

**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

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.

S/ Thomas Wong
President

ATTEST:

S/ Darin J. Kasamoto
Secretary / Deputy Secretary