgrade projects for the following clients. He has dual roles: project manager and system architect. As project manager, he was responsible for managing subcontractors, P&L and schedule. As system architect, he was responsible for engineering a system solution including defining system architect, hardware/software, network, overall control strategies and cut-over plans.

- Walnut Valley Water District (WVWD)  
WVWD operates a water distribution system that has over 50 sites. It has a legacy SCADA system built in the early 90s. The system has Opto IOs, SyMax PLCs, AB PLCs and Wonderware InTouch using data concentrator/polling scheme; the legacy network operated on out-of-date serial radios with multiple repeaters. The new modern system adopted a ring backhaul network using the latest microwave technologies, replaced old Opto/SyMax PLC with M340 PLCs, and old Wonderware InTouch with GE iFix. All servers are VMs. A shadow iFix was synced with main iFix and installed in the Emergency Operation Center (EOC). Entire projects took about 18 months to finish.
- San Gabriel Valley Municipal Water District (SGVMWD)

SGVMWD has 12 remote sites located along HWY210, its legacy SCADA system relied on obsolete technology - leased phone line systems to function. The new system was built on a private network using cellular. All old Telemecanique TSX PLCs were replaced with M340 PLCs, and Wonderware InTouch was replaced with GE iFix. All servers are VMs. A shadow iFix was synced with main iFix and installed in the Emergency Operation Center (EOC).

- Bellflower Somerset Mutual Water Company (BSMWC)  
BSMWC needs a modern SCADA system for its 12 remote facilities. Only a couple of sites were monitored by iFix 32. The new system was built on a private network using cellular. New PLC panels were installed at each site, and a new GE iFix was developed. All servers are VMs. A shadow iFix was synced with main iFix and installed in the Emergency Operation Center (EOC).

#### SCADA/DCS Condition Assessment, Master Planning and Design

Mr. Niu has completed system design to modernize legacy SCADA systems for the following clients. The works included assessment, planning, final design and RFP package. The design included new system architecture, functional spec, new network and control panel design.

- City of Cerritos  
City operates its own water distribution network facilities (12). The old system was a proprietary system and obsolete. The new system was designed on a hybrid network (fiber & radio) to achieve best cost savings. GE iFix was selected to be HMI platform, and Modicon M340 PLC was adopted for site PLC.
- City of Redondo Beach  
There are about 15 sewage lift stations across the city. Legacy SCADA system was not functional properly. All sites will have new Modicon M340 PLCs and a private network using cellular. New GE iFix will be developed.
- San Francisco Public Utility Commission (SFPUC)  
In 2016, SFPUC has decided to upgrade its DCS systems at 4 major pump stations and treatment plants. Legacy Foxboro I/A system either be migrated to the latest platform or replaced with different vendor's systems. Mr. Niu did assessment on the existing system and worked with Emerson on final proposal, helped the team ultimately win the project.

As owner's agent, Mr. Niu has conducted a comprehensive evaluation on various SCADA/DCS systems, prepared RFP package with conceptual system design and migration plan, and assisted owner in bid evaluation.

- Arlington County Water Pollution Control Plant (40MGD)  
The legacy plant SCADA system needs to be replaced. There are two major system vendors were invited to bid. The new plant SCADA system will be developed from scratch with new PLCs installed at the key process area. Cut-over is critical so that plant operation won't be disrupted. After evaluation, owner adopted Rockwell Automation ControlLogix/RS View platform.

- West Pacific Petrochemical Corp (WEPEC)  
WEPEC was built in 1993 with capacity of refining crude oil of 800Ton/Year. Owner invited major DCS vendors from the world including Honeywell, Rosemount, Foxboro, Siemens, Baily and Yokogawa to bid on future plant control systems. As part of owner's team, Mr. Niu prepared technical evaluation on all DCS systems, developed final reports with recommendations.

#### Microwave Backhaul Networks/Telemetry Network

As lead engineer and project manager, Mr. Niu has first pilot and engineered a network solution using microwave backhaul network to replace out-of-date "P-T-P polling" type of network in southern California water/wastewater sector. His solution creates a high fault-tolerant ethernet network that supports site to site direct communication without relying on data concentrator or HMI software. The proven solution has been provided to the following clients.

- Irvine Ranch Water District (IRWD)  
IRWD owns and operates both water and wastewater facilities. It has 5 water treatment facilities and distribution system. For wastewater, it has 2 treatment plants and sewage collection systems. Overall it has over 230 remote sites. A robust backhaul network is urgently needed that will provide a reliable platform for operations. The new backhaul network was built on unlicensed 5.8GHz radio deployed on 12 major sites. Various antenna support structures including towers were built at these sites.
- Walnut Valley Water District (WVWD)  
WVWD has over 50 sites located in a challenging terrain. The legacy telemetry network was built on serial radios, communications were unreliable and limited bandwidth has created multiple bottle neck points. New 5 backhaul sites were selected, and towers were built for supporting new microwave antennas. The new network's uptime has exceeded 99.995%.
- Eastern Municipal Water District (EMWD)  
EMWD plans to upgrade its SCADA telemetry network that serves over 200 sites. A comprehensive network master plan needs to be developed. Site surveys and RF engineering design were completed for the 13 backhaul sites. In addition, Equipment specifications and construction cost estimate were provided.

#### Enterprise Systems/IoT

As system architect, Mr. Niu has defined and developed system architectures for various enterprise applications used in water/wastewater industry. His task included developing functional requirements, defining data flow diagram and data structure, selection interfacing/data exchange technologies, integration and test plans.

- Los Angeles Department of Water and Power (LADWP) – Enterprise Historian  
LADWP desired to have an enterprise historian system that collects data from its two major SCADA systems, and let enterprise users (non-operation staffs) to access these data in near

real time. In addition, the enterprise historian system will feed data to the DWP's PI database for data analysis. The new enterprise historian system was built on GE iFix, Proficy historian and OPC technology. Security policies were strictly followed and built into the design.

- LADWP – Water Quality Monitoring System (WQMS)

On-line water quality surveillance and respond system are critical for large scale water agencies like LADWP. A study was conducted to create a road map for the future WQMS. In the process, various sensor technologies were evaluated and tested, strategic locations were selected, and a pilot system was designed and deployed for performance review. In addition, an overall system architecture was developed to integrated data from various sources including SCADA systems, Laboratory Info management system, social media, site monitoring panel and others. Data follow / structure and data analytics were defined.

- Rowland Water District (RWD)

Pressure at several critical locations in RDW's distribution system needs to be monitored and fed into SCADA system for real time monitoring. The challenge is that these locations are in the places that no existing SCADA can access. Using IoT technology, these pressure monitoring points were successfully integrated to the SCADA system via cloud.



## Reza Afshin, PE, PEng

### Principal – System Integration

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#### Expertise

- GE iFix
- Wonderware
- FactoryTalk/RSView
- Modicon PLCs
- AB PLCs
- Design/Build SCADA
- Network
- Database and Historian
- VM

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#### Years of Experience

- 12 +

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#### Education

- MEng. Electrical Engineering, Ryerson University, Canada
- B.Eng, Electrical Engineering, KN Toosi University of Technology, Iran

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#### Registrations

- PE (Electrical), CA #21641
- Professional Engineer Ontario



Mr. Reza Afshin has over 12 years of hands-on experience in implementation & process control systems mainly in the water and wastewater industry. He is an expert in PLC programming, SCADA system configuration, database and historian development, alarm and reporting system, on-site commissioning, project coordination, preparation of system design documents and O&M manual, and operator training. He leads system integration practice and is responsible for delivering SCADA integration project.

Mr. Afshin has an in-depth knowledge of the following SCADA and PLC systems:

- Wonderware Archestra
- GE Digital iFix
- Rockwell FactoryTalk/RSView
- Ignition
- Schneider Modicon PLCs
- Allen-Bradley PLCs
- GE Fanuc PLCs
- Siemens PLCs

Mr. Afshin has developed control strategies and programmed control systems for every part of water/ wastewater treatment process, water distribution network, and wastewater collection facilities. His programs were used for control of pump, centrifuge, chemical dosing system, air blower, odor control, conveyor system, silo and diesel generators.

#### Typical works delivered:

- Control system design package – control strategies, loop drawings, control schematics, testing plan
- PLC Programming – IEC 61131-3 Standard
- HMI Configuration – graphic, database, alarm, report, system virtualization, emergency-operation-center (EOC) design, migration and upgrade.
- SCADA On-Call service – on-call 24/7 maintenance support, remote support
- Control Systems Standard – HMI/PLC development standards
- Construction service– owner’s agent, commissioning, start-up, training, witness testing, inspection and report.

## Project Highlights:

### PLC and HMI Programming

As Lead system engineer, Mr. Afshin has completed programming on various PLCs/HMIs, and provided testing and start up services for the following clients and projects.

- Irvine Ranch Water District (IRWD)  
Programmer, responsible for programming/maintaining PLCs (M340, Quantum, Compact, and Momentum) including pump stations, reservoirs and treatment plants. Tools included Unity, ProWORX NxT, and Concept. Configured VFDs, SMCs, MultiLins, and PQMs for integration to PLCs.
- Walnut Valley Water District (WVWD)  
Programmer, responsible for programming and maintaining over 50 PLCs (M340) and HMIs (GE iFix, Terminal Servers, Historian), review panel design and fabrications, commissioning and startup. Providing 24/7 on-call maintenance service since September 2012. Provided configuration services to virtualize all servers.
- San Gabriel Valley Municipal Water District (SGVMWD)  
Programmer, responsible for programming and maintaining over 15 PLCs (M340), HMIs (GE iFix, Terminal Servers, Historian) and OITs (Schneider Majelis), GX440 cellular modems, review panel design and fabrications, commissioning and startup. Providing 24/7 on-call maintenance service since April 2014.
- City of Los Angeles Bureau of Engineering Proposition O  
Provided system Integrations & field startup services for Penmar Water Quality Improvement, Temescal Canyon Water Quality Improvement, South LA Wetlands Park, Downtown LA LFD, and Santa Monica LFD. Programmer, responsible for integrating network of Siemens 200 and 300 PLCs to the City's central SCADA Dynac system.
- Los Angeles Department Water and Power (LADWP)  
Provided programming services on Enterprise Historian system; developed pilot system for testing and evaluated different technologies for data interfacing.
- City of Ottawa, Ontario, Canada, Water Department  
Lead Software Engineer, Project responsibilities included: leading all the SCADA/PLC related efforts within City Of Ottawa-Water Department: Coordinate the SCADA upgrades/issues (upgrades of HMI system from iFix 2.6 to 5.0), Hardware/Software purchases, Bill of Materials, setting up Proficy Historian and Change Management (Application Revision Control) System, develop HMI/PLC standard and baseline applications for the City, acting as senior technical support for the City's SCADA Group, prepare FAT, SAT test plan documents and conduct test sessions, QA/QC all SCADA/Network related standards/documents for the City.
- Wayne County WWTP SCADA Upgrades, Detroit  
Control Engineer/Programmer, Project responsibilities included: PLC/SCADA programming of network of PLCs at Wayne County WWTP, setup reporting system (XLReporter), Historian

System (Proficy Historian), Proficy Real Time Information Portal and WIN911 alarming system. PLC: Allen-Bradley PLC-5. SCADA Package: iFix 5.0.

- City of Barrie WPCP and Pumping Stations Upgrades  
Control Engineer/Lead Programmer, SCADA Project Coordinator, Project responsibilities included: coordinate SCADA/PLC software efforts with client, program the Barrie WPCP and all pumping stations' PLCs, HMI application and setup the reporting system (XLReporter). PLC: Allen-Bradley ControlLogix, CompactLogix. SCADA Package: iFix 4.0.
- Central Elgin, Lake Huron Water Treatment Plant
- Control Engineer/Programmer, Project responsibilities included: programming of the Water Treatment Plant (Filtration System) PLCs and HMI application. PLC: Allen-Bradley ControlLogix. SCADA Package: RSView SE.
- Region of Halton, Oakville Southeast WWTP, Oakville  
Control Engineer/Lead Programmer, Project responsibilities included: PLC/SCADA programming of network of PLCs at Oakville Southeast WWTP, on-site testing/commissioning, prepare FAT and SAT test documents and conduct tests. PLC: Allen-Bradley ControlLogix. SCADA Package: Wonderware Intouch 9.5.

#### SCADA Standard Development

Mr. Afshin has developed and maintained SCADA Standards for the following clients:

- Irvine Ranch Water District (IRWD)  
Provided revision to IRWD PLC programming standard (DDTs, DFBs, object definitions and tagging/naming conventions), created and maintained PLC config sheets.
- Walnut Valley Water District (WVWD)  
Developed and maintained PLC and HMI standards.
- City of Ottawa, Ontario, Canada, Water Department  
Developed and maintained PLC and HMI standards.

#### SCADA 24/7 On-call Services

Mr. Afshin currently provides 24/7 on-call services to the following clients. Services include programming, troubleshooting, emergency response, upgrade and any other technical support activities.

- Walnut Valley Water District
- Rowland Water District
- San Gabriel Valley Municipal Water District
- Bellflower-Somerset Mutual Water Company

#### Construction Services

Mr. Afshin has provided services to plant control systems during construction either as a member of owner's agent or as part of commissioning team. His work included loop testing, start up, FAT, SAT, enforcing programming standard, witness testing and inspection.

- Irvine Ranch Water District (IRWD)  
Commissioning/startup of numerous stations. Witness test of Well21/22 project including I/Os, PLC programs, FAT, SAT and function/auto test of all process areas, assisted on-site programmer during startup/test period with programming issues in either Wonderware InTouch or Archestra System Platform.
- Region of Durham, Duffin Creek WPCP, Pickering  
Control Engineer/Programmer, Project responsibilities included: PLC/HMI programming of network of PLCs at Duffin Creek WPCP, on-site testing/commissioning, prepare FAT/SAT test documents and conduct test sessions. PLC: GE PAC Systems RX3i, SCADA Package: iFix 4.5.
- Region of Waterloo, Galt Wastewater Treatment Plant, Waterloo,  
Control Engineer/Programmer, Project responsibilities included: PLC/HMI programming of network of PLCs at Galt WW treatment plant, prepare FAT/SAT test documents and conduct test sessions. PLC: SLC505 and ControlLogix, SCADA Package: iFix 5.0.
- City Of Azusa, SGVMWD interconnection  
Provided programming, loop testing and SAT for the new control panel.

# Nabil Tawfik, PEng

## Senior System Engineer

### Expertise

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- GE iFix
- Wonderware
- FactoryTalk/RSView
- Modicon PLCs
- AB PLCs
- AutomationDirect PLCs
- Telemetry Network
- OSI PI Database and Historian
- VMWare

### Years of Experience

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- 13 +

### Education

- B.Eng. Electrical Engineering, University of Western, Canada
- B.Sc., Physics & Biology, University of Toronto, Canada

### Registrations

- P.Eng (Alberta), #128855



Nabil has over thirteen (13) years of experience as an electrical/instrumentation/control systems engineer. He has played the role of lead field engineer on water/wastewater projects and has commissioned over 50 SCADA/DCS systems. His experience also includes design on large-scale telemetry networks. He has prepared drawings and specifications for water/wastewater plants, lift stations and pumphouses, and is experienced in taking projects from design into construction.

Mr. Tawfik has extensive knowledge of various controls platforms such as Rockwell, Modicon, Automation Direct, as well as a long list of SCADA/HMI platforms including Rockwell, iFIX, and Wonderware. His hands-on commissioning experience with plant hardware such as VFD's, instrumentation, and motor protection, gives him an in-depth understanding of process control and plant operations. Nabil has also spent several years in quality assurance roles, testing large enterprise software product lines.

Mr. Tawfik has extensive experience in water/ wastewater treatment process, water distribution network, and wastewater collection facilities. He has programmed controls for pump, centrifuge, chemical dosing system, air blower, odor control, conveyor system, UV and filtration process.

### Typical works delivered:

- Control System Start ups
- Control system design package – control strategies, loop drawings, control schematics, testing plan
- PLC Programming – IEC 61131-3 Standard
- HMI Configuration – graphic, database, alarm, report, system virtualization, emergency-operation-center (EOC) design, migration and upgrade.
- Historian and Database programming
- SCADA Master Planning
- Control Systems Standard – HMI/PLC development standards
- Construction service– owner's agent, commissioning, start-up, training, witness testing, inspection and report.

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**Project Highlights:**PLC and HMI Programming

As Lead system engineer, Mr. Tawfik has completed programming on various PLCs/HMIs, and provided testing and start up services for the following clients and projects.

- City of Los Angeles SCADA Upgrade (LADWP), Los Angeles, CA  
In 2018, Nabil lead a major two-year upgrade for the City of Los Angeles Water Department (LADWP) consisting of the LA distribution system and water filtration plant SCADA systems serving a region of 5 million people in the Metropolitan Los Angeles area. The upgrade was completed on the GE iFIX SCADA platform with integration to Allen Bradley PLC's and Valmet RTU's. Nabil was involved in all stages of the project including design, installation, configuration, development, and documentation. Using advanced Windows Server architecture, virtualization, and an enterprise corporate OTLAN layer, the project delivered a world-class SCADA solution to North America's largest water utility. The upgrade also included implementation of 3rd party data integration tools interfacing with a PI server.  
\*More information available upon request.
- Thickwood Reservoir Upgrades, Fort McMurray, AB  
Nabil was involved in the complete controls migration / instrumentation upgrade of a water pumphouse/reservoir. He completed the successful upgrade of a Modicon Quantum to M580 PLC as well as legacy Magelis to a Vijeo-based HMI system. He designed solutions for the integration of an ethernet controls network into a legacy serial-based SCADA network. He troubleshoot networking issues over a VLAN segregated backhaul radio SCADA network.
- Anthony Henday WTP Regional Line, Innisfail, AB  
Nabil was involved in the complete controls/instrumentation/electrical commissioning of a new water treatment plant regional line. He completed programming of a Modicon Quantum legacy PLC using Proworx 32, as well as design of a Wonderware InTouch 2012 SCADA system consisting of 100+ screens. He commissioned PLC, instrumentation, electrical and networking equipment, and developed philosophies for control of 3 x 350 H.P.VFD driven pumps.
- Shirley McClellan Water Transfer Line, AB  
Nabil supported control and electrical systems for regional water distribution commission. He resolved control system and SCADA issues at the water treatment plant, reservoirs, and a number of metering stations along the water transfer line.
- Waterways Lift Station, Fort McMurray, AB  
Nabil was involved in the complete controls/electrical/instrumentation upgrade of a sewage lift station. He completed programming of a Modicon PLC as well as a Vijeo-based HMI system. He commissioned PLC, instrumentation, electrical and networking equipment. Nabil also completed commissioning/configuration of a cellular ProTalk alarm dialer system.
- City of Saskatoon WWTP Digester Upgrade, SK

Nabil was involved in the complete controls/instrumentation/electrical/communications upgrade of WWTP digester building. He completed programming of Allen Bradley PLC as well as HMI and IFIX (FIX32) SCADA. SCADA integration included the addition of several new screens, along with alarm integration. He commissioned PLC, instrumentation, motor drives, actuated valves, and networking equipment. Nabil designed relay-based logic for integration of a new control system into the existing relay-based control systems. He designed networking solutions for integration of ControlLogix PLC on fiber network onto older DH+ comm network.

- Parsons Creek Reservoir, Fort McMurray, AB  
Nabil was involved in the complete controls /instrumentation integration of a reservoir/pumphouse serving a community of 30,000. He completed programming of an Automation Direct PLC and HMI system. He commissioned instrumentation, electrical and networking equipment, including tie-in into a legacy serial SCADA radio network. SCADA integration included development of several screens and alarm integration on the main city water distribution IFIX 3.5 system overseeing 50 sites. Nabil completed programming of Schneider Concept v2.6 on the main SCADA data collector.
- Barrowtown Pump Station Upgrade, Abbotsford, BC  
Nabil was involved in the complete controls/instrumentation and medium-voltage electrical upgrade of a canal pump station. He completed programming of Allen Bradley PLC as well as a FactoryTalk View SCADA system. He commissioned PLC, instrumentation, 2.4 kV motor protection, and networking equipment. He designed solutions for networking Eaton medium-voltage power protection equipment into an existing Modbus network, and developed philosophies for control of four 1400 H.P. GE canal pumps.
- Town of Slave Lake Reservoir, Slave Lake, AB  
Nabil provided controls programming and commissioning of town reservoir and distribution network. Design included Wonderware InTouch SCADA and HMI applications.

#### Radio Telemetry Network

Mr. Afshin has developed and maintained SCADA Standards for the following clients:

- Hwy. 12/21 Remote Communications Upgrade, Lacombe County, AB  
Nabil completed design and construction admin for a SCADA radio network upgrade utilizing the Alberta Supernet as backhaul. Scope included completion of site surveys, review of path profiles, supervision of tower construction and design of networking schemas and commissioning network equipment, testing, and network migration.
- Erskine Reservoir, Stettler County, Alberta  
Nabil was involved in the complete design and construction administration of a radio communications project which tied a remote facility to a centralized SCADA monitoring site making use of the Alberta supernet. Nabil coordinated with communications contractors, reviewed path designs, supervised construction, created networking schemes, and commissioned networking equipment.

Construction Services

- Sapræ Creek Lift station, Fort McMurray, AB  
Nabil provided complete design and construction administration services for a firehall conversion to a sewage lift station (Flygt) with a Modicon M580 control system. Services included drawings and specification preparation and backhaul SCADA radio network integration.
- Hutterite Hill Reservoir, Lacombe County, AB  
Nabil provided complete design and construction administration services for a reservoir with an Allen Bradley control system. Services included drawings and specification preparation, communications design, and SCADA network integration
- Bashaw/Ferintosh Reservoir Controls Upgrade, Lacombe County, AB  
Nabil provided complete design and construction administration services for two reservoir/pumphouses with an Allen Bradley control system. Services included drawings and specification preparation, communications design, and SCADA network integration.

Database Development

- Health Canada Regional Telecom Restructuring\*, Edmonton, AB (Database Developer)  
Designed and developed a database solution to manage over 1000 telecom client accounts as well as telecom assets belonging to Health Canada Alberta region.

Software Programming

- IBM Canada - WebSphere Application Developer Service Pack\*, Toronto, Ontario (Quality Assurance Engineer) Was the lead tester for IBM's WebSphere Application Server service pack products.



# Tamer Soliman, CCNP

## Industrial Networking

## & Cyber Security

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### Expertise

- Industrial network
- Cyber security
- ICS security
- IIoT
- Critical infrastructure (Power /water) network design

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### Years of Experience

- 20 +

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### Education

- B.S, Electrical Engineering, Ain Shams University, 1996 Egypt

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### Registrations

- Cisco Certified Network Professional (CCNP)
- Cisco Certified Network Design Professional (CCDP)



Mr. Soliman has over 20 years' experience in network planning, design and implementation. He is an industrial Ethernet and IoT expert for critical infrastructure applications with extensive domain expertise in network, cyber security, IoT and machine learning.

He is an inventor of three US patents in IP network, and network security for critical infrastructures. He is an expert in NERC-CIP (critical infrastructure protection) and IEC-62443 (ICS cyber security standards).

He is a Cisco certified network professional (CCNP) and design professional (CCDP). He has expert level of knowledge in auditing, design and deploying industrial networks.

He has designed and upgraded the communication infrastructure for over 60 power utilities networks (covering 250 substations), 30 transportation networks (train control network and Intelligent Transportation System), and 5 large scale water distribution networks.

### Typical works delivered:

- Network Condition Assessment – Review and evaluate performance of existing networks
- Cyber Security Audit – Compliance audit of critical infrastructure networks
- Network engineering design – WAN/LAN network design, security protocol, authentication, firewall solutions, digital switching, access network & optical transmission technologies
- Network Deployment – configuration, bench test, factory test, site test
- Advisory services – network planning, product review, RFP/RFQ preparations.
- Training – Network & Cyber security

## **Project Highlights:**

As lead network engineer, Mr. Soliman has designed, configured and deployed networks for the following selected industries, clients and projects.

### Water

- Irvine Ranch Water District, CA USA  
Tamer completed design of the new SCADA backhaul network consisting of over 13 microwave radio links to over 250 remote sites for a complex water distribution system. He also configured and migrated a flat network to a more resilient routing architecture.
- Walnut Valley Water District, CA USA  
Tamer completed design of a new SCADA backhaul network that has 5 microwave links connecting over 55 remote sites for a water distribution system. He configured, tested, and started up the new network.
- Cucamonga Valley Water District, CA  
Tamer provided evaluation and master planning for the SCADA Network Upgrade project. He provided a road map that will guide upgrade process including equipment selection, performance requirement, conceptual design, and preliminary cut-over plan.

### Power

- National Grid – Power Utility, UK  
A three years project. led design & deployment team, responsible for design, deployment and testing of network and network security of 200 substations.
- Electric Power Board of Chattanooga, USA  
A two years project, responsible for design and deployment of network for over 100 substations.
- Harrisonburg Electric Commission, USA  
Led design and deployment support team, responsible for design, training, deployment and technical support for its substation networks.

### Wind Farm

- Gabbard Wind Farm, UK  
A two years project where I led the design and deployment team, responsible for design, deployment and training a network of 200 offshore wind turbines, the largest wind farm in the world at the time built.

### Transportation

- Rotterdam Light Rail Transit (LRT), Netherlands  
Led a design and deployment team, responsible for design, configuration, deployment and training of track control network for over 100 LRT train lines.

Oil & Gas

- Petro Canada Refineries, Canada  
Led the project of redesign and implementation of a network of refineries in Edmonton, Alberta. The task includes training and performing annual check-up.

# Memorandum

**To:** San Gabriel Valley Municipal Water District Board of Directors  
**Cc:** Darin Kasamoto, General Manager  
**From:** Evelyn Reyes, External Affairs Manager  
**Date:** January 11, 2020  
**Subject:** External Affairs Report

**Rebates:**

	Rain Barrel	Washing Machines	High-Efficiency Toilets	Waterless Urinals	Smart Controllers	Sprinkler Nozzles	Soil Sensor
	\$35	\$85	\$40	\$150	Up to \$80	\$2 – Min. 30	Up to \$80
<b>Monthly Total</b>	5	8	1	0	4	0	0
<b>FY 20/21 Total</b>	29	34	8	0	12	0	0

**External Affairs Update:**

- Met with CV Strategies regarding website design.
- Mailed postcards marketing rebate program.
- Finalized brochure on the District for stakeholders.
- Participated in the Main San Gabriel Basin Watermaster meeting.

SAN GABRIEL VALLEY  
MUNICIPAL



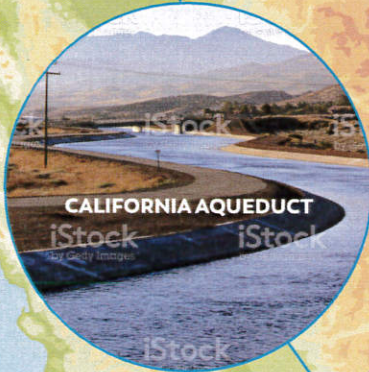
WATER DISTRICT

AZUSA | SIERRA MADRE | MONTEREY PARK | ALHAMBRA

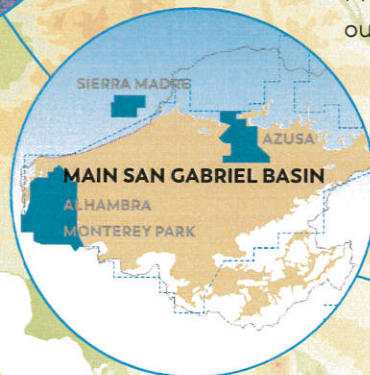
**STEWARD, LEADER AND TRUSTED SOURCE OF A SUSTAINABLE WATER SUPPLY**



SACRAMENTO —  
SAN JOAQUIN  
DELTA



CALIFORNIA AQUEDUCT



SIERRA MADRE  
AZUSA  
MAIN SAN GABRIEL BASIN  
ALHAMBRA  
MONTEREY PARK

**HISTORY**

Created in 1959 by voters in Alhambra, Azusa, Monterey Park and Sierra Madre. In 1974, construction of the Devil Canyon-Azusa Pipeline was completed and water deliveries from the State Water Project to replenish the Main San Gabriel Basin began.

**MISSION**

Provide reliable, supplemental water for the communities of Alhambra, Azusa, Monterey Park and Sierra Madre in a cost-effective and environmentally responsible manner.

**OPERATIONS**

As one of 29 State Water Contractors possessing a long-term contract with the California Department of Water Resources, import water from northern California to the Main San Gabriel Basin via the State Water Project to replenish groundwater supplies in our member cities.

# SAN GABRIEL VALLEY

# CHALLENGES



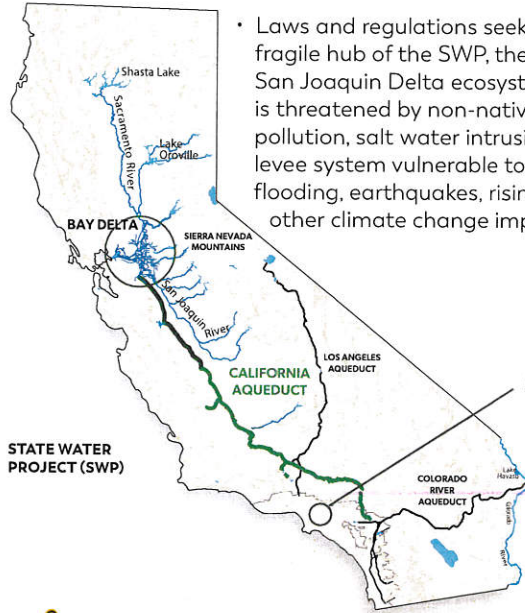
## LOCAL GROUNDWATER SUPPLIES DO NOT MEET DEMAND

- We use more water than Mother Nature provides locally. Groundwater provides about 80% of the water we use. About 20% of the Valley's water supply must be imported from northern California and the Colorado River.



## IMPORTED WATER SUPPLIES ARE AT RISK

- The State Water Project conveys up to approximately 4 million acre-feet of water per year from northern to central and southern California, providing water for drinking, agriculture and other residential, business and government uses.



- Laws and regulations seek to protect the fragile hub of the SWP, the Sacramento-San Joaquin Delta ecosystem, which is threatened by non-native species, pollution, salt water intrusion and a levee system vulnerable to subsidence, flooding, earthquakes, rising seas and other climate change impacts.



## DROUGHT AND CHANGING CLIMATE AND HUMAN BEHAVIOR AFFECT WATER SUPPLY AND DEMAND

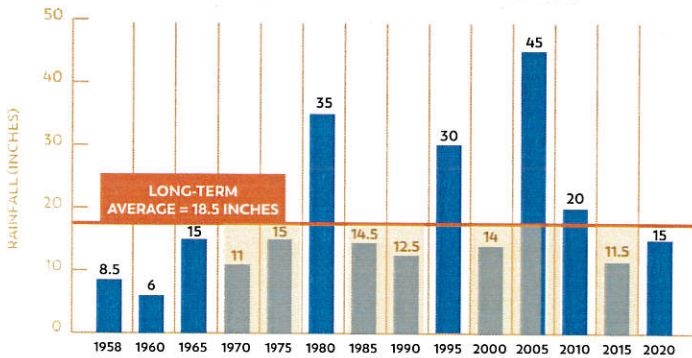
- Drought is the norm in the San Gabriel Valley. Climate change is causing less frequent but more extreme storm events along with rising temperatures.
- Population and economic growth, contamination and inconsistent conservation efforts are human factors that affect our water supply.



## IMPORTED WATER SUPPLIES ARE NOT GUARANTEED

The District's allocation of imported water from the State Water Project fluctuates annually based on Delta conditions, reservoir levels, rainfall and snow pack. Thus, the amount of imported water the District is able to deliver each year to its member cities and the Main San Gabriel Basin remains unpredictable. Water storage allows us to meet demand in years where allocations are low.

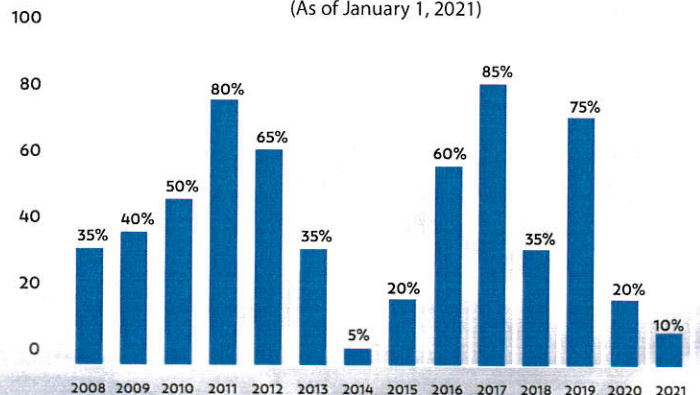
### FIVE DROUGHT CYCLES SINCE 1970



RAINFALL IN THE SAN GABRIEL VALLEY

### STATE WATER PROJECT: ANNUAL ALLOCATION

(As of January 1, 2021)

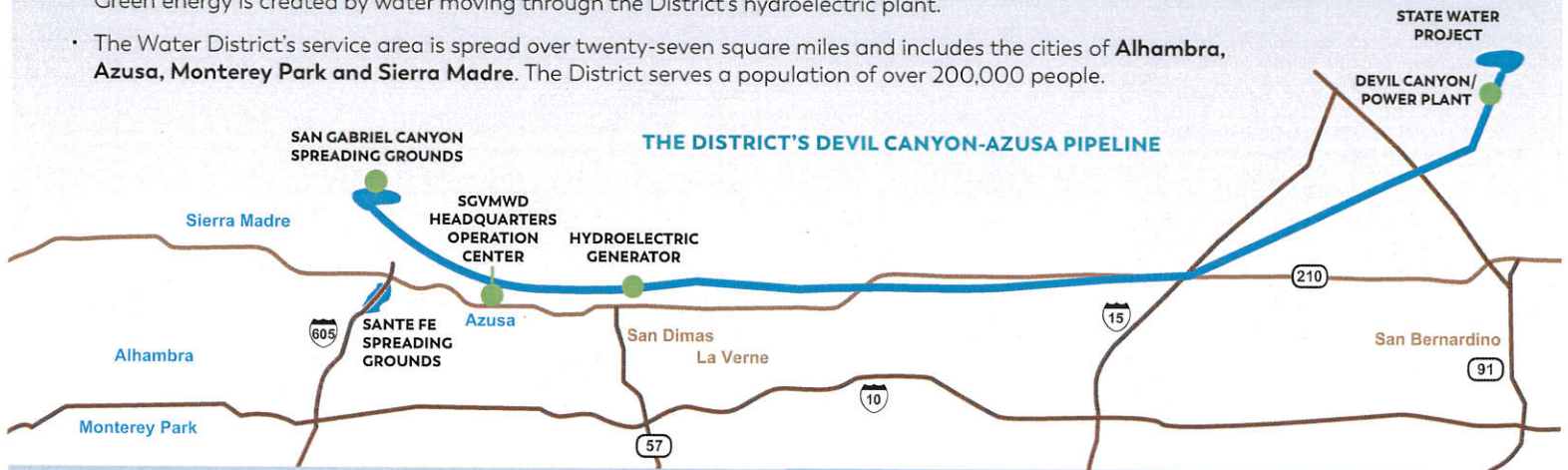


# THE DISTRICT'S MISSION

# SOLUTIONS

## PROVIDE LEADERSHIP AND SERVICES THAT CREATE A LONG-TERM, SUSTAINABLE IMPORTED WATER SUPPLY SOLUTION

- In 2020, the District committed \$2.68 million to support environmental planning by the Department of Water Resources for the Delta Conveyance Project, a modernization of the State Water Project infrastructure designed to enhance imported water supply reliability.
- The District is contracted to receive as much as 28,800 acre-feet per year of imported water from the State Water Project to supplement local groundwater supplies. The water is channeled through the District's pipeline infrastructure to spreading grounds operated by the Los Angeles County Department of Public Works. That water gradually percolates down to groundwater levels to replenish our aquifers. Green energy is created by water moving through the District's hydroelectric plant.
- The Water District's service area is spread over twenty-seven square miles and includes the cities of **Alhambra, Azusa, Monterey Park and Sierra Madre**. The District serves a population of over 200,000 people.



## SUPPORT MEMBER CITIES WITH TECHNICAL AND FINANCIAL RESOURCES

- SGVMWD grants and low interest loans have helped member city water departments and utilities fund new and improved reservoirs, wells, water quality/treatment facilities, irrigation systems and meter reading programs.



Alhambra Water Treatment Facility

- The District's rebate program has provided thousands of dollars to residents and businesses for their investment in water-saving equipment and supplies.



Sierra Madre Elementary School

- SGVMWD pilot projects include drought tolerant landscaping at schools, city halls and businesses.

## MAINTAIN WATER AGENCY PARTNERSHIPS TO LEVERAGE RESOURCES AND CREATIVITY

Collaborative and adaptive management approaches are key to managing water supply in such a diverse and populated region. In addition to working closely with neighboring water districts, our long-term partners include:



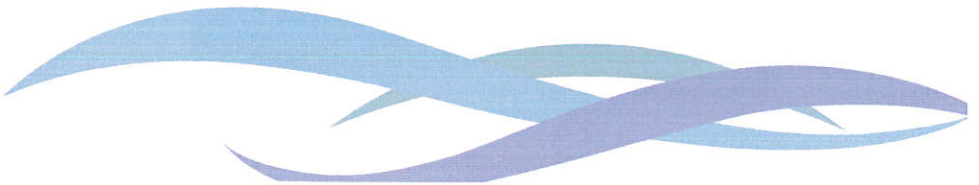
A nine-person board appointed by the Los Angeles County Superior Court, which administers and enforces the provisions of the Judgment which established water rights and the responsibility for efficient management of the quantity and quality of the Basin's ground water.



One of the largest municipal public works agencies in the United States, providing vital 21st Century infrastructure and essential services to more than 10 million people across a 4,000-square-mile regional service area, including management and operation of spreading grounds in the Main San Gabriel Basin.



Established by the State Legislature (SB1679) on February 11, 1993, to develop, finance, and implement groundwater treatment programs in the Main San Gabriel Basin.



## KEY MILESTONES

1959

The District's creation was approved by voters in Alhambra, Azusa, Monterey Park and Sierra Madre.



1962

Became a State Water Contractor responsible for delivering imported, northern California water via the State Water Project to the Main San Gabriel Basin.

1972

The Devil Canyon-Azusa Pipeline was built to connect to the State Water Project.



1973

Main San Gabriel Basin Watermaster created by the California Superior Court of Los Angeles County to administer the Basin's adjudicated water rights and to provide a basin-wide governing body for management of water resources.

1974

Began delivering water from northern California to supplement local groundwater supplies in the Main San Gabriel Basin.

1985



Installed a 1.05 megawatt hydroelectric power plant at the San Dimas turnout to generate electricity ("green power").

1993

The San Gabriel Basin Water Quality Authority was established by the State Legislature to develop, finance, and implement groundwater treatment programs in the San Gabriel Basin.



## A HISTORY...AND A FUTURE OF SERVICE AND COMMITMENT

As a new decade dawned in 2020, the District had just commemorated 60 years of service in 2019 with a renewed commitment to creating a sustainable water supply for our member cities. The District is well-positioned and strategically and financially strong to continue its tradition of dependable service, environmental stewardship and community leadership.

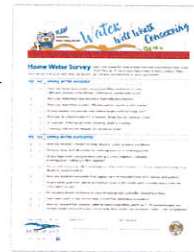
## GRASSROOTS OUTREACH, EDUCATION AND EMPOWERMENT

The District has initiated a variety of initiatives to promote innovation, collaboration and conservation as a way of life. We look forward to working with children, adults, schools, community groups and employers to develop programs that improve our quality of life and promote water education and conservation. Examples of such initiatives include:

H<sub>2</sub>Owl is made of water "fixtures" and visits schools, parks, libraries and community events.



Nearly every student graduating from schools in the District's service area have participated in the "Home Water Survey" program which features guest speakers at schools, water-wise materials for teachers and a students, a take-home survey for use by students and family members.

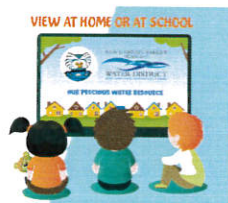


"Opportunities for Water Leadership" O.W.L. Grant Program, which provides funding for grassroots water conservation activities.



### Opportunities for Water Leadership

Educational videos abound on the District's website for use at home and at school. Video features include "Where Our Water Comes From" and "Making Conservation a Way of Life."



The District provided leadership to create the educational symposium in 2012. Prominent national, state and local presenters are featured with the focus on water supply and water quality issues in the San Gabriel Valley.



Please visit our website for more information about the District, about State water issues, imported water solutions, breaking news and a wealth of educational materials.

[SGVMWD.ORG](http://SGVMWD.ORG)

## KEY MILESTONES

1995

Extended Devil Canyon-Azusa Pipeline from Azusa to the Los Angeles County Department of Public Works' San Gabriel Canyon Spreading Grounds.

2004-2005

Provided \$10 million in grants and loans to member cities to improve water supply reliability.

2008

Introduced the District's water conservation guru, H<sub>2</sub>Owl, on Earth Day.

2012

Partnered with other major water agencies in the Main San Gabriel Basin to create the educational San Gabriel Valley Water Forum.

2014-2017

District received grant from Department of Water Resources for Automated Meter Reading Programs in Member Cities.

2019

Commemorated 60 years of providing supplemental water to augment local groundwater supplies.

2020

Offered more than \$8 million in grants and loans to member cities to enhance operations, fund infrastructure and promote water conservation in the midst of the Covid-19 pandemic.

1.9 million grant approved for City of Sierra Madre to fund the City's portion of a joint water well with the City of Arcadia, enabling a direct connection to the Main San Gabriel Basin for the City.



**PUBLIC HEARING AND REGULAR MEETING OF  
THE MAIN SAN GABRIEL BASIN WATERMASTER  
JANUARY 6, 2021 AT 2:30 O'CLOCK P.M.**

**Zoom Meeting ID link**

**<https://us02web.zoom.us/j/81825581890>**

**Meeting ID: 818 2558 1890**

**Password: 299152**

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<u>Agenda</u>	<u>Action/Notes</u>
1. CALL TO ORDER	
2. ROLL CALL OF WATERMASTER MEMBERS	
3. ELECTION OF OFFICERS [1]	
4. PUBLIC HEARING ON WATERMASTER DRAFT 5-YEAR WATER QUALITY AND SUPPLY PLAN [1]	
5. ADOPTION OF AGENDA [1]	
6. TIME RESERVED FOR PUBLIC COMMENT	
7. ITEMS REMOVED FROM CONSENT CALENDAR [1]	
8. CONSENT CALENDAR [1] All items on Consent Calendar may be approved with single action.	
a) Minutes of a Regular Meeting of Watermaster held December 2, 2020	
b) Lists of Demands	
c) Financial Statements, December 2020	
9. 2021 MEETING DATES [1]	
10. REPLACEMENT WATER/SURCHARGE ACCOUNTING [1]	
11. ATTORNEY'S REPORT [2]	
12. ENGINEER'S REPORT [2]	
13. EXECUTIVE OFFICER'S REPORT [2]	
14. REPORT FROM RESPONSIBLE AGENCIES [2]	
15. OUTSIDE COMMITTEE LIAISONS [2]	
16. INFORMATION ITEMS [2]	
a) Temporary assignment or lease of 32.64 AF of Production Right from Rados Bros. to San Gabriel Valley Water Company for FY 20-21	

- b) Letter Agreement Regarding Schedule for Payment of Cyclic Water Stored in Calendar Year 2019
- c) Change of Designee for Molson Coors USA LLC to Lisa Jordan
- d) Transmittal of SGVMWD Monthly Report for November 2020

17. COMMENTS FROM WATERMASTER MEMBERS [2]

18. FUTURE AGENDA ITEMS [1]

19. CLOSED SESSION [1]  
A closed session may be called to discuss pending or potential litigation.

20. ADJOURNMENT

**LEGEND**            [1]        INDICATES ACTION ANTICIPATED BY WATERMASTER ON THIS ITEM  
                         [2]        INDICATES INFORMATION ITEM - NO ACTION ANTICIPATED

**Chair Lynda Noriega Presiding**

*In light of the Governor's Executive Orders N-25-20 dated March 12, 2020 and N-29-20 dated March 17, 2020 (collectively, the "Executive Order") issued in response to the Covid-19 outbreak, the WQA Board Has Suspended Application of Certain Public Meeting Requirements otherwise required under Brown Act during the term of the Executive Order, Including Restrictions and Noticing Requirements Relating to the Conduct of Teleconferenced Board Meetings.*

*Due to the essential nature of the WQA Board Meetings in conducting Authority business, the WQA Board meeting will take place via online and teleconference.*

*Copies of Executive Order will be made available to members of the public upon request.*

**You may join the meeting by clicking on the following link:**

<https://attendee.gotowebinar.com/register/1656345409593018638>

Public comments can be emailed prior to the meeting to [stephanie@wqa.com](mailto:stephanie@wqa.com)

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**A REGULAR MEETING  
OF THE  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
AT  
1720 W. CAMERON AVENUE, SUITE 100  
WEST COVINA, CALIFORNIA**

**WEDNESDAY, DECEMBER 16, 2020 AT 12:00 P.M.**

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**AGENDA**

- |  |                |
|--|----------------|
| <b>I. CALL TO ORDER</b>  | <b>MARQUEZ</b> |
| <br>   |                |
| <b>II. PLEDGE OF ALLEGIANCE</b>  |                |
| <br>   |                |
| <b>III. ROLL CALL OF BOARD/COMMITTEE MEMBERS</b>   | <b>MORENO</b>  |
| Jorge Marquez, Chairman  | _____ (alt)    |
| Bob Kuhn, Vice-Chairman  | _____ (alt)    |
| Mark Paulson, Treasurer  | _____ (alt)    |
| Valerie Munoz, Secretary   | _____ (alt)    |
| Lynda Noriega  | _____ (alt)    |
| Mike Whitehead   | _____ (alt)    |
| Ed Chavez  | _____ (alt)    |
| <br>   |                |
| <b>IV. PUBLIC COMMENTS (Agendized Matters Only):</b>   | <b>MARQUEZ</b> |
| As provided under Government Code Section 54954.3, this time has been set aside for persons in the audience to provide comment or make inquiries on matters appearing on this Special Meeting agenda only. Please complete the appropriate request card and submit it to the Secretary, prior to the item being heard. A five-minute time limit on remarks is requested. |                |
| <br>   |                |
| <b>V. ITEMS TOO LATE TO BE AGENDIZED - Recommended Action:</b>   | <b>MARQUEZ</b> |
| Approve motion determining need to take action on item(s) which arose subsequent to posting of the Agenda (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board or, if less than two-thirds of Board members are present, a unanimous vote)   |                |

**VI. CONSENT CALENDAR**

**MARQUEZ**

(Consent items may all be approved by single motion) [enc]

- (a) Minutes for 11/18/20 Regular Board Meeting
- (b) Minutes for 12/8/20 Administrative/Finance Committee – Special Joint Meeting
- (c) Minutes for 12/9/20 Legislative/Public Information Committee – Special Joint Meeting
- (d) Demands on Administrative Fund
- (e) Demands on Project Fund

**VII. COMMITTEE REPORTS**

(These items may require action)

- (a) Administrative/Finance Committee Report [enc]
  - 1. Discussion/Action Regarding Update of Administrative Procedure No. 36 Part-Time Personnel [enc]
  - 2. Discussion/Action Regarding Memorandum of Understanding for Integrated Regional Water Management Planning and Implementation for the Greater Los Angeles County Region [enc]
- (b) Legislative/Public Information Committee Report [enc]
  - 1. Adopt Resolution No. 20-007, A Resolution of the San Gabriel Basin Water Quality Authority in Support of the Restoration of Congressional Earmarks [enc]

**VIII. OTHER ACTION/INFORMATION ITEMS**

**MARQUEZ**

(These items may require action)

- (a) Discussion/Action Regarding Whitmore Street Groundwater Remediation Facility Expanded Site Investigation Notice of Exemption [enc]
  - 1. Adoption of Resolution No. 20-008, A Resolution of the San Gabriel Basin Water Quality Authority Concerning a Notice of Exemption and Approval for Whitmore Street Groundwater Remediation Facility Expanded Site Investigation Planning Project [enc]
- (b) Discussion/Action Regarding Lease of Monitoring Well Site at Arbor Courtyard [enc]

**IX. PROJECT REPORTS**

**COLBY**

- (a) Treatment Plants:
  - 1. Baldwin Park Operable Unit
    - Arrow/Lante Well (Subarea 1) Status  
Operational
    - Monrovia Wells Operational

	• SGVWC B6 Plant	Operational
	• SGVWC B5 Plant	Operational
	• CDWC Well No. 14	Operational
	• La Puente Valley County Water District	Operational
2.	El Monte Operable Unit	
	• Eastern Shallow Zone	Operational
	• Eastern Deep Zone	Operational
	• GSWC Encinita Plant	Operational
	• Western Shallow Zone	Operational
3.	South El Monte Operable Unit	
	• Whitmore Street. Ground Water Remediation Treatment Facility	Operational
	• City of M.P. Well No. 5 VOC Treatment Facility	Operational
	• City of M.P. Well No. 12 VOC Treatment Facility	Operational
	• City of M.P. Well No. 15	Operational
	• City of M.P. Well Nos. 1, 3, 10 VOC Treatment Facility	Operational
	• GSWC Wells SG-1 & SG-2	Operational
	• SGVWC Plant No. 8	Operational
4.	Puente Valley Operable Unit	
	• Shallow Zone	Design
	• Deep Zone	Construction
5.	Area 3 Operable Unit	
	• City of Alhambra Phase 1	Operational
	• City of Alhambra Phase 2	Operational

**X. ATTORNEY'S REPORT** **PADILLA**

**XI. LEGISLATIVE REPORT** **MONARES**

**XII. EXECUTIVE DIRECTOR'S REPORT** **SCHOELLERMAN**

**XIII. FUTURE AGENDA ITEMS** **MARQUEZ**

**XIV. INFORMATION ITEMS [enc]** **MARQUEZ**

(a) San Gabriel Basin Water Calendar

**XV. FUTURE BOARD/COMMITTEE MEETINGS** **MARQUEZ**

(a) The next Administrative/Finance Committee Meeting is scheduled for Tuesday, January 12, 2021 at 10:00am

(b) The next Engineering Committee Meeting was scheduled for Tuesday, January 12, 2021 at 11:00am

(c) The next Legislative/Public Information Committee meeting was scheduled for Wednesday, January 13, 2021 at 11:00am

- (d) The next WQA Board meeting is scheduled for Wednesday, January 20, 2020 at 12:00 P.M. at WQA

**XVI. BOARD MEMBERS' COMMENTS/REPORTS**

**MARQUEZ**

**XVII. ADJOURNMENT**

**MARQUEZ**

*Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the Authority's business office located at 1720 W. Cameron Ave., Suite 100, West Covina, CA 91790, during regular business hours. When practical, these public records will also be made available on the Authority's internet web site, accessible at [www.wqa.com](http://www.wqa.com).*

## Memorandum

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**To:** San Gabriel Valley Municipal Water District Board of Directors

**From:** Darin Kasamoto General Manager

**Date:** Jan. 5, 2021

**Subject:** General Manager's Report

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### 1. SWP UPDATE

2021 initial allocation is 10%

Delta Conveyance Project (Cal Water Fix)- Funding Agreements for DCP environmental work have been approved by 88% of the total project. The remaining 12% is a portion of Kern County Water Agency which was assumed to be covered by MWD. However, at their Dec. 8 MWD did not approve this share. DWR has since sent a letter to all participating contractors stating that with the 88% commitment, and previously collected funds, the project will continue to move forward for the next two years.

State Water Project Water Management Tools Amendment is now being considered by all State Water Contractors. If approved the amendment will allow State Water Contractors greater flexibility in their use of Table A water. There have been two legal challenges filed to the Amendment as reported by Jim Ciampa.

Oroville update- no update since last month

### 2. MAIN SAN GABRIEL BASIN UPDATE

As of December 30, 2020, the Key Well is at 200.2 feet which is .7 feet higher than Dec. 4, 2020 due to releases from Morris Dam.

### 3. GRANT PROGRAM UPDATES

We are not actively pursuing any grants at this time. We will continue to monitor for potential matches for future projects. Monterey Park has indicated an interest in reviving attempts to utilize recycled water from Central Basin, we are in the process of modifying our Recycled Water feasibility study so that we will be eligible for federal funding for the 2021-2022 cycle. However due to uncertainty at Central Basin Municipal Water District, we are currently on hold.

### 4. MANAGEMENT ISSUES

I will try to initiate discussion with MWD on permanent modification of the Sierra Madre Agreement and Carson Project participation. Due to uncertainty with MWD Board and the hiring of a new Chief Executive Officer, these efforts are on hold.

Jim Ciampa and I have developed modified guidelines for our Zero interest loan program for the cities of Monterey Park and Sierra Madre to update them of the increased amount of funding available. This information has been distributed to the City Managers and key staff members.

# Memorandum

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**To:** San Gabriel Valley Municipal Water District Board of Directors

**From:** Ed Hills, Assistant General Manager

**Cc:** Darin Kasamoto, General Manager

**Date:** January 6, 2021

**Subject:** Assistant General Manager's Report

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1. Total water delivered in December 2020: 0 AF. As of August 31, 2020, SGVMWD completed deliveries to the MSGB until further notice.
2. Total deliveries to cyclic storage (calendar) year to date: 0 AF. Cyclic storage balance as of November 30, 2020: 11,618.81 AF. Amount of water banked on behalf of Dudley Ridge Water District: 13,916 AF.
3. Forecast of deliveries for January: The DCAP is offline and Schedule I has been dewatered in preparation for repair and maintenance.
4. Project Updates:
  - A. TE Roberts is executing the replacement of plug valves in Schedule I. The project is on schedule and is expected to be complete by the end of January 2021.
  - B. Civiltec has outlined a strategy to assess the condition of Schedule I. This item is on the agenda as an action item. Staff will provide a verbal report and recommendation.
5. Assistant General Manager meetings attended and activities:
  - A. Attended PWAG-ER COVID-19 meeting.
  - B. Met with Lee Patton (JPIA): Annual Risk Assessment Review/Meeting.
  - C. Met with Civiltec: Condition Assessment of Schedule I.
  - D. Attended the monthly meeting of the Main San Gabriel Basin Watermaster.