

**BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
REGULAR MEETING
MONDAY, JULY 12, 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....

Please join this meeting from your computer, tablet or smartphone.

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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 June 24, 2021
Financial Statements of June 2021
Disbursements of the Revolving Fund dated July 1, 2021, Check Nos. 11871 – 11881, EFT's and Wires
Disbursements of the Revolving Fund dated July 12, 2021, Check Nos. 11882 – 11885, EFT and Wires
Disbursements of the General Fund dated June 22, 2021 Check No. 42290
Disbursements of the General Fund dated July 12, 2021 Check Nos. 42291 – 42325
Future Meeting Attendance Approval – None

ACTION ITEMS

1. Proposal from Fish N' Weeds for Drought Tolerant Landscape
2. Proposal from CV Strategies to Review Job Descriptions and Salary Step System
3. Civiltec Engineering Proposal for Schedule 1 Pipeline Assessment
4. Declare Surplus Inventory

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

CLOSED SESSION

Public Employee Performance Evaluation - Government Code Section 54957
Position: General Manager

OPEN SESSION

Employment Contract and Salary Consideration

ADJOURNMENT

THIS AGENDA WAS POSTED ON JULY 8, 2021 AT SGVMWD.
THE NEXT REGULAR BOARD MEETING WILL BE AUGUST 9, 2021.

**MINUTES
BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
THURSDAY, JUNE 24, 2021
8:00 A.M.**

<https://global.gotomeeting.com/join/580580789> or Phone in 1(669) 224-3412

At 8:00 a.m. on June 24, 2021, the Board of Directors held its Regular Meeting via "GoToMeeting"

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; Evelyn Reyes, External Affairs Manager and Albert Lu; Jim Ciampa, Lagerlof LLP; Dave DePinto, DMCI; Jared Macias, City of Azusa; Kelly Gardner, Main San Gabriel Basin Watermaster; Jose Reynoso, City of Sierra Madre; John Robinson, John Robinson Consulting; Ed Chavez, Upper San Gabriel Valley Municipal Water District

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

UPDATES FROM CITY REPRESENTATIVES

Jose Reynoso from the city of Sierra Madre reported Stetson Engineers was selected as the consultant for design and construction support of the Arcadia-Sierra Madre Well project.

CONSENT CALENDAR:

Minutes of the Regular Board Meeting of May 10, 2021

Minutes of the External Affairs Committee Meeting of May 25, 2021

Financial Statements for May 2021

Disbursements of the Revolving Fund Dated:

May 20, 2021, Check Nos. 11847 – 11853, EFT and Wires in the amount of \$51,624.16

June 3, 2021, Check Nos. 11854 - 11860, EFT and Wires in the amount of \$50,360.77

June 17, 2021, Check Nos. 11861 – 11866, EFT and Wires in the amount of \$51,724.16

June 24, 2021, Check Nos. 11867 – 11870 and Wires in the amount of \$3,283.50

Disbursements of the General Fund Dated:

May 12 - 24, 2021, Check Nos. 42208 – 42232, and EFT's, in the amount of \$531,294.24

June 7 - 14, 2021, Check Nos. 42233 – 42259, and EFT's, in the amount of \$43,396.03

June 21, 2021, Check Nos. 42260 – 42289, in the amount of \$588,760.45

June 24, 2021

Future Meeting Attendance Approval:

International LGBTQ Leaders Conference, Dec. 1-4, Washington DC & Virtually

On motion of Director Paulson, seconded by Director Placido 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 June 24, 2021, by the following roll call vote:

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

ACTION AGENDA ITEM

PUBLIC HEARING TO ADOPT 2020 URBAN WATER MANAGEMENT PLAN

The Public Hearing on the District's 2020 Urban Water Management Plan and Water Shortage Contingency Plan was opened, and the Board received a presentation summarizing the 2020 Plans and several directors asked questions concerning various aspects of the Plans. No public comments were received, and the Public Hearing was then closed. On motion of Director Prince, seconded by Director Paulson and unanimously carried 5-0, A RESOLUTION OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT TO ADOPT THE 2020 URBAN WATER MANAGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN, Resolution No. 6-2021-784 was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on June 24, 2021, by the following roll call vote:

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

2021-2022 EXTERNAL AFFAIRS PLAN

On motion of Director Placido, seconded by Director Knoles and unanimously carried 5-0, the San Gabriel Valley Municipal Water District 2021-2022 External Affairs Plan was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on June 24, 2021, by the following roll call vote:

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

RESOLUTION NO. 6-2021-781 SALARY ADJUSTMENT

June 24, 2021

On motion of Director Paulson, seconded by Director Prince and unanimously carried 5 - 0, RESOLUTION NO. 6-2021-781, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT REVISING SALARIES commencing June 28, 2021, was approved.

Approved, by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on June 24, 2021, by the following roll call vote:

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

RESOLUTION NO. 6-2021-782 BUDGET

On motion of Director Paulson, seconded by Director Placido and unanimously carried 5-0, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT ADOPTING 2022 FISCAL YEAR BUDGET, Resolution No. 6-2021-782 was approved.

Approved, by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on June 24, 2021, by the following roll call vote:

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

RESOLUTION NO. 6-2021-783 WATER SUPPLY

On motion of Director Knoles, seconded by Director Placido and unanimously carried 5-0, A RESOLUTION OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT BOARD OF DIRECTORS CALLING FOR VOLUNTARY INCREASED WATER CONSERVATION TO MANAGE AND CONSERVE WATER TO ADDRESS DROUGHT CONDITIONS, Resolution No. 6-2021-783 was approved.

Approved, by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on June 24, 2021, by the following roll call vote:

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

FUTURE MEETING FORMAT

Counsel reported on June 11, Governor Newsome issued a new executive order that continued the suspension of the Brown Act noticing requirements through September 30. Effective October 1, the Brown Act requirements will be back in place unless some emergency legislation is passed to address those noticing requirements.

June 24, 2021

INFORMATION ITEMS

EXTERNAL AFFAIRS

External Affairs Report in Agenda Packet.

Ms. Reyes reported on outreach/messaging for summer 2021, grants to member cities, H2Owl Program Grant, Asian Media Event, and the District's enhanced website.

President Wong passed the gavel to Vice President Paulson before leaving the Board Meeting at 9:11 a.m.

UNFINISHED BUSINESS

REPORT ON BASIN MANAGEMENT

The Assistant General Manager reported San Gabriel Valley Water Company purchased 15,000 Acre-Feet of water from Upper San Gabriel Valley Municipal Water District for Producer Cyclic Storage. He also provided the current Baldwin Park Key Well water levels as of June 18.

REPORT OF WQA

Director Paulson reported Water Quality Authority's Board unanimously approved Executive Director Randy Schoellerman's 5-year employment agreement extension. He also reported WQA's 2022 Budget was approved.

REPORT OF THE ATTORNEY

Counsel reported the lifting of the prohibition on water service termination for non-payment ends September 30. He briefly reported on the following Bills: SB223, AB361 and AB703.

REPORT OF THE GENERAL MANAGER/ASSISTANT GENERAL MANAGER

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

The General Manager, along with Jose Reynoso, reported Sierra Madre's City Manager, Gabe Engeland has submitted his resignation effective July 16. The General Manager stated through the leadership of Gabe, the City of Sierra Madre and the District were able to accomplish many good things for the city and he wishes him well.

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

The Assistant General Manager reported installation of the new SCADA servers and software have been completed and testing is being conducted to ensure accuracy. He also briefed the Board on an article he read regarding the Hyatt Hydro Generation Power Plant that is in Oroville.

REPORT OF THE STATE WATER CONTRACTORS

The General Manager reported the Dry year transfer program is proceeding. The District will only be able to obtain a small amount of water, less than 500 acre-feet from this program and therefore will need to continue to look for additional water supply.

June 24, 2021

COMMITTEE MEETING REPORTS

Included in the Agenda Packet.

DIRECTOR REPORTS ON EVENTS ATTENDED

None

DIRECTOR COMMENTS

None.

President Wong rejoined the meeting.

ADJOURNED at 9:27 a.m.

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 9:27 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on July 12, 2021, at 8:00 a.m.

President

ATTEST:

Secretary

June 24, 2021

San Gabriel Valley Municipal Water District

Balance Sheet

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1001 · General Fund Bank of America	3,714,077.14
1005 · Revolving Cash Fund	183,954.31
1008 · Petty Cash	442.00
1009 · LAIF	19,476,277.04
1009.01 · LAIF FMV Adjustment	98,911.72
1011 · UBS Resource Management Account	
1012 · Cash with Broker	8,594.40
1013 · Certificates of Deposit	10,109,696.88
Total 1011 · UBS Resource Management Account	10,118,291.28
1014 · UBS Accrued Interest	-18,216.08
Total Checking/Savings	33,573,737.41
Accounts Receivable	
1603 · Accounts Receivable	20,018.60
Total Accounts Receivable	20,018.60
Other Current Assets	
1605 · Taxes Receivable	-0.34
1606 · Interest Receivable	5,208.26
1620 · Prepaid Expenses	156,880.09
1660 · Water Inventory	789,319.66
Total Other Current Assets	951,407.67
Total Current Assets	34,545,163.68
Fixed Assets	
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	-4,434,531.75
1801 · Pipeline	26,340,785.65
1830 · Accum Depreciation - Pipeline	-16,285,080.45
1840 · SCADA Telemetry	1,050.08
1841 · Accum Depreciation -SCADA	-1,050.09
1750 · SCADA 2013	849,166.22
1851 · Accum Depreciaton - SCADA 13	-601,457.04
1901 · Land	735,931.46
1902 · Buildings	2,346,232.42
1903 · Accum Depr - Buildings	-2,337,796.53
1904 · Furniture and Fixtures	173,585.69
1905 · Accum Depr - Furn and Fixtures	-143,562.63
1907 · Vehicles	164,401.97
1908 · Accum Depr - Vehicles	-159,637.56
1910 · Pipeline Misc Equipment	90,055.75
1911 · Accum Depr - Pipeline Misc Equi	-87,685.07
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
Total 1920 · Construction in Process	950,782.80
1921 · Capital Expenditures	
1921.09 · SCADA - computer server upgrade	51,344.00
1921.07 · SanDimas Hydro Deflec Batteries	35,595.25
1921.05 · Computer	6,198.90
1921.06 · Schedule 1 (Azusa) Blow-Off	401,829.51
1921.03 · Roof	58,390.47
1921.04 · Repaving	3,950.00
Total 1921 · Capital Expenditures	557,308.13

San Gabriel Valley Municipal Water District
Balance Sheet
As of June 30, 2021

	Jun 30, 21
1916 · A/D Computers	-1,516.13
1917 · A/D Paving	-389.50
1918 · A/D San Dimas Hydro	-2,374.51
1922 · A/D Roof	-11,674.56
Total Fixed Assets	13,926,709.64
Other Assets	
1998.99 · Deferred Outflows -OPEB	201,703.00
1999.99 · 1999.Deferred Outflows of Res	618,162.00
1927.01 · Sierra Madre NR Discount	-4,047.00
Total Other Assets	815,818.00
TOTAL ASSETS	49,287,691.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	413,617.46
Total Accounts Payable	413,617.46
Other Current Liabilities	
2010 · Accrued Payroll - V&SL	396,382.25
2014 · Miscellaneous Short Term Liabil	513,984.25
24000 · Payroll Liabilities	-33.44
Total Other Current Liabilities	910,333.06
Total Current Liabilities	1,323,950.52
Long Term Liabilities	
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	5,121,986.96
Total Long Term Liabilities	8,522,589.96
Total Liabilities	9,846,540.48
Equity	
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	597,592.36
Total Equity	39,441,150.84
TOTAL LIABILITIES & EQUITY	49,287,691.32

San Gabriel Valley Municipal Water District

Income Statement - Actual vs. Budget

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
General Operations					
3002 · Property Tax Revenue	14,825.84	375,000.00	4,541,492.12	4,500,000.00	4,500,000.00
3003 · Water Sales	27,623.00	261,337.00	2,665,879.00	3,136,000.00	3,136,000.00
3004 · Interest Income	4,047.00	41,663.00	202,313.83	500,000.00	500,000.00
3005 · Ready to Serve Revenue	990.00	990.00	11,880.00	11,880.00	11,880.00
3006 · RDA Prop Tax Trust Fund Alloc	0.00	41,663.00	973,482.37	500,000.00	500,000.00
3008 · SBVMWD Pipeline Maintenance Rev	0.00	5,288.00	0.00	63,500.00	63,500.00
3016 · Unrealized Gain (Loss) on Inves	0.00		-78,997.48		
Total General Operations	47,485.84	725,941.00	8,316,049.84	8,711,380.00	8,711,380.00
Power Revenue Sales					
3210 · Hydro Power Sales	0.00	5,464.00	0.00	65,623.00	65,623.00
Total Power Revenue Sales	0.00	5,464.00	0.00	65,623.00	65,623.00
Restricted Revenue - SWP					
3306 · Tax Revenue - State Water Proje	16,057.20	708,337.00	8,621,038.69	8,500,000.00	8,500,000.00
Total Restricted Revenue - SWP	16,057.20	708,337.00	8,621,038.69	8,500,000.00	8,500,000.00
Total Income	63,543.04	1,439,742.00	16,937,088.53	17,277,003.00	17,277,003.00
Gross Profit	63,543.04	1,439,742.00	16,937,088.53	17,277,003.00	17,277,003.00
Expense					
Unrestricted G.O. Expenses					
4001 · Director Fees	3,000.00	2,500.00	27,600.00	30,000.00	30,000.00
4010 · Salaries- Administrative	19,552.00	20,175.00	260,226.80	242,078.00	242,078.00
4014 · Field Supervision	14,203.20	14,657.00	171,450.00	175,851.00	175,851.00
4020 · Salaries Office	15,423.80	16,704.00	183,500.10	200,503.00	200,503.00
4021 · External Affairs Wages	8,419.20	9,015.00	101,679.77	108,169.00	108,169.00
4022 · Part Time Employee	575.00	1,200.00	5,190.00	14,400.00	14,400.00
4027 · Office Supplies - Equipment Mai	1,484.46	3,663.00	23,984.83	44,000.00	44,000.00
4029 · Election Expenses	0.00	3,337.00	221.03	40,000.00	40,000.00
4031 · Legal Services	2,275.00	4,163.00	37,792.75	50,000.00	50,000.00
4032 · State Water Contract Services	59,459.75	3,837.00	126,642.00	46,000.00	46,000.00
4033 · Public Relations	5,609.89	11,250.00	50,063.57	135,000.00	135,000.00
4034 · Governmental Relations Consulti	7,000.00	7,163.00	84,000.00	86,000.00	86,000.00
4035 · Consulting & Engineering Expens	51,677.23	41,932.75	353,666.97	503,193.00	503,193.00
4036 · Medicare Tax Expense	1,209.67	1,260.00	14,970.43	15,175.00	15,175.00
4039 · PERS - Retirement Expenses	109,868.76	67,040.00	823,476.38	804,535.00	804,535.00
4040 · Social Security Tax Expense	5,172.37	4,791.00	52,872.98	57,558.00	57,558.00
4041 · State Compensation Fund	1,135.92	2,087.00	11,252.73	25,000.00	25,000.00
4042 · State Unemployment Insurance Ta	64.35	129.00	1,397.36	1,570.00	1,570.00
4043 · Health Insurance Expense	35,401.59	37,163.00	426,039.09	446,000.00	446,000.00

San Gabriel Valley Municipal Water District

Income Statement - Actual vs. Budget

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
4044 · Dental/ Vision Benefit Expense	349.00	6,413.00	46,503.28	77,000.00	77,000.00
4045 · Insurance - Liability, Casualty	2,622.83	3,163.00	40,565.32	38,000.00	38,000.00
4046 · Blue Cross Employee Reimburseme	1,984.84	5,000.00	61,972.03	60,000.00	60,000.00
4048 · Life Insurance	306.90	288.00	3,510.60	3,500.00	3,500.00
4050 · Dues and Associations	7,734.08	7,087.00	93,784.91	85,000.00	85,000.00
4051 · Travel and Conferences -Dir	0.00	2,087.00	4,535.00	25,000.00	25,000.00
4052 · Publications and Periodicals	0.00	56.00	139.90	650.00	650.00
4053 · State Water Contractors Audit	0.00	837.00	9,247.00	10,000.00	10,000.00
4054 · Financial Audit Expense	0.00	1,663.00	17,602.50	20,000.00	20,000.00
4055 · Travel & Conference -Staff	91.34	2,500.00	1,093.24	30,000.00	30,000.00
4057 · Taxes - Annual Fee	0.00	4,163.00	49,937.37	50,000.00	50,000.00
4058 · Tax Collection Fees	0.00	2,750.00	4,295.05	33,000.00	33,000.00
4059 · Property Tax Expense	0.00	56.00	588.95	650.00	650.00
4060 · Telephone Expense	3,024.01	3,337.00	39,882.24	40,000.00	40,000.00
4061 · Utilities - Gas, Electric, and	1,808.75	1,538.00	16,236.30	18,500.00	18,500.00
4062 · Conservation Materials	6,010.43		6,010.43		
4063 · Safety Program	0.00	413.00	0.00	5,000.00	5,000.00
4065 · Water Conservation/Rebates Prog	5,349.79	20,837.00	20,390.19	250,000.00	250,000.00
4067 · OPEB -Other Post Employment Ben	23,333.33	25,000.00	479,999.96	300,000.00	300,000.00
4090 · SWP Transportation Cost	14,032.59	208,337.00	4,156,637.19	2,500,000.00	2,500,000.00
4093 · Uniform and Material Rentals	345.97	375.00	2,988.65	4,500.00	4,500.00
4095 · Vehicle Maintenance, Operating	2,633.56	1,750.00	19,059.27	21,000.00	21,000.00
4096 · Communication Expense	144.00	513.00	5,684.66	6,200.00	6,200.00
4099 · Facility Maintenance	932.97	2,500.00	42,328.36	30,000.00	30,000.00
4100 · Salaries - Field Workers	21,322.35	22,496.00	258,116.64	269,974.00	269,974.00
4108 · Grounds Maintenance and Materia	3,449.00	2,750.00	29,905.59	33,000.00	33,000.00
4112 · Depreciation Expense	39,390.00		472,680.00		
4113 · Pipeline Maintenance & Material	0.00	4,163.00	4,939.79	50,000.00	50,000.00
4114 · SCADA Maintence	220.48	663.00	6,680.48	8,000.00	8,000.00
4120 · Grants	304,000.00	148,913.00	496,199.54	1,787,000.00	1,787,000.00
Total Unrestricted G.O. Expenses	780,618.41	731,714.75	9,147,541.23	8,781,006.00	8,781,006.00
Riverside Facility					
4300 · Salaries - Riverside	802.27	1,310.00	6,837.91	15,698.00	15,698.00
4301 · Riverside Maintenance and Mater	238.34	500.00	5,940.79	6,000.00	6,000.00
Total Riverside Facility	1,040.61	1,810.00	12,778.70	21,698.00	21,698.00
Hydro Expenses					
4402 · Salaries - Hydro	127.74	745.00	2,129.77	8,896.00	8,896.00
4403 · Hydro Maintenance Materials	0.00	1,125.00	1,354.00	13,500.00	13,500.00
4406 · Hydro So Cal Edison (8800)	0.00	437.00	2,975.21	5,200.00	5,200.00
Total Hydro Expenses	127.74	2,307.00	6,458.98	27,596.00	27,596.00
Restricted Expense					

San Gabriel Valley Municipal Water District

Income Statement - Actual vs. Budget

June 2021

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
4510 · State Project Expense	386,794.00	671,059.00	7,005,732.00	8,052,719.00	8,052,719.00
4511 · State Project Amortization	8,034.00	8,087.00	96,408.00	97,000.00	97,000.00
4591 · State Project Cost of Water Adj	-1,288.00		55,037.00		
Total Restricted Expense	393,540.00	679,146.00	7,157,177.00	8,149,719.00	8,149,719.00
66000 · Payroll Expenses	0.00		0.00		
Total Expense	1,175,326.76	1,414,977.75	16,323,955.91	16,980,019.00	16,980,019.00
Net Ordinary Income	-1,111,783.72	24,764.25	613,132.62	296,984.00	296,984.00
Other Income/Expense					
Other Expense					
6001 · COVID-19 Expense	0.00		15,540.26		
Total Other Expense	0.00		15,540.26		
Net Other Income	0.00		-15,540.26		
Net Income	-1,111,783.72	24,764.25	597,592.36	296,984.00	296,984.00

REVOLVING FUND RECAP

July 01, 2021

Check No.	Date	Description	Amount
11871-11874	07/01/21	Payroll Expense	\$ 29,168.37
EFT	07/01/21	Payroll Expense - PERS	\$ 7,214.11
Wires	07/01/21	Federal & State Payroll Taxes	\$ 13,436.45
11875	07/01/21	Azusa Light & Water	\$ 52.36
11876	07/01/21	Frontier	\$ 448.26
11877	07/01/21	SCE	\$ 300.45
11878	07/01/21	The Gas Compnay	\$ 20.73
11879	07/01/21	Verizon Wireless	\$ 377.93
11880	07/01/21	Verizon Wireless (M2M)	\$ 866.20
11881	07/01/21	Azusa Light & Water	\$ 687.77

July 01, 2021 GRAND TOTAL DISBURSEMENTS..... \$ 52,572.63

REVOLVING FUND RECAP

July 12, 2021

Check No.	Date	Description	Amount
11882	07/12/21	Bruce H Knoles	\$ 182.30
11883	07/12/21	Mark R Paulson	\$ 364.60
11884	07/12/21	Miles L Prince	\$ 546.90
11885	07/12/21	Thomas Wong	\$ 307.60
Wires	07/12/21	Federal & State Payroll Taxes	\$ 342.60

July 12, 2021 GRAND TOTAL DISBURSEMENTS..... \$ 1,744.00

3:07 PM

07/08/21

Accrual Basis

San Gabriel Valley Municipal Water District

Transactions by Account

As of June 30, 2021

Type	Date	Num	Name	Amount
1001 · General Fund Bank of America				
Bill Pmt -Check	06/22/2021	42290	State Water Contractors	-55,625.00
Total 1001 · General Fund Bank of America				-55,625.00
TOTAL				-55,625.00

3:08 PM

San Gabriel Valley Municipal Water District

Transactions by Account

As of July 12, 2021

07/08/21

Accrual Basis

Type	Date	Num	Name	Amount
1001 · General Fund Bank of America				
Bill Pmt -Check	07/12/2021	42291	ACWA	-50.00
Bill Pmt -Check	07/12/2021	42292	ACWA-JPIA 2	-12,041.21
Bill Pmt -Check	07/12/2021	42293	ACWA JPIA Medical/Life	-34,898.79
Bill Pmt -Check	07/12/2021	42294	Albert Lu	-7.84
Bill Pmt -Check	07/12/2021	42295	Alhambra Chamber Commerce	-1,400.00
Bill Pmt -Check	07/12/2021	42296	Alliance Communication Services (Co...	-130.00
Bill Pmt -Check	07/12/2021	42297	Alsco (Corp)	-345.97
Bill Pmt -Check	07/12/2021	42298	ATT	-105.18
Bill Pmt -Check	07/12/2021	42299	Azusa Light & Water (Utilities Dept)	-102,932.00
Bill Pmt -Check	07/12/2021	42300	Azusa Plumbing Supply (Corp)	-48.69
Bill Pmt -Check	07/12/2021	42301	BOA-Visa	-701.97
Bill Pmt -Check	07/12/2021	42302	California Advocates, Inc. (Corp)	-7,000.00
Bill Pmt -Check	07/12/2021	42303	California Underground Facilities	-115.15
Bill Pmt -Check	07/12/2021	42304	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	07/12/2021	42305	Charter	-239.98
Bill Pmt -Check	07/12/2021	42306	City of Alhambra (Public Works)	-200,000.00
Bill Pmt -Check	07/12/2021	42307	Civiltec Inc (Corp)	-16,175.00
Bill Pmt -Check	07/12/2021	42308	County of LA Auditor Controller	-6,220.63
Bill Pmt -Check	07/12/2021	42309	D.H. Maintenance Services	-160.00
Bill Pmt -Check	07/12/2021	42310	DePinto Morales Communications, Inc.	-12,986.80
Bill Pmt -Check	07/12/2021	42311	DigAlert (Corporation)	-262.45
Bill Pmt -Check	07/12/2021	42312	DWR	-61,666.00
Bill Pmt -Check	07/12/2021	42313	Fish N Weeds (Corp)	-1,580.00
Bill Pmt -Check	07/12/2021	42314	Frontier	-593.13
Bill Pmt -Check	07/12/2021	42315	Grainger (Corp)	-2.71
Bill Pmt -Check	07/12/2021	42316	Henry Radio, Inc. (Corp)	-144.00
Bill Pmt -Check	07/12/2021	42317	LOWES	-190.16
Bill Pmt -Check	07/12/2021	42318	Maria Jarmin	-49.73
Bill Pmt -Check	07/12/2021	42319	Public Water Agencies Group (PWAG)	-1,838.75
Bill Pmt -Check	07/12/2021	42320	Special Signs, Inc (Corp)	-4,343.85
Bill Pmt -Check	07/12/2021	42321	State Compensation Insurance Fund	-536.58
Bill Pmt -Check	07/12/2021	42322	Stetson Engineers, Inc.	-149.00
Bill Pmt -Check	07/12/2021	42323	Thinking Green Consultants	-2,972.41
Bill Pmt -Check	07/12/2021	42324	Verizon Business Services	-591.85
Bill Pmt -Check	07/12/2021	42325	Wells Fargo Vendor Fin Serv	-276.35
Total 1001 · General Fund Bank of America				-540,756.18
TOTAL				-540,756.18

VISA Recap
April 21, 2021 to May 20, 2021

Office	5/26/2021	Apple.com	Icloud	\$0.99							\$0.99
	6/3/2021	Google.Gsuite	Monthly Service Fee	\$72.00							\$72.00
		Intuit Payroll	Quickbooks	\$24.00							\$24.00
	6/8/2021	SoCal Newspaper	2020UWMP Notice	\$455.00							\$455.00
	6/10/21	DocuSign	Yearly Software	\$120.00							\$120.00
	6/17/21	Zoom	Fee	\$29.98							\$29.98
										Total Due	\$701.97

AGENDA ACTION ITEM NO. 1

PROPOSAL FROM FISH N' WEEDS FOR DROUGHT TOLERANT LANDSCAPE

RECOMMENDED ACTION: Approve proposal from Fish N' Weeds for \$15143.80

BACKGROUND: The proposal will remove all non-drought tolerant vegetation and replace with water efficient plants. The plan calls for removal of 164 plants, and for 210 new plants.

BUDGET IMPACT: \$15,143.80

PRIOR BOARD ACTION: None

FISH N' WEEDS

417 CORONADO STREET
SAN DIMAS, CA 91773
(909) 305-9510

Estimate

Date	Estimate #
7/2/2021	5607

Name / Address
SAN GABRIEL VALLEY WATER DISTRICT P.O. BOX 1299 AZUSA, CA 91702-1299

Description	Qty	Cost	Total
LANDSCAPING RE: PLANT SIZE -OPTION B RE: 1402 NORTH VOSBURG DRIVE			
30-5G. LITTLE JOHN BOTTLEBRUSH	30	36.49	1,094.70
17-1G. SPANISH LAVENDER	17	17.85	303.45
5-5G. BRONZE FLAX	5	36.49	182.45
30-1G. DIETES IRIDIOIDES (MORAEAS)	30	17.59	527.70
30-1G. STAR JASMINE	30	17.59	527.70
10-5G. DWARF SWEET PEA	10	36.49	364.90
20-1G WHITE YARROW	20	16.79	335.80
24-5G. LIPSTICK SALVIA	24	36.49	875.76
28-1G. STATICE	28	17.59	492.52
6-5G. DIANELLA FLAX	6	39.99	239.94
10-5G. RED SALVIA GREGII	10	34.99	349.90
2 YDS PLANTERS MIX	2	36.99	73.98
MULTIPLE DELIVERIES OF PLANTS FROM OUTSIDE VENDOR		275.00	275.00
LABOR INCLUDES THE LOCATING OF MATERIAL,REMOVAL OF OLD PLANTS, PREPARATION OF AREAS FOR NEW PLANTINGS REMOVAL OF 44 RED CARPET ROSES, 80 ICEBERG ROSES, 40 DAYLILIES, THE PLAN IS TO REPLACE WHITE ICEBERG ROSES AT ENTRANCE WITH MORAEAS AND STAR JASMINE/ REPLACE CARPET ROSES WITH DWARF SWEET PEA BUSHES, SPANISH LAVENDER AND LITTLE JOHN BOTTLEBRUSH (DEPENDING ON THE AREA) REPLACE DAYLILIES WITH WHITE YARROW AT FRONT DOOR ENTRANCE, REPLACE WHITE ICEBERG ROSES BY THE EAST ENTRANCE WITH LIPSTICK SALVIA AND STATICE, REPLACE IRISES WITH DIANELLA FLAX, REPLACE DAYLILIES UNDER THE SYCAMORE WITH RED SALVIA GREGII AND STATICE,		9,500.00	9,500.00
THANK YOU FOR YOUR CONSIDERATION! HAVE A GREAT DAY!		Total	\$15,143.80

AGENDA ACTION ITEM NO. 2

PROPOSAL FROM CV STRATEGIES TO REVIEW JOB DESCRIPTIONS AND SALARY STEP SYSTEM

RECOMMENDED ACTION: Approve proposal from CV Strategies in the amount of \$15,600

BACKGROUND: As a follow-up to the recently presented salary survey, the Administrative/Finance Committee recommends evaluation of all job descriptions and for a survey of the salary step scales for other water districts. This information will be used along with the salary survey to develop a recommendation on the district's current salaries and step system.

BUDGET IMPACT: The District's budget for consulting has a contingency built in, therefore this proposal will not affect the adopted budget.

PRIOR BOARD ACTION: None

Date: July 6, 2021

Client:

Mr. Darin Kasamoto, General Manager

San Gabriel Valley Municipal Water District | 1402 N. Vosburg Drive, Azusa, CA 91702

Cost Proposal

PURPOSE	DESCRIPTION	PROPOSED HOURS	NOT TO EXCEED COST
Support Salary Survey with additional findings and clarification through comprehensive job descriptions based on timely, relevant discussions with staff cross-checked with staffing structure best practices	Research and add components to salary survey		
	» Research salary structure of 17 previously identified comparison agencies (includes by MOU type where applicable)		
	» Develop content to add salary scale comparison to salary survey		
	» Add content to designed salary survey report	14	\$2,600
	Evaluate and revise SGVMWD job descriptions to reflect current duties and ensure accuracy		
	» Review existing SGVMWD job descriptions (10 job descriptions)		
	» Schedule and interview employees to gain insight on job duties (10 interviews)		
	» Develop updated job descriptions based on interviews (10 job descriptions) with client revisions	56	\$10,500
	Brand SGVMWD job descriptions to present the agency in a professional manner		
	» Design revised job descriptions to present a modern and consistent SGVMWD image (10 job descriptions)	15	\$2,500
Subtotal		85	\$15,600
Not to exceed:			\$15,600

Rates for Communication Services

- » President – \$225/hour
- » Vice-President – \$200/hour
- » Account Manager/Specialist – \$175/hour
- » Design/Video/Photo – \$150/hour
- » Translator – \$125/hour
- » Support Staff – \$100/hour

Terms & Compensation

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

Agreed & Approved

Name

Signature

Title

Date

AGENDA ACTION ITEM NO. 3

CIVILTEC ENGINEERING PROPOSAL FOR SCHEDULE 1 PIPELINE ASSESSMENT

RECOMMENDED ACTION: Approve Civiltec proposal for up to \$192,870 for engineering services for Schedule 1 pipeline assessment and authorize the General Manager to execute a professional services agreement upon review by legal counsel.

BACKGROUND: This project was built into the 2021-2022 budget due to indications of active corrosion on this segment of the pipeline. Phase one of this project which consisted of video inspection was completed earlier this year. Based upon those findings Civiltec is now recommending more detailed inspection before making further recommendations.

BUDGET IMPACT: None, this was built into the consultant line item in the recently adopted budget

PRIOR BOARD ACTION: None



Civil, Water, Wastewater, Drainage, Transportation and
Electrical/Controls Engineering • Construction Management • Surveying
California • Arizona

July 7, 2021

San Gabriel Valley Municipal Water District
549 East Sierra Madre Avenue
P.O. Box 1299
Azusa, CA 91702-1299

Sent Via Email: edhills@sgvmwd.com

Attention: Ed Hills | Assistant General Manager

Subject: Proposal for Pipeline Condition Assessment – Schedule 1
Civiltec Proposal No. PM20155

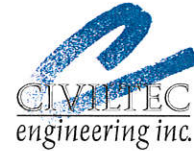
Dear Mr. Hills:

The San Gabriel Valley Municipal Water District (SGVMWD) is proposing to assess the condition of the Devil Canyon-Azusa Pipeline Project (DCAP). Specifically, the effort described herein is for Segment 1, a 30-inch diameter pipeline approximately 34,490 feet in length. The pipeline was constructed in 1974. The area of concern is approximately 20,990 feet in length and is described in additional detail herein. Schedule 1 is aligned from east to west across the City of Glendora. **Civiltec** recently prepared the analysis and determination of appropriate inspection methods for formal analysis and evaluation of the pipeline and have determined that Pipeline Inspection and Condition Analysis Corporation (PICA) has the best technologies for verifying the useful life of the bar wrapped concrete cylinder pipe. The use of the PICA system requires installation of a pipe improvements that will allow for installation and retrieval of the PICA equipment. In order to provide for installation and retrieval of this equipment two points along the schedule 1 alignment will require placement of two new point of connection to the existing pipeline along with access manholes. A total of 3 access manholes will be installed along the alignment. Our efforts include preparation of the design and contract documents for bidding purposes to secure a contractor to make the installations and coordinate with PICA to either perform the inspection as a sub-contractor or designate PICA as a third party hired directly by SGVMWD to whom the Contractor is responsible for providing permitting, traffic control and coordination while inspection work is ongoing.

SGVMWD anticipates that in the near future the shutting down and draining of Schedule 1 of the DCAP is feasible within the year 2021 calendar year. In light of this development of plans and specifications to initiate the contract must move forward expeditiously. Our efforts include design of 3 locations that require an access manhole for inspection and CCTV activities.

AUTHORIZED RESPONSIBLE ENGINEERS

Civiltec proposes to assign C. Shem Hawes, PE, Senior Engineer, as company representative. He will be responsible for the firm's timely response and quality completion of this project. W. David Byrum, PE, will be the Principal-in-Charge with complete authority to handle all contractual matters, commit **Civiltec's** resources as necessary and take all action necessary to meet your requests. Steven Walker,



PE, Senior Project Engineer, will serve as lead project engineer. This team has completed numerous similar projects together. All work will be performed directly from our Fullerton office.

SCOPE OF SERVICES

Based on our project understanding and professional experience, we have identified the following scope of services.

Phase 1 – Field Investigations

Task 1 – Site Survey and Research

Civiltec will conduct complete utility research and contact each utility company to request verification of location, size, and depth of facilities within the project limits. We have utilized DigAlert's design lookup online database for contacts from each utility company that has facilities within each project limit.

Utility research may include, but is not limited to, existing water, sewer, storm drain, gas, telephone, electrical, cable TV, fiber optic, and oil. We will perform a record and data search of survey information (assessor maps, parcel maps, records of survey, ROW maps, easement documents, etc.) obtained as a part of the research efforts. **Civiltec** will prepare a project base map utilizing information received from the utility and records research.

Civiltec will perform the survey for the site and will survey utility markings, GPR renderings, dip manholes, survey utility structures that are accessible from ground surface. The topography will be plotted at a scale of 1-inch=40-feet with 1-foot contours.

Civiltec will prepare a topographic survey of the project limits. We will establish the control survey points using accepted benchmark and centerline tie information. We will take field shots of manholes, water valve covers, water meter boxes, fire hydrants, drainage features, poles, edge of pavement, curb and gutter, sidewalk, trees, parkways, catch basins and other visible aboveground facilities within the street ROW. **Civiltec** will dip the sewer manholes and storm drain catch basins and record inverts. For greater accuracy of the base plans, **Civiltec** will document utility markings made as part of the potholing efforts. Additionally, we will perform a site field walk to confirm facilities identified by the topographic survey and review any site constraints to aid in the selection of the preliminary pipeline alignments.

Task 2 – Geotechnical Investigations (Optional)

Before fieldwork begins, proposed boring locations will be marked and Underground Service Alert (USA) will be notified, so that known public or private underground utilities can be identified in these proposed boring areas. **Civiltec** does not assume responsibility for damage to unidentified utilities or structures. This proposal excludes any stand-by time for field crews and assumes no site-specific health and safety training, or other briefings, will be required to access this site.

Converse proposes to drill a total of three (3) borings for this project. Borings will be drilled to 20 feet below existing ground surface within project site. If refusal is encountered before the planned depths are reached, the borings will be terminated at that depth.

The borings will be drilled with a truck-mounted rig (CME 75 or equivalent) equipped with an 8-inch diameter hollow-stem auger for soil sampling. Relatively undisturbed ring and bulk



samples of the subsurface soils will be obtained at frequent intervals in the borings. The undisturbed samples will be obtained with a California Modified Sampler (2.4-inch inside diameter and 3-inch outside diameter) lined with thin sample rings. The soil will be retained in brass rings (2.4 inches in diameter and 1-inch in height). The central portion of the sample will be retained and carefully sealed in waterproof plastic containers for shipment to our laboratory. Bulk soil samples will be collected in plastic bags and brought to our laboratory.

The mechanically driven hammer for the sampler is 140 pounds falling 30 inches for each blow. The number of successive drops of the driving weight ("blows") required for each 6-inches of penetration will be shown on the boring log.

Standard Penetration Tests (SPTs) will be performed starting at ground level to 10 feet below existing ground surface. Blow counts will be recorded, and samples will be collected for laboratory testing. This data will be used for liquefaction analysis and settlement estimate for the site subjected to seismic activity.

Borings terminated at a depth less than 10 feet below existing ground surface where groundwater is not encountered will be backfilled with soil cuttings and capped to match surface conditions. Borings extending into groundwater or deeper than 10 feet below existing ground surface will be backfilled with grout and capped to match surface conditions.

Analytical Testing

One composite soil sample will be submitted to a California ELAP certified laboratory under chain-of-custody control. All sample analyses will be conducted on a standard turnaround time. The samples will be analyzed as follows:

- U.S. Environmental Protection Agency (EPA) 8015M – Total Petroleum Hydrocarbons (TPH) Carbon Chain Speciation
- EPA 8260 – Volatile Organic Compounds (VOCs) and Oxygenates
- EPA 8270 – Semivolatile Organic Compounds (SVOCs)
- EPA 8082 – Polychlorinated Biphenyls (PCBs)
- EPA 8081A – Organochlorine Pesticides (OCPs)
- EPA 6010B – Title 22 Metals

Laboratory Testing Item Included	
In-Place Moisture and Density	Expansion Index
Corrosion	Sieve Analysis
Consolidation	Laboratory Maximum Density
Direct Shear	R-Value

Engineering Analyses and Report Preparation

Data obtained from the exploratory borings and the laboratory testing program will be evaluated. Engineering analyses will be performed to develop design recommendations that will be presented in a geotechnical investigation report.



Site Specific Geotechnical Report <i>(Includes exploration location map, boring logs, and geotechnical laboratory test data and the following.)</i>	
Site and Subsurface Conditions.	Includes description of on-site soils, boring locations, and test methodologies utilized, historic high groundwater depth for the subject site and current groundwater depth (if encountered), and boring Logs, laboratory testing methodology and results.
Faulting and Seismicity.	Includes liquefaction characteristics and liquefaction potential/dry seismic settlement evaluation and site co-efficient for soil characteristics relative to CBC 2019 earthquake forces.
Engineering Geology.	Includes regional geology, local geology, and submission of geohazard report to California Geological Survey.
Recommendations for Site Preparation.	Includes grading, over excavation and compaction, subgrade preparation, structural backfill, suitability of on-site soils for regrading or for use as compacted fill, types of imported fill (if required) for use as compacted fill, identification on map of existing cut/fill lines, special recommendations for expansive soils or for proposed site work where expansive soils are present, and shrinkage and subsidence.
Design Recommendations.	Includes foundation recommendations for design and construction of proposed reservoirs, retaining walls and pavement, including mitigation of soil conditions and grades. Also includes bearing capacity and minimum footing embedment, vertical and lateral pile capacity (if required), lateral earth pressures and resistance to lateral load (active earth pressures, passive earth pressures, and seismic lateral forces for above-grade), settlement, modulus of subgrade reaction, slab-on-grade design recommendation, soils parameters for pipe design, thrust block recommendations (if required), and pipe bedding requirements.
Design Recommendations – Pavement.	Includes a table showing thickness of existing pavement (where encountered), flexible pavement reconstruction options including asphalt concrete over aggregate base and full depth asphalt concrete, and subgrade preparation recommendations under reconstructed pavement.
Soil Corrosivity Evaluation.	
Construction Recommendations.	Includes temporary excavations, recommendations for deep excavation adjacent to existing structures, and recommendations for shoring parameters.

Task 3 – Subsurface Utilities Locating (Potholing 10 locations, Optional)

Following approval of the preliminary alignments, we will prepare a pothole plan to identify proposed pothole locations. **Civiltec** will be assisted by BESS Utility Solutions (BESS) to pothole existing utilities that conflict with the proposed pipeline alignments. Pothole locations will be determined from the construction drawings prepared in the 60% design and DIGAlert markings made prior to potholing. **Civiltec** has budgeted a total of ten (10) potholes, although the actual number of potholes will be confirmed during the preliminary design phase. BESS will pothole at these tagged locations and report the depth to the top and bottom of the utility and utility material by means of vacuum excavation. Any spoils retrieved from the pothole will either be re-compacted in place or borrow material will be utilized to resurface the area of pothole. Paving will be replaced with cold patch asphalt. All excavation work will be done in accordance with the excavation permit secured by BESS. At the Plant 1 site BESS will perform a GPR survey to characterize the existing utilities on the site.

Other possible pothole locations include where existing records do not provide sufficient information to ascertain the depth and location of a utility.



Design Deliverables

Pothole Plan. The pothole plan will be submitted as a PDF via email for review and approval by the District.

Pothole Report. The pothole report will be submitted as a PDF via email for review and approval by the District.

Task 4 - Design Team Field Visits

Site visits will be performed by our design team to verify constraints on project parameters as is needed to formulate the design package.

Phase 2 –Access Points Engineering Design and Bid Phase Services

Task 1 – 50% Plans Development Submittal Preparation

Civiltec will prepare a preliminary alignment design for review and approval by the District. A comprehensive utility base map compiled from record mapping, utility record drawings and field investigation will be the basis for the preliminary pipeline alignments. Drawings will be in AutoCAD Version 2019, on 24-inch by 36-inch plan only sheets with a 1-inch equals 40-foot horizontal scale and colorized in accordance with the District's standards.

The 50% submittal will include preliminary plan design sheets, preliminary bidding schedule, and engineer's construction cost estimate. The design sheets will also include the District's standard title block, public ROW, street centerlines, property lines, jurisdictional boundaries, easements, relevant dimensions, topographic information, lot addresses, utilities, and utility callouts.

Design Deliverables

50% Submittal. Preliminary alignment design, preliminary bidding schedule and engineer's construction cost estimate as a PDF via email for review by the District.

Task 2 – 90% Specifications Development and Cost Estimate

The 90% design submittal will include the bidding schedule and engineer's construction cost estimate. The District will provide the front-end specifications and sample special and technical sections. We will tailor these documents for the project and include additional sections, as necessary.

Task 3 – 90% Plans Submittal Preparation

Civiltec will prepare detailed design plans for construction based on comments from the preliminary alignment designs. We will submit 90% design drawings for review and approval by the District. Plans will include construction callouts, standard drawings, trench, and pavement restoration details in accordance with City or County requirements. **Civiltec** will develop large-scale details and/or sections for necessary tie-in locations and critical utility crossing.

Design Deliverables

90% Submittal. The 90% submittal will include complete construction drawings (with revisions based on comments from the 50% submittal review), specifications, bid schedule and engineer's



Design Deliverables

construction cost estimate. We will submit a PDF copy of the plans via email for the District to review and approve.

Task 4 – Permitting and Plan Check with the City of Glendora

Civiltec will complete encroachment/ excavation permit applications and 100% construction drawings for permitting through the City of Glendora. Design will be revised, as necessary, based on comments from the permit agencies. We will pursue the process until encroachment/excavation permits submittals are approved. We will meet with agency staff as necessary to discuss the project and provide information for final permit approval. The District will pay permit and inspection fees.

Design Deliverables

Permit Applications. Appropriate agency permit applications will be completed, and additional pertinent documents, forms and plans submitted for permit processing.

Task 5 – 100% Plans and Specifications Submittal Preparation (Bid Set)

Civiltec will prepare 100% design plans for construction based on comments from the 90% alignment designs. We will submit 100% design drawings for review and approval by the District. Plans will include construction callouts, standard drawings, trench, and pavement restoration details in accordance with City or County requirements. **Civiltec** will develop large-scale details and/or sections for necessary tie-in locations and critical utility crossing.

Design Deliverables

100% Submittal. The 100% submittal will address comments from the 90% submittal, if necessary. **Civiltec** will submit two (2) bond sets of the plans, one (1) Mylar print of construction drawings, hard copy set of specification package and engineer's construction cost estimate, and final drawing and document files in PDF, Microsoft Excel, and AutoCAD formats. A California Registered Civil Engineer will sign and stamp all plans.

Task 6 - Prebid Meeting and Responses to Bidder Questions

Civiltec will respond to requests for information (RFIs) and issue addendums with review and concurrence by the District during the bidding phase. We will prepare necessary sketches of design details to clarify any issues during bidding. We will attend a pre-bid meeting to assist with any questions that may arise during the meeting with the bidders and project stakeholders

Phase 3 – Construction and Pipeline Inspection Management Assistance

Task 1 – Submittal and Resubmittal Reviews, RFIs (25)

Civiltec will provide construction support services including evaluation of the contractor's master schedule for compliance with the specifications, ensure what is proposed is deemed realistic, and provide recommendations if there are opportunities for greater efficiency. We will also review shop drawings, manufacturer's submittals (up to 15 submittals), and RFIs (up to 10



RFIs) as well as meet with the District to discuss any change orders (2 change orders) and/or construction issues.

Task 2 – Kickoff and Weekly Meetings (8 weeks)

Civiltec will attend a preconstruction meeting and four additional construction progress meetings under supervision of the construction manager, distribute an agenda, and meeting minutes to all project team members. *Civiltec's* design project manager will attend approximately five meetings total including four monthly on-site progress meetings with the District, the contractor, and/or permitting agencies.

Task 3 – Onsite Construction Observation (8 weeks)

When the project is ready to mobilize and while considering the schedule of procurement of the major equipment, our resident observer will begin full-time observation whenever construction commences on-site. Before any personnel is allowed within the construction area, all personal protection equipment (PPE) will be reviewed while ensuring all safety procedures and practices are adhered to during construction activities. We will also monitor required construction best management practices (BMPs) to ensure compliance with environmental, California Environmental Quality Act (CEQA) documents, approved Stormwater Pollution Prevention Plans (SWPPP) and submittals. Our observation efforts also include the following in conformance with routine needs to implement the project components:

- Traffic Control Monitoring,
- Monitoring Deviations in the Work,
- Facility and Pipeline Shutdowns,
- Construction Management Monthly Reports, and
- Environmental Control.

Construction activities, incidents, labor personnel including subcontractors, visitors, equipment, and deliveries will be recorded daily and documented on daily and weekly reports. Pictures of the construction progress will be taken daily, and video of certain special activities will be recorded. The daily reports will be summarized in a weekly report and all material tickets, testing results, reports, photos, and videos will be submitted to the District. These reports will be key to confirm progress payment requests and the work that was accomplished. We will maintain the required folders and binders during construction, so all field documents are readily available.

Civiltec will provide weekly summary reports to the project team and the District documenting progress, which will include daily reports, test results, and an updated schedule. Furthermore, we will observe the contractor for compliance with site and job safety requirements and inform the District of any concerns or problems regarding observed site or job safety.

Daily construction observation will be provided for 8-hours per day and at critical points in inspection. We have budgeted 320 hours of field time for observation work.

Task 4 – Review Contractor Pay Requests

Civiltec will obtain, verify, analyze, and process all contractor's requests for monthly progress pay estimates and the final pay request. We will also obtain conditional and unconditional lien



releases from contractors and provide certified payroll to the District, as required for contract compliance.

Task 5 – Review Draft and Final Remaining Useful Life (RUL) Report

Civiltec will review and critique the RUL report prepared by PICA to initiate the formulation of project objectives moving forward and establish the next steps in project formulation.

Task 6 – Final Inspection and Construction Report and Prepare Recommendations

Civiltec will arrange and conduct the start-up testing, pre-final and final observations of work placed into service to be witnessed by the project team. We will ensure all operational manuals and warranties are reviewed and approved. *Civiltec* will prepare a “punch list” and identify contractor-assigned tasks to obtain final completion and ensure these responsibilities are upheld. We will also review the contractor’s project record drawings and ensure they are complete and accurate before project close-out.

Civiltec will also provide ongoing review of the video inspection and remote field couple process. We will organize and log the videos and tie each to the mapping. We will analyze the video and inspection reports and identify potential deficiencies in the pipeline. A report summarizing the results of the video and inspection efforts will be prepared. This effort will ultimately lay the foundation to the future step in the development of a formal construction plan to perform the improvements. Our efforts will include development of the pros and cons of the ultimate improvement options that may include the following:

- Cathodic Protection – Impressed or Passive Systems
- Cement Mortar Relining
- Status Quo
- Spot Repair with Hand-placed Mortar from within the pipe
- Pipe section replacement
- Slip lining with HDPE or Fusible PVC

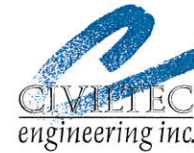
Task 7 – Construction Closeout Assistance and Record Drawings

Civiltec will review the contractor’s set of field record drawings and ensure timely update of as-builts. All revisions noted will be compiled into a final set of as constructed plans. *Civiltec* will review, organize, and compile all final records and documentation and provide the District with a final bound record package as updated record drawings.

ASSUMPTIONS

Civiltec anticipates SGVMWD will provide the following:

- Design information for the operating conditions of the 30-inch pipeline, as-built plans, and as-built blow off and air release valve details.
- Facility design drawings and any design modification drawings.



- Updated electronic files of the SGVMWD standard bid documents.

SCHEDULE

Civiltec is available to commence this project immediately. Based on the scope of work described previously, we can complete this project within 3 months.

FEE DISTRIBUTION SCHEDULE

Professional fees for the above-described services will be billed on a time and materials, not to exceed basis as summarized below. A breakdown of our hours and fees is included as Attachment A.

Phase 1 – Preliminary Studies	\$43,860.00
Phase 2 – Inspection Procurement	\$74,260.00
Phase 3 – Inspection Phase Assistance	\$74,750.00
Total	\$192,870.00

Total (W/O Options)\$161,470.00

Any jurisdictional permit or inspection fees associated with the field work will be the responsibility of SGVMWD. Reimbursable expenses, hourly rates and other contract terms and conditions will be provided as described in our on-call contract with you. *Civiltec* will bill monthly for all work performed and expenses incurred on the project's behalf.

If this proposal is acceptable, please return a signed copy to our office. Again, thank you for the opportunity to submit this proposal. We look forward to working with you on this exciting project. Please contact the undersigned directly with any comments or questions.

Sincerely,

Civiltec engineering, inc.

A handwritten signature in blue ink that reads 'C. Shem Hawes'.

C. Shem Hawes, PE
Principal, Senior Engineer
SCH:cms
Attachment(s): A – Breakdown of Hours and Fees

Attachment A

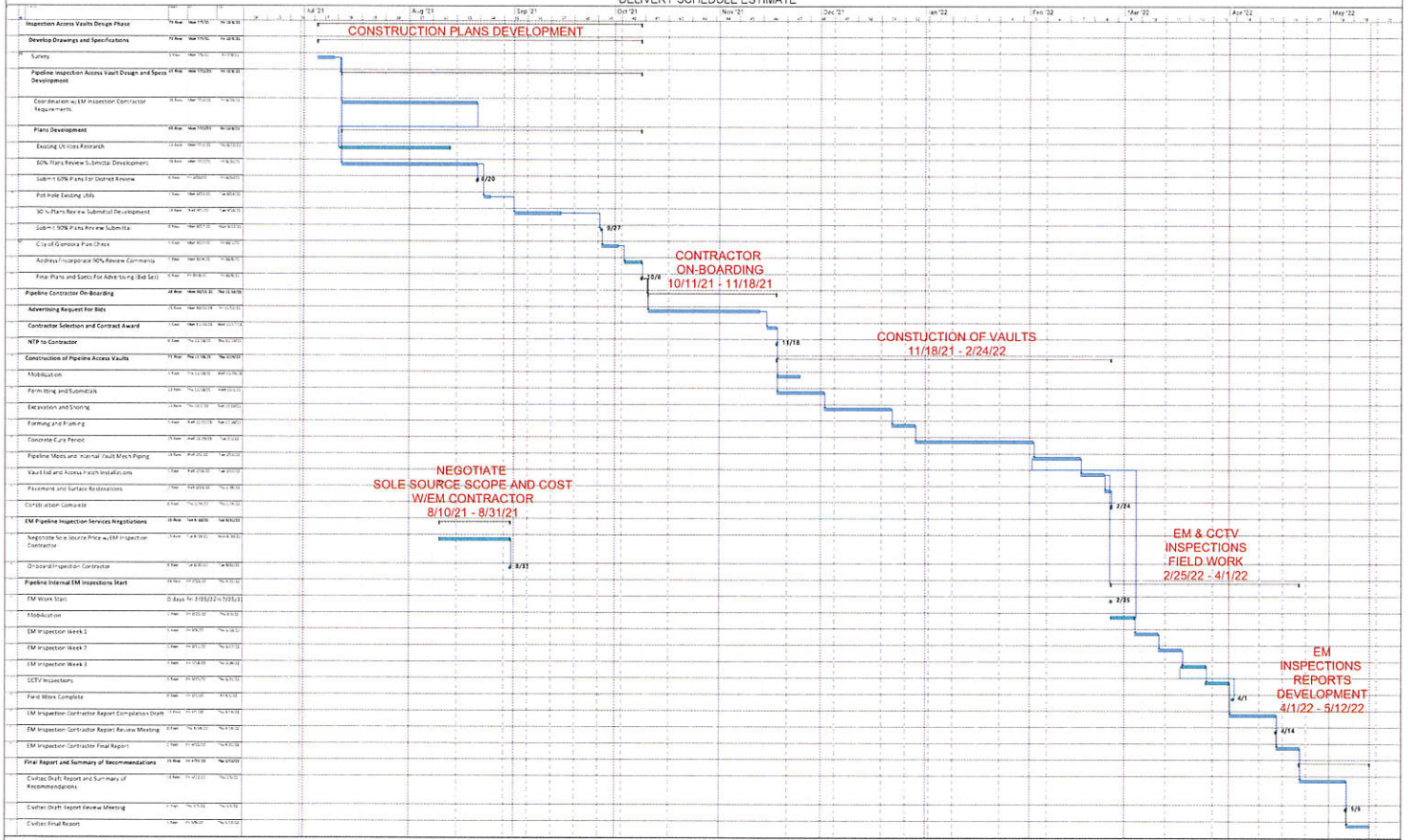
Breakdown of Hours and Fees

SGVMWD
DCAP SCHEDULE I PIPELINE CONDITION ASSESSMENT PROJECT
ENGINEERING SERVICES COST ESTIMATE

Date: July 7, 2021

Date:	July 7, 2021	Shem	Steve/Sanjay	Jorge	Gray/Jason	Jason	Chris D	Chris D					
	HOURS BY SrE	HOURS BY SrPE	HOURS BY Sr. D	HOURS BY SE	HOURS BY CADT	HOURS BY CO	HOURS BY Admin	HOURS BY 2MS	HOURS BY SM	REIMB. EXPENSES	Subconsultant Cost + 10%	TOTAL COST	
Scope of Work	\$ 230.00	\$ 195.00	\$ 195.00	\$ 150.00	\$ 105.00	\$ 110.00	\$ 80.00	\$ 240.00	\$ 180.00				
1 Field Investigations	2	10	10	10	4	0	16				-	\$ 43,860	
Site Survey (2 locations) and Research			2		2		16	18	6	500		\$ 7,760	
Geotechnical Investigations (Optional)		1		1	1						\$ 17,000.00	\$ 17,450	
Subsurface Utilities Locating (Potholing 10 locations, Optional)		1		1	1						\$ 13,500.00	\$ 13,950	
Design Team Field Visits	2	8	8	8								\$ 4,700	
2 Access Points Engineering Design and Bid Phase Services	20	92	76	158	96	28	10	0	0	0	-	\$ 74,260	
50% Plans Development Submittal Preparation	4	20	36	40	40							\$ 21,680	
90% Specifications Development and Cost Estimate	9	18		54								\$ 13,680	
90% Plans Submittal Preparation		24	24	32	28							\$ 16,860	
Permitting and Plan Check w/ City of Glendora	1	2		4			8					\$ 1,860	
100% Plans and Specifications Submittal Preparation (Bid Set)	4	12	16	24	20							\$ 11,920	
Prebid Meeting and Responses to Bidder Questions	2	16		4	8	28	2					\$ 8,260	
3 Construction and Pipeline Inspection Management Assistance	27	70	0	91	12	362	2	0	0	0	-	\$ 74,750	
Submittal and Resubmittal Reviews, RFIs (25)	10	20		40		30						\$ 15,500	
Kickoff and Weekly Meetings (8 weeks)	4	12		12								\$ 5,060	
Onsite Construction Observation Services (8 Weeks)						320						\$ 35,200	
Review Contractor Pay Requests	1	4										\$ 1,010	
Review Draft RUL Report	5	10		7			1					\$ 4,230	
Final Inspection and Construction Report and Prepare Recommendations	6	18		32			1					\$ 9,770	
Construction Closeout Assistance and Record Drawings	1	6			12	12						\$ 3,980	
HOURS	49	172	86	259	112	390	28	18	6		-	1120	
BUDGET W/O OPTIONAL ITEMS												\$ 161,470	
BUDGET	\$ 11,270	\$ 33,540	\$ 15,910	\$ 38,850	\$ 11,760	\$ 42,990	\$ 2,240	\$ 4,320	\$ 1,080	\$ 500	\$ 30,500	\$ 192,870	

SGVMWD DCAP SCHEDULE 1 PIPELINE
EM INSPECTIONS AND CONSTRUCTION MODIFICATIONS PROJECT
DELIVERY SCHEDULE ESTIMATE



AGENDA ACTION ITEM NO. 4

DECLARE SURPLUS INVENTORY

RECOMMENDED ACTION: Approve disposal of surplus inventory.

BACKGROUND: None

BUDGET IMPACT: None

PRIOR BOARD ACTION: None

**SURPLUS INVENTORY DECLARED BY THE BOARD OF DIRECTORS
on July 12, 2021**

#	Quantity	Description
1.	1	Operations Center Workstation PC
2.	1	San Dimas Workstation – EOC backup polling Server
3.	1	GE iFix SCADA Server #1
4.	1	GE iFix SCADA Server #2
5.	1	Terminal Server #1
6.	1	Terminal Server #2
7.	1	Miscellaneous Server
8.	1	Historian Server

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

Cc: Darin Kasamoto, General Manager

From: Evelyn Reyes, External Affairs Manager

Date: July 8, 2021

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
Monthly Total	5	14	3	0	3	0	0
FY 20/21 Total	51 1-cistern	68	17	0	23	0	0

External Affairs Update:

Outreach/Messaging for Summer 2021: Our summer message for water conservation is: "Saving Water...it's a good thing." The City of Azusa has already utilized the new message and has signs and bus shelters throughout the city. The City of Monterey Park and City of Alhambra's banners are currently in production.

Meetings:

June 29 - Attend a special meeting of the San Gabriel Valley Council of Governments Water Technical Assistance Committee.

June 30 – Attended ACWA's webinar on drought messaging.

July 7 – Attended the Main San Gabriel Basin Watermaster's monthly meeting.



**A REGULAR MEETING OF
THE MAIN SAN GABRIEL BASIN WATERMASTER
JULY 7, 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

<u>Agenda</u>	<u>Action/Notes</u>
1. CALL TO ORDER	
2. ROLL CALL OF WATERMASTER MEMBERS	
3. ADOPTION OF AGENDA [1]	
4. TIME RESERVED FOR PUBLIC COMMENT	
5. ITEMS REMOVED FROM CONSENT CALENDAR [1]	
6. CONSENT CALENDAR [1] All items on Consent Calendar may be approved with single action.	
a) Minutes of a Regular Meeting of Watermaster held June 2, 2021	
b) Lists of Demands	
c) Financial Statements, June 2021	
7. ATTORNEY'S REPORT [2]	
8. ENGINEER'S REPORT [2]	
9. EXECUTIVE OFFICER'S REPORT [2]	
10. REPORT FROM RESPONSIBLE AGENCIES [2]	
11. OUTSIDE COMMITTEE LIAISON REPORTS [2]	
12. INFORMATION ITEMS [2]	
a) Temporary assignment or lease of 874.00 acre-feet of Production Right from Azusa Valley Water Company to City of Monrovia for FY 2020-21	
b) Temporary assignment or lease of 200.00 acre-feet of Production Right from Azusa Valley Water Company to Valley County Water District for FY 2020-21	
c) Temporary assignment or lease of 1,800.71 acre-feet of Carry-Over Right from IBY Property Owner, LLC to San Gabriel Valley Water Company for FY 2020-21	
d) Temporary assignment or lease of 19.04 acre-feet of Production Right from Carolyn Heinrich to San Gabriel Valley Water Company for FY 2020-21	

- e) Temporary assignment or lease of 450.00 acre-feet of Production Right from Covina Irrigating Company to California Domestic Water Company for FY 2020-21
 - f) Temporary assignment or lease of 300.00 acre-feet of Production Right from Covina Irrigating Company to California Domestic Water Company for FY 2020-21
 - g) Temporary assignment or lease of 213.00 acre-feet of Production Right from Covina Irrigating Company to California Domestic Water Company for FY 2020-21
 - h) Temporary assignment or lease of 300.00 acre-feet of Production Right from City of Whittier to Covina Irrigating Company for FY 2020-21
 - i) Temporary assignment or lease of 335.39 acre-feet of Production Right from Mary Kay Partridge (Dawes) to La Puente Valley County Water District for FY 2021-22
 - j) Temporary assignment or lease of 55.00 acre-feet of Production Right from Del Rio Mutual Water Company to California Domestic Water Company for FY 2020-21
 - k) Temporary assignment or lease of 160.00 acre-feet of Production Right from Sonoco Products Company to California Domestic Water Company for FY 2020-21
 - l) Temporary assignment or lease of 134.83 acre-feet of Integrated Production Right, consisting of 125.24 acre-feet of Production Right and 9.59 acre-feet of Diversion Component, from Metropolitan Water District of Southern California to San Gabriel Valley Water Company for FY 2020-21
 - m) Temporary assignment or lease of 2,000 acre-feet of Production Right from Azusa Valley Water Company to San Gabriel Valley Water Company for FY 2020-21
 - n) Change of Designee for Rados Bros. to Stephen S. Rados
 - o) Transmittal of SGVMWD monthly report for May 2021
13. COMMENTS FROM WATERMASTER MEMBERS [2]
14. FUTURE AGENDA ITEMS [1]
- a) Public Hearing on August 4 Regarding Any Requests for Waivers of Assessments
15. CLOSED SESSION [1]
A closed session may be called to discuss pending or potential litigation.
16. ADJOURNMENT

LEGEND

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

Chair Lynda Noriega Presiding

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Darin Kasamoto General Manager

Date: June 17, 2021

Subject: General Manager's Report

1. SWP UPDATE

The SWP allocation was reduced from 10% to 5%. This is the third time in history where the allocation was decreased, it was previously done in 2014 and 1996.

Dry year transfer program is proceeding, the District will only be able to obtain small amount of water, less than 500 ac-ft, from this program and therefore will need to continue to look for additional supply.

Delta Conveyance Project (Cal Water Fix)- no update since last month.

Oroville Spillway second appeal to FEMA has been rejected, DWR will file a final appeal, but will begin billing contractors for the repair cost assuming the final appeal will be rejected. In total it appears the District will pay about \$432,000 per year from 2021 through 2035 for the repairs.

2. MAIN SAN GABRIEL BASIN UPDATE

As of June 11, 2021, the Key Well is at 192.4 feet which is 2.4 feet lower than April 30, 2021

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. We will actively monitor potential funding opportunities through by the state and federal government. I will have Steve Bucknam provide an update at a meeting in the near future.

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.

CV Strategies has completed the salary and benefits survey with comments from the May board meeting incorporated. The Admin Committee will work on next steps.

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Ed Hills, Assistant General Manager

Cc: Darin Kasamoto, General Manager

Date: July 7, 2021

Subject: Assistant General Manager's Report

1. Total water delivered in June 2021: 540 AF. SGVMWD delivered 540 AF on behalf of Three Valleys Municipal Water District (TVMWD) to Covina Irrigating Company's surface water treatment facility. SGVMWD's allocation for CY 2021 is 1,440 AF (5% of 28,800 AF); SGVMWD has 0 AF available for delivery.

2. Total deliveries to cyclic storage (calendar) year to date: 1,522 AF. Cyclic storage balance as of May 31, 2021: 3,421.35 AF. Amount of water banked on behalf of Dudley Ridge Water District: 13,916 AF.

3. Forecast of deliveries for July 2021: Deliveries to Covina Irrigating Company will continue on behalf of TVMWD throughout July. In addition, SGVMWD has initiated a 3,000 AF delivery to the City of Azusa's treatment facility on behalf of Upper San Gabriel Valley Municipal Water District.

4. Project Updates:

- A. The 2021 SCADA upgrade project is substantially complete.
- B. The 2020 Urban Water Management Plan has been submitted to DWR.

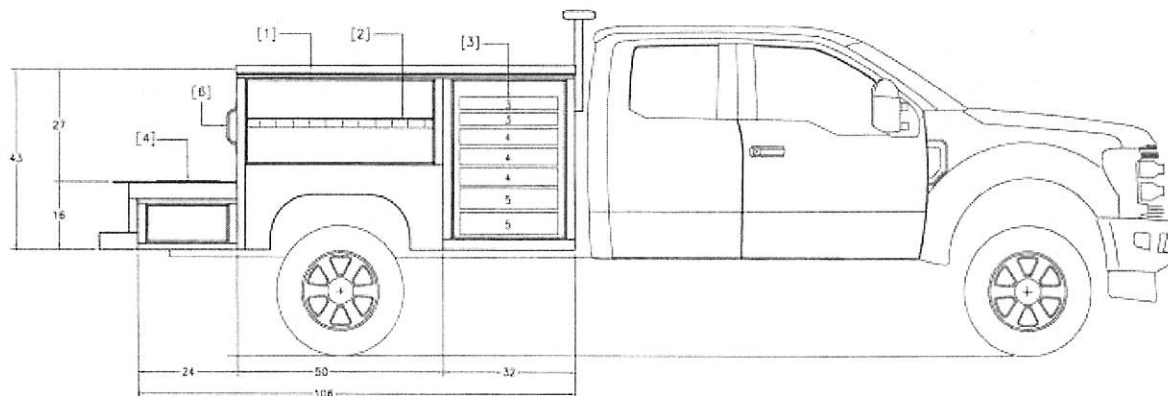
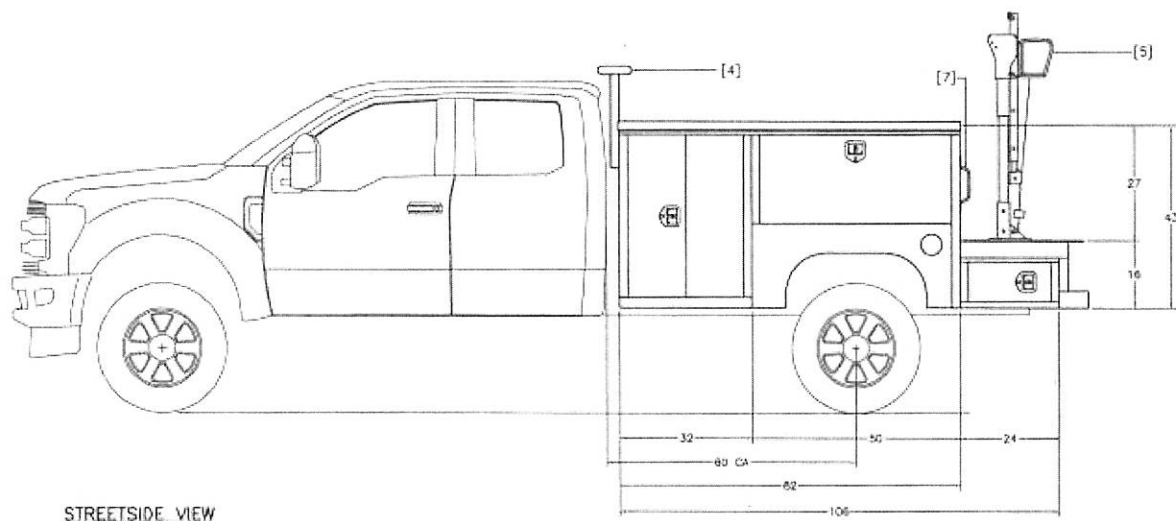
5. Operations and Maintenance: In addition to routine operations and maintenance staff completed the following tasks during the month of June:

- A. Installation of SCADA server rack and cabling for communications and power.

6. Assistant General Manager meetings and activities:

- A. Attended the monthly meeting of the Main San Gabriel Basin Watermaster.

Replacement Service Truck



Prepared for: San Gabriel Valley Municipal Water District Board of Directors

Prepared by: Steve Kiggins, Supervising System Operator

July 8, 2021

EXECUTIVE SUMMARY

Objective

The District owns a service fleet consisting of a 1995 Super Duty w/crane, 2012 F-250 w/service body and a 2013 F-150 w/tool storage boxes. The Super Duty only has ~63K miles on it but due to its age and vandalism while parked at the San Dimas facility, the chassis, crane and service body have reached the end of useful life. The F-250 has 216K+ miles and the F-150 has approximately 110K miles.



Electric-Hybrid Option

Interest has been expressed by the Board to consider environmentally conscious options with the purchase of this vehicle. While hybrid and electric vehicle options are rapidly expanding, they are limited to light-duty vehicles at this time. Currently Ford offers the F-150 with a hybrid option and orders are being accepted for the F-150 Lightning EV with delivery by May 2022. The payload capacity for both hybrid and EV depending on options is roughly 1,800-2,000 lbs. with a GVWR below 8,000 lbs.

Goals

The purchase of a replacement service truck with a service body, crane and work platform will meet the goal to retire the 1995 Super Duty from the fleet and to transition the 2012 F-250 to part-time use for equipment-intensive field maintenance tasks and to serve as a backup in case of mechanical breakdown. While the F-150 is well-suited for pipeline patrols and responding to Dig Alerts, it lacks adequate cargo space and storage for field maintenance particularly when traffic control equipment is required.

Conclusions

The goal of retiring the 1995 Super Duty with a truck capable of meeting the field needs of operations staff necessitates the purchase of a truck capable of supporting a light-duty crane and service body. The crane manufacturer recommends a minimum GVWR of 8,600 lbs. The crane alone eliminates the 1/2-Ton (F-150) truck classification from consideration. The GVWR for the quoted 2022 F-350 is 11,300 lbs with a payload capacity of roughly 4,500 lbs. Due to the age and mileage of the fleet and to meet the operational needs of the District, the District should purchase the F-350 and service body rather than wait for a hybrid / EV option to be offered.

BUDGET

National Auto Fleet Group Quote ID 17232

Description	Unit Price
2022 Ford Super Duty F-350 SRW (X3F) XL 4WD SuperCab 168" WB 60" CA	\$ 40,794.66
CTEC 10443 Body Proposal #12092	\$ 41,245.00
Tax	\$ 8,409.07
Tire Fee	\$ 8.75
Total	\$ 90,457.48

Overall cost as summarized above is \$90,457.48. the District's current budget for FY 2021-2022 includes \$90,000.00 for Service Truck. (Drawer assembly & inverter were omitted in budgetary quote)
