

**BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
REGULAR MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
MONDAY, MARCH 13, 2023
8:00 AM – 10:00 AM (PDT)**

This meeting will be held in person at the District office, located at 1402 North Vosburg Drive, Azusa, California. While the Boardroom is open for public attendance, you are strongly encouraged to participate in the meeting virtually through the remote Zoom link provided below. If you attend the Board meeting in person, please maintain appropriate social distancing to the extent feasible (i.e., maintain a six-foot distance between yourself and other individuals). Face coverings are encouraged but not required for attendees. Lastly, if you are experiencing any COVID-19 symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea, please do not attend the meeting in person.

Join Zoom Meeting

<https://us02web.zoom.us/j/89013306120?pwd=SUZJRzFFSDRXUVVVTY0NhOXQ0c1l6QT09>

Meeting ID: 890 1330 6120

Passcode: 512838

Dial by your location

+1 669 444 9171 US

PLEDGE OF ALLEGIANCE

ROLL CALL: Eng, Knoles, Paulson, Placido, Prince

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 February 23, 2023

Minutes of the External Affairs Meeting of February 27, 2023

Financial Statements of February 2023

Disbursements of the Revolving Fund Dated February 23, 2023, Check Nos. 12239 – 12243, EFTs, and Wires

Disbursements of the Revolving Fund Dated March 9, 2023, Check Nos. 12224 – 12251, EFT, and Wires

Disbursements of the Revolving Fund Dated March 13, 2023, Check Nos. 12252 – 12254, and Wires

Disbursements of the General Fund Dated February 27, 2023, Check Nos. 43481 – 43497, and EFTs

Disbursements of the General Fund Dated March 13, 2023, Check Nos. 43498 – 43537, and EFTs

****Note: General Fund Check Nos. 43479 and 43480 Voided****

Future Meeting Attendance Approval:

Water Efficiency & Conservation Symposium – Aug. 2 – 3, Chicago, Ill

ACTION ITEMS

1. Proposal From Provost & Pritchard To Provide Assistance In Obtaining Supplemental Water
2. Proposal From Civiltec Engineering To Evaluate and Recommend Standby Generator Replacement Options
3. Proposal From Civiltec Engineering To Develop A Hydraulic Model And Transient Wave Analysis

INFORMATION ITEMS

External Affairs Update

UNFINISHED BUSINESS

1. Report on Basin Management
2. Report of WQA
3. Report of the Attorney
4. Report of 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 MARCH 9, 2023 AT SGVMWD.
THE NEXT REGULAR BOARD MEETING WILL BE ON APRIL 10, 2023.

**MINUTES
BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL
WATER DISTRICT
REGULAR BOARD MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
MONDAY, FEBRUARY 13, 2023
8:00 A.M.**

At 8:00 a.m. on February 13, 2023, the Board of Directors meeting was held in person at the District office, located at 1402 North Vosburg Drive, Azusa, California. While the Boardroom was open for public attendance, the District strongly encouraged attendees wanting to attend the meeting to participate in the meeting virtually through the remote Zoom link provided below. Attendees in person were asked to please maintain appropriate social distancing to the extent feasible (i.e., maintain a six-foot distance between yourself and other individuals). Face coverings were encouraged but not required for attendees.

Join Zoom Meeting

<https://us02web.zoom.us/j/89013306120?pwd=SUZJRzFFSDRXUVVTY0NhOXQ0c1I6QT09>

Meeting ID: 890 1330 6120

Passcode: 512838

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PLEDGE OF ALLEGIANCE

CALL TO ORDER:

President Paulson called the meeting to order at 8:00 a.m.

ROLL CALL:

Directors present at Roll Call: Eng, Knoles, Paulson, Placido

Director Absent: Prince

ALSO PRESENT:

Darin Kasamoto, General Manager; Linda Esquivel, Executive Assistant; Evelyn Reyes, External Affairs Manager; Jim Ciampa Lagerlof LLP, Dave DePinto, DMCI

Via telephone/Zoom: Steve Kiggins, Assistant General Manager; Albert Lu, San Gabriel Valley MWD

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

UPDATES FROM THE CITY REPRESENTATIVE

None.

CONSENT CALENDAR:

Minutes of the Regular Board Meeting of January 23, 2023
Financial Statements for January 2023
Treasurer's Investment Report Dated December 31, 2022

Disbursements of the Revolving Fund Dated:

January 26, 2023, Check Nos. 12221 – 12226, EFT, and Wires in the amount of \$56,948.81
February 09, 2023, Check No. 12227 - 12235, EFT, and Wires in the amount of \$56,061.86
February 13, 2023, Check Nos. 12236 – 12238, and Wires in the amount of \$2,185.00

Disbursements of the General Fund Dated:

January 24 – 26, 2023, EFTs in the amount of \$7,618.00
February 1 – 13, 2023, Check Nos. 43431 – 43478, and EFTs in the amount of \$259,124.64

Future Meeting Attendance Approval: Resolution No. 02-2023-819 Continuation of Virtual Meetings of the Board of Directors.

On the motion of Director Knoles, seconded by Director Placido, and unanimously carried 4-0, the Consent Calendar was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at its regular meeting held on February 13, 2023, by the following roll call vote:

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

ACTION AGENDA ITEM

APPROVE 2021-2022 AUDIT AND TRAVEL EXPENSE REPORT

On motion of Director Eng, seconded by Director Placido, and unanimously carried 4-0, the San Gabriel Valley Municipal Water District 2021-2022 Audit and Travel Expense Report from Moss Levy & Hartzheim was adopted and approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on February 13, 2023, by the following roll call vote:

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

PROFESSIONAL SERVICES AGREEMENT BUCKNAM AND ASSOCIATES

The General Manager reported that Bucknam and Associates were hired to monitor grant programs and match them to District and member city needs back in October 2019 with a budget of \$40,000. Bucknam and Associates have been instrumental in identifying these opportunities and there are currently many potential projects that may qualify for funding in the near future. The proposed agreement would go from February 2023 to June 2024 with an estimated budget of \$59,305.00.

On motion of Director Eng, seconded by Director Knoles, and unanimously carried 4-0, the professional services agreement from Bucknam & Associates, with a budget of \$59,305.00 was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on February 13, 2023, by the following roll call vote:

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

RESOLUTION NO. 02-2023-820 GRANT APPLICATION FOR RECYCLED WATER FEASIBILITY STUDY

The General Manager provided a history of a recycled water opportunity. The District is in the process of applying for a Bureau of Reclamation Grant to do a feasibility study for recycled water in Monterey Park and Alhambra. In order to be eligible for design and construction money from federal sources, a feasibility study must first be performed. Grants are available to help pay for the cost of the study. This grant application seeks 50% of the cost to do the study.

On motion of Director Placido, seconded by Director Paulson, and unanimously carried 4-0, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE MONTEREY PARK-ALHAMBRA RECYCLED WATER FEASIBILITY STUDY, Resolution No. 02-2023-820 was approved, passed, and adopted.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on February 13, 2023, by the following roll call vote:

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

FUTURE BOARD MEETINGS

Legal Counsel Ciampa reported AB361 will end at the end of the month. If a Director wishes to continue to participate remotely, the location where the director is calling from would need to be noted on the agenda. He also explained the provisions of AB2449.

INFORMATION ITEMS

EXTERNAL AFFAIRS

External Affairs Report in Agenda Packet.

Ms. Reyes reported Hazen and Sawyer submitted the District's application for DWR's Urban Community Drought Relief Grant on January 21, 2023.

Two OWL Grants were approved, a \$2,500 grant for the Flight of Water Shortages and Water Conservation Summit was given to Alhambra High School, and \$2,000 was given to the City of Alhambra for wrapping their vehicles with a message of 55 gallons per capita per day.

Ms. Reyes is waiting to hear back from California Advocates with a date for the district's yearly visit to Sacramento. Tours of the Delta will be the week of May 17 and if anyone is interested, they should please let her know. DMCI and Ms. Reyes are working on a message for this year's summer water conservation message. Ms. Reyes also reported on her Public Water Agencies Group Conservation and Education Team meetings and what they entail.

Mr. DePinto reported he and Ms. Reyes are working on getting back into the schools to provide water conservation programs.

UNFINISHED BUSINESS

REPORT ON BASIN MANAGEMENT

The Assistant General Manager reported L. A. County has been releasing water out of the Morris Dam to the spreading grounds because the Morris Reservoir is full. The District is working with L. A. County to deliver and manage water deliveries. He also said that Mr. Tony Zampiello of Main San Gabriel Basin Watermaster reported at the WQA meeting that Watermaster will be able to purchase 28,000 - 29,000 acre-feet of water this calendar year before April 30.

REPORT OF WQA

No report.

REPORT OF THE ATTORNEY

Legal Counsel Ciampa reported legislators are approaching the deadline for new bills. He also gave some history of Public Water Agencies Groups (PWAG).

REPORT OF THE GENERAL MANAGER/ASSISTANT GENERAL MANAGER

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

The General Manager reported the 2021-2022 Audit is now complete and the auditors have completed their 3-year engagement, therefore the RFP process will begin for the next three-year audit engagement. As previously reported, the District has applied for a State Grant through DWR for Turf Replacement, and to supplement existing rebate programs, supplement direct install programs, and for education programs. The grant application also included some well projects for the four cities. The application was submitted on January 31, 2023, and sought about \$5 million for various projects. DWR has said that there were some issues with the submittal which we are trying to get clarification on. The District has until February 22, 2023, to provide that clarifying information.

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

The Assistant General Manager reported on the following project updates: DCAP SCH1 Modifications for Pipeline Condition Assessment report has been received and a follow-up meeting has been scheduled to discuss the failure risk analysis and repair prioritization recommendations. Hydroelectric Facility 24" Butterfly Valve Replacement has no change. The contractor is waiting for the replacement valve and actuator. The Pratt Valve distributor has not been able to secure a firm delivery date. San Gabriel Flow Control Structure 30" Ball Valve Replacement has no change. The valve has been released for production, but the Pratt Valve distributor has not been able to secure a firm delivery date.

District facility and Devils Canyon Power Plant tour will be scheduled soon, and he will email the Board once there is a scheduled date. Director Placido and Director Eng voiced interest in attending the tour.

REPORT OF THE STATE WATER CONTRACTORS

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

The General Manager reported on January 26 the State Water Project allocation was increased from 5% to 30%. This allocation was based on up-to-date reservoir storage levels and January 1, 2023, snowpack levels. On February 1, 2023, the last snow survey showed that the snowpack was 205% of normal for the date. He also stated that it is probable that this allocation could increase based on the large January snowfall. A deficit needs to be made up from previous allocation years. Pritchard and Provost are currently working on a deal to purchase extra water and therefore an emergency board meeting may need to be called.

COMMITTEE MEETING REPORTS

None.

DIRECTOR REPORTS ON EVENTS ATTENDED

None.

DIRECTOR COMMENTS

Director Placido commented that Watermaster is putting on a series of seminars for new and existing member city staff to explain how and why the Main San Gabriel Basin Watermaster exists. He also reported that he is the delegate for the SGV COG for the calendar year 2023. Ms. Reyes reported the City of Azusa has offered Azusa Light and Water conference room for this Wednesday's first seminar.

Director Knoles voiced his concern with the pesticides that are being used at District facilities.

Director Eng inquired if there was a grant to install waterless urinals at the District office.

ADJOURNED at 9:15 A.M.

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 9:15 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on March 13, 2023, at 8:00 a.m.

President

ATTEST:

Secretary

**MINUTES OF THE SPECIAL MEETING
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
SPECIAL MEETING OF THE EXTERNAL AFFAIRS COMMITTEE
MONDAY, FEBRUARY 27, 2023
10:00 AM**

TELECONFERENCE ACCESS: Pursuant to Government Code Section 54953, as amended by AB 361 and implemented through continuing resolutions adopted by the Board of Directors, as a precaution to protect staff, our constituents, and elected officials, the San Gabriel Valley Municipal Water District will hold its Board meetings via teleconference via the below link:

<https://us02web.zoom.us/j/81228143906?pwd=T09TS1o0SjVhZlVWOExPWnhrdHVGZz09>
Meeting ID: 812 2814 3906 Passcode: 688617

The meeting was called to order at 10:04 a.m.

ROLL CALL: Director Eng; Director Prince; Darin Kasamoto – General Manager; Steve Kiggins – Assistant General Manager; Evelyn Reyes - External Affairs Manager

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

There were no public comments.

1. Legislative Update: California Advocates and staff are reviewing current water legislation. The District's annual Sacramento legislative meetings are scheduled for Tuesday, March 14.
2. Communications Planning: The External Affairs Manager is drafting the Communications Plan for fiscal year 2023-2024. The Committee provided feedback on which programs they would like expanded, such as the educational program and member city grants. In addition, the Committee recommended to the External Affairs Manager to increase outreach to environmental and planning commissions. The Communication Plan for fiscal year 2023-2024 will be presented to the Board in May.
3. External Affairs Program – Staffing Plan: The Committee discussed future staffing for the External Affairs Program. They recommended filling the External Affairs Specialist position. The External Affairs Manager will work on a timeline for recruitment and will return to the Committee for feedback.
4. Outreach Update: The District is scheduled to participate in Sierra Madre's Earth Day Festival, Alhambra's EcoFair, and Brightwood Elementary's Earth Day Event in April.
5. Other: Director Prince mentioned that he would like to enhance engagement with planning commissions to address the challenge of providing water to new housing

and commercial developments. Director Eng would like us to continue working with our educational partners to expand water education outreach.

ADJOURNMENT

The Committee was adjourned at 11:02 a.m.

San Gabriel Valley Municipal Water District
Balance Sheet
As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · General Fund Bank of America	2,463,491.88
1005 · Revolving Cash Fund	120,611.99
1008 · Petty Cash	442.00
1009 · LAIF	17,698,509.75
1009.01 · LAIF FMV Adjustment	-232,061.50
1011 · UBS Resource Management Account	
1012 · Cash with Broker	14,102.73
1013 · Certificates of Deposit	9,640,202.01
Total 1011 · UBS Resource Management Account	9,654,304.74
1014 · UBS Accrued Interest	-22,538.14
Total Checking/Savings	29,682,760.72
Accounts Receivable	
1603 · Accounts Receivable	3,507.27
Total Accounts Receivable	3,507.27
Other Current Assets	
1605 · Taxes Receivable	-0.34
1606 · Interest Receivable	9,530.32
1620 · Prepaid Expenses	153,457.91
1660 · Water Inventory	651,454.72
Total Other Current Assets	814,442.61
Total Current Assets	30,500,710.60
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	-4,595,201.25
1801 · Pipeline	26,742,615.16
1830 · Accum Depreciation - Pipeline	-16,866,970.48
1840 · SCADA Telemetry	49,492.08
1841 · Accum Depreciation -SCADA	-8,788.45
1750 · SCADA 2013	884,531.22
1851 · Accum Depreciaton - SCADA 13	-738,847.40
1901 · Land	735,931.46
1902 · Buildings	2,322,562.42
1903 · Accum Depr - Buildings	-2,313,646.49
1904 · Furniture and Fixtures	173,585.69
1905 · Accum Depr - Furn and Fixtures	-159,550.89
1907 · Vehicles	257,156.24
1908 · Accum Depr - Vehicles	-175,059.68
1910 · Pipeline Misc Equipment	225,581.49
1911 · Accum Depr - Pipeline Misc Equi	-90,097.89
1920 · Construction in Process	
1920.06 · Condition Assessment Project	1,137,677.67
1920.05 · HydroElectric Facility San Dima	1,455.40
1920.04 · Hydro Elec Generator Expansion	950,782.80
1920 · Construction in Process - Other	141,812.35
Total 1920 · Construction in Process	2,231,728.22
1921 · Capital Expenditures	
1921.07 · SanDimas Hydro Deflec Batteries	35,595.25
1921.05 · Computer	6,198.90
1921.03 · Roof	58,390.47
1921.04 · Repaving	3,950.00
Total 1921 · Capital Expenditures	104,134.62
1916 · A/D Computers	-4,063.69

San Gabriel Valley Municipal Water District
Balance Sheet
As of February 28, 2023

	Feb 28, 23
1917 · A/D Paving	-900.16
1918 · A/D San Dimas Hydro	-10,681.57
1922 · A/D Roof	-16,541.60
Total Fixed Assets	14,531,134.33
Other Assets	
1998.99 · Deferred Outflows -OPEB	201,703.00
1999.99 · 1999.Deferred Outflows of Res	618,162.00
1931 · City Of Monterey Park Loan 2021	4,000,000.00
1932 · City Of Sierra Madre 2020 Loan	2,499,937.00
Total Other Assets	7,319,802.00
TOTAL ASSETS	52,351,646.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	23,375.98
Total Accounts Payable	23,375.98
Other Current Liabilities	
2010 · Accrued Payroll - V&SL	371,199.14
24000 · Payroll Liabilities	53.96
Total Other Current Liabilities	371,253.10
Total Current Liabilities	394,629.08
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	5,588,653.56
Total Long Term Liabilities	8,989,256.56
Total Liabilities	9,383,885.64
Equity	
2301 · Fund Balance	4,524,449.82
2302 · San Bernardino Contribution	1,781,730.83
2970 · Retained Earnings	34,917,680.88
2973 · Contribution Aid Capital	1,280,323.11
Net Income	463,576.65
Total Equity	42,967,761.29
TOTAL LIABILITIES & EQUITY	52,351,646.93

San Gabriel Valley Municipal Water District

Income Statement - Actual vs. Budget

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
General Operations					
3002 · Property Tax Revenue	289,211.95	408,333.00	2,938,240.99	3,266,664.00	4,900,000.00
3003 · Water Sales	16,620.00	166,667.00	702,798.00	1,333,336.00	2,000,000.00
3004 · Interest Income	0.00	11,250.00	213,811.43	90,000.00	135,000.00
3005 · Ready to Serve Revenue	990.00	990.00	7,920.00	7,920.00	11,880.00
3006 · RDA Prop Tax Trust Fund Alloc	0.00	83,333.00	915,905.43	666,664.00	1,000,000.00
3008 · SBVMWD Pipeline Maintenance Rev	0.00	2,500.00	0.00	20,000.00	30,000.00
3016 · Unrealized Gain (Loss) on Inves	0.00		-69,354.05	0.00	0.00
Total General Operations	<u>306,821.95</u>	<u>673,073.00</u>	<u>4,709,321.80</u>	<u>5,384,584.00</u>	<u>8,076,880.00</u>
Restricted Revenue - SWP					
3306 · Tax Revenue - State Water Proje	864,961.92	766,667.00	5,858,476.34	6,133,336.00	9,200,000.00
Total Restricted Revenue - SWP	<u>864,961.92</u>	<u>766,667.00</u>	<u>5,858,476.34</u>	<u>6,133,336.00</u>	<u>9,200,000.00</u>
3401 · Grants-St Wtr Board&Reclamation	0.00		0.00	0.00	0.00
Total Income	<u>1,171,783.87</u>	<u>1,439,740.00</u>	<u>10,567,798.14</u>	<u>11,517,920.00</u>	<u>17,276,880.00</u>
Gross Profit	<u>1,171,783.87</u>	<u>1,439,740.00</u>	<u>10,567,798.14</u>	<u>11,517,920.00</u>	<u>17,276,880.00</u>
Expense					
Unrestricted G.O. Expenses					
4001 · Director Fees	2,000.00	2,917.00	13,200.00	23,336.00	35,000.00
4010 · Salaries- Administrative	23,371.20	24,822.00	190,172.00	198,576.00	297,864.00
4014 · Field Supervision	15,398.40	16,055.00	121,527.20	128,440.00	192,665.00
4020 · Salaries Office	17,196.21	18,265.00	139,936.68	146,120.00	219,180.00
4021 · External Affairs Wages	10,548.81	11,144.00	84,983.91	89,152.00	133,726.00
4022 · Part Time Employee	1,387.50	1,226.00	2,560.50	9,808.00	14,717.00
4027 · Office Supplies - Equipment Mai	1,193.15	3,667.00	18,278.86	29,336.00	44,000.00
4028 · Water Forum	0.00		99.99		
4029 · Election Expenses	0.00	10,322.00	0.00	82,576.00	123,864.00
4031 · Legal Services	3,010.00	4,167.00	16,170.00	33,336.00	50,000.00
4032 · State Water Contract Services	4,769.55	3,333.00	23,317.80	26,664.00	40,000.00
4033 · Public Relations	3,000.00	11,250.00	53,824.84	90,000.00	135,000.00
4034 · Governmental Relations Consulti	8,000.00	8,000.00	64,000.00	64,000.00	96,000.00
4035 · Consulting & Engineering Expens	24,043.25	187,667.00	210,276.91	1,501,336.00	2,252,000.00
4036 · Medicare Tax Expense	1,309.87	1,500.00	10,480.59	12,000.00	18,000.00
4039 · PERS - Retirement Expenses	26,978.05	70,833.00	721,002.97	566,664.00	850,000.00
4040 · Social Security Tax Expense	5,600.92	4,917.00	33,719.29	39,336.00	59,000.00
4041 · State Compensation Fund	1,135.91	1,500.00	12,738.93	12,000.00	18,000.00
4042 · State Unemployment Insurance Ta	54.21	134.00	933.77	1,072.00	1,605.00
4043 · Health Insurance Expense	27,347.42	32,000.00	242,514.55	256,000.00	384,000.00
4044 · Dental/ Vision Benefit Expense	8,185.18	7,667.00	50,833.12	61,336.00	92,000.00

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
4045 · Insurance - Liability, Casualty	3,206.61	3,750.00	39,925.87	30,000.00	45,000.00
4046 · Blue Cross Employee Reimburseme	7,054.98	6,667.00	79,252.22	53,336.00	80,000.00
4048 · Life Insurance	320.60	300.00	2,704.20	2,400.00	3,600.00
4050 · Dues and Associations	8,416.51	7,917.00	57,127.11	63,336.00	95,000.00
4051 · Travel and Conferences -Dir	100.74	2,083.00	2,860.56	16,664.00	25,000.00
4052 · Publications and Periodicals	0.00	25.00	69.95	200.00	300.00
4053 · State Water Contractors Audit	0.00	833.00	9,804.00	6,664.00	10,000.00
4054 · Financial Audit Expense	0.00	1,667.00	18,705.00	13,336.00	20,000.00
4055 · Travel & Conference -Staff	3,241.11	2,500.00	12,980.66	20,000.00	30,000.00
4057 · Taxes - Annual Fee	0.00	4,333.00	50,403.52	34,664.00	52,000.00
4058 · Tax Collection Fees	0.00	2,917.00	4,821.55	23,336.00	35,000.00
4059 · Property Tax Expense	0.00	54.00	608.67	432.00	650.00
4060 · Telephone Expense	2,820.82	3,333.00	27,059.37	26,664.00	40,000.00
4061 · Utilities - Gas, Electric, and	1,708.19	1,542.00	13,278.45	12,336.00	18,500.00
4063 · Safety Program	1,420.00	1,667.00	3,271.10	13,336.00	20,000.00
4065 · Water Conservation/Rebates Prog	4,479.00	20,833.00	114,302.53	166,664.00	250,000.00
4067 · OPEB -Other Post Employment Ben	23,333.33	40,000.00	386,666.64	320,000.00	480,000.00
4090 · SWP Transportation Cost	18,345.92	166,667.00	120,359.62	1,333,336.00	2,000,000.00
4093 · Uniform and Material Rentals	189.12	333.00	1,607.52	2,664.00	4,000.00
4095 · Vehicle Maintenance, Operating	2,375.13	2,083.00	21,149.92	16,664.00	25,000.00
4096 · Communication Expense	765.69	700.00	6,125.52	5,600.00	8,400.00
4099 · Facility Maintenance	725.66	2,500.00	16,805.04	20,000.00	30,000.00
4100 · Salaries - Field Workers	19,772.56	19,737.00	163,598.38	157,896.00	236,844.00
4108 · Grounds Maintenance and Materia	4,641.00	2,750.00	17,146.00	22,000.00	33,000.00
4112 · Depreciation Expense	38,992.00		314,948.00	0.00	0.00
4113 · Pipeline Maintenance & Material	270.23	4,167.00	29,493.29	33,336.00	50,000.00
4114 · SCADA Maintence	0.00	667.00	20,127.83	5,336.00	8,000.00
4120 · Grants	6,190.00	422,520.00	116,969.71	3,380,160.00	5,070,245.00
Total Unrestricted G.O. Expenses	332,898.83	1,143,931.00	3,662,744.14	9,151,448.00	13,727,160.00
Riverside Facility					
4300 · Salaries - Riverside	662.91	1,337.00	4,894.34	10,696.00	16,043.00
4301 · Riverside Maintenance and Mater	317.67	2,358.00	2,739.54	18,864.00	28,300.00
Total Riverside Facility	980.58	3,695.00	7,633.88	29,560.00	44,343.00
Hydro Expenses					
4402 · Salaries - Hydro	0.00	758.00	209.36	6,064.00	9,092.00
4403 · Hydro Maintenance Materials	0.00	1,125.00	1,440.00	9,000.00	13,500.00
4406 · Hydro So Cal Edison (8800)	459.32	433.00	3,079.11	3,464.00	5,200.00
Total Hydro Expenses	459.32	2,316.00	4,728.47	18,528.00	27,792.00
Restricted Expense					
4510 · State Project Expense	556,259.00	641,667.00	6,401,852.00	5,133,336.00	7,700,000.00
4511 · State Project Amortization	8,034.00	8,083.00	64,272.00	64,664.00	97,000.00

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
4591 · State Project Cost of Water Adj	3,297.00		-38,197.00	0.00	0.00
Total Restricted Expense	567,590.00	649,750.00	6,427,927.00	5,198,000.00	7,797,000.00
66000 · Payroll Expenses	3.60		3.60	0.00	0.00
Total Expense	901,932.33	1,799,692.00	10,103,037.09	14,397,536.00	21,596,295.00
Net Ordinary Income	269,851.54	-359,952.00	464,761.05	-2,879,616.00	-4,319,415.00
Other Income/Expense					
Other Expense					
6001 · COVID-19 Expense	0.00		1,184.40	0.00	0.00
Total Other Expense	0.00		1,184.40	0.00	0.00
Net Other Income	0.00		-1,184.40	0.00	0.00
Net Income	<u>269,851.54</u>	<u>-359,952.00</u>	<u>463,576.65</u>	<u>-2,879,616.00</u>	<u>-4,319,415.00</u>

SAN GABRIEL MUNICIPAL WATER DISTRICT

REVOLVING FUND RECAP

February 23, 2023

Check No.	Date	Description	Amount
12239-12243	02/23/23	Payroll Expense	\$ 29,706.25
EFT	02/23/23	Payroll Expense - PERS	\$ 7,857.78
Wires	02/23/23	Federal & State Payroll Taxes	\$ 17,041.06
EFT	02/23/23	State Compensation Insurance	\$ 1,135.91
February 23, 2023 GRAND TOTAL DISBURSEMENTS.....			\$ 55,741.00

REVOLVING FUND RECAP

March 09, 2023

Check No.	Date	Description	Amount
12224-12248	03/09/23	Payroll Expense	\$ 29,993.57
EFT	03/09/23	Payroll Expense - PERS	\$ 7,952.50
Wires	03/09/23	Federal & State Payroll Taxes	\$ 17,031.26
12249	03/09/23	Frontier	\$ 143.99
12250	03/09/23	The Gas Company	\$ 89.12
12251	03/09/23	Verizon Wireless	\$ 419.60
March 09, 2023 GRAND TOTAL DISBURSEMENTS.....			\$ 55,630.04

REVOLVING FUND RECAP

March 13, 2023

Check No.	Date	Description	Amount
12252	03/13/23	Bruce H Knoles	\$ 182.90
12253	03/13/23	Mark R Paulson	\$ 548.70
12254	03/13/23	Michael F Eng	\$ 731.60
Wires	03/13/13	Federal & State Payroll Taxes	\$ 284.80
March 13, 2023 GRAND TOTAL DISBURSEMENTS.....			\$ 1,748.00

11:06 AM

03/09/23

Accrual Basis

San Gabriel Valley Municipal Water District
Transactions by Account
As of February 28, 2023

Type	Date	Num	Name	Amount
1001 · General Fund Bank of America				
Bill Pmt -Check	02/14/2023	EFT	BeniComp (Corp)	-451.67
Bill Pmt -Check	02/23/2023	EFT	BeniComp (Corp)	-2,391.85
Bill Pmt -Check	02/27/2023	43481	Alhambra Chamber Commerce	-500.00
Bill Pmt -Check	02/27/2023	43482	Azusa Light & Water	-67.54
Bill Pmt -Check	02/27/2023	43483	Canyon City Prinitng, Inc (Corp)	-218.15
Bill Pmt -Check	02/27/2023	43484	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	02/27/2023	43485	Colby's Total Lawn Care	-60.00
Bill Pmt -Check	02/27/2023	43486	DWR	-549,343.00
Bill Pmt -Check	02/27/2023	43487	EcoTech Services, Inc	-3,624.00
Bill Pmt -Check	02/27/2023	43488	Fish N Weeds (Corp)	-375.00
Bill Pmt -Check	02/27/2023	43489	Frontier	-426.09
Bill Pmt -Check	02/27/2023	43490	Golden State Fire Protection (Corp)	-1,420.00
Bill Pmt -Check	02/27/2023	43491	John Chapman	-2,041.20
Bill Pmt -Check	02/27/2023	43492	Kerber Automotive Service	-954.48
Bill Pmt -Check	02/27/2023	43493	Lagerlof, LLP (Atty)	-3,010.00
Bill Pmt -Check	02/27/2023	43494	SCE	-487.63
Bill Pmt -Check	02/27/2023	43495	Staples	-338.44
Bill Pmt -Check	02/27/2023	43496	Verizon Wireless (M2M)	-798.27
Bill Pmt -Check	02/27/2023	43497	Water Education Foundation	-1,500.00
Total 1001 · General Fund Bank of America				-638,007.32
TOTAL				-638,007.32

**San Gabriel Valley Municipal Water District
Transactions by Account
As of March 13, 2023**

Type	Date	Num	Name	Amount
1001 - General Fund Bank of America				
Bill Pmt -Check	03/13/2023	43498	ACWA JPIA Medical/Life	-29,928.37
Bill Pmt -Check	03/13/2023	43499	Alliance Communication Services (Co...	-130.00
Bill Pmt -Check	03/13/2023	43500	Applied Technology Group, Inc.	-320.00
Bill Pmt -Check	03/13/2023	43501	Athens (Corporation)	-252.70
Bill Pmt -Check	03/13/2023	43502	ATT	-106.75
Bill Pmt -Check	03/13/2023	43503	Azusa Chamber	-260.00
Bill Pmt -Check	03/13/2023	43504	Azusa Light & Water	-935.54
Bill Pmt -Check	03/13/2023	43505	Battery Sales Unlimited	-217.96
Bill Pmt -Check	03/13/2023	43506	BOA-Visa	-3,703.33
Bill Pmt -Check	03/13/2023	43507	Bucknam & Associates Inc. (Corp)	-3,278.00
Bill Pmt -Check	03/13/2023	43508	California Underground Facilities	-84.08
Bill Pmt -Check	03/13/2023	43509	Catalyst San Gabriel Valley	-4,190.00
Bill Pmt -Check	03/13/2023	43510	Cell Business Equipment	-392.22
Bill Pmt -Check	03/13/2023	43511	Cintas	-189.12
Bill Pmt -Check	03/13/2023	43512	City of Alhambra (Public Works)	-1,000.00
Bill Pmt -Check	03/13/2023	43513	City Sierra Madre	-65,701.37
Bill Pmt -Check	03/13/2023	43514	Civiltec Inc (Corp)	-1,340.00
Bill Pmt -Check	03/13/2023	43515	D.H. Maintenance Services	-185.00
Bill Pmt -Check	03/13/2023	43516	DePinto Morales Communications, Inc.	-11,061.00
Bill Pmt -Check	03/13/2023	43517	DigAlert (Corporation)	-220.00
Bill Pmt -Check	03/13/2023	43518	DWR	-3,297.00
Bill Pmt -Check	03/13/2023	43519	Fish N Weeds (Corp)	-1,820.00
Bill Pmt -Check	03/13/2023	43520	Frontier	-807.74
Bill Pmt -Check	03/13/2023	43521	John Robinson Consulting, Inc (Corp)	-900.00
Bill Pmt -Check	03/13/2023	43522	Lagerlof, LLP (Atty)	-1,750.00
Bill Pmt -Check	03/13/2023	43523	Lawnscape Systems, Inc.	-1,950.00
Bill Pmt -Check	03/13/2023	43524	LOWES	-82.48
Bill Pmt -Check	03/13/2023	43525	Maria Jarmin	-36.03
Bill Pmt -Check	03/13/2023	43526	Mark Paulson (Expense)	-22.27
Bill Pmt -Check	03/13/2023	43527	Michael F Eng (Expense)	-48.47
Bill Pmt -Check	03/13/2023	43528	Public Water Agencies Group (PWAG)	-963.75
Bill Pmt -Check	03/13/2023	43529	SCE	-615.99
Bill Pmt -Check	03/13/2023	43530	Spectrum Enterprise	-239.98
Bill Pmt -Check	03/13/2023	43531	Stewart Air Systems A/C & Heating Co.	-640.00
Bill Pmt -Check	03/13/2023	43532	The Gas Company	-44.63
Bill Pmt -Check	03/13/2023	43533	Thinking Green Consultants	-855.00
Bill Pmt -Check	03/13/2023	43534	Verizon Business Services	-590.48
Bill Pmt -Check	03/13/2023	43535	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	03/13/2023	43536	Evelyn Reyes	-28.56
Bill Pmt -Check	03/13/2023	43537	L Esquivel	-17.76
Total 1001 - General Fund Bank of America				-208,205.58
TOTAL				-208,205.58

VISA Recap
January 21, 2023 - February 20, 2023

1/19/2023	Staff	SWC-SAC -DK	Airfare	\$217.72	Parking	\$38.00						\$255.72
1/20/2023	Pipeline Maintenance	ICS	Time Delay Relay 120VAC	\$270.23								\$270.23
1/23/2023	Staff	SCWUA - S Kiggins & E Reyes	Annual Membership	\$80.00								\$80.00
1/23/2023	Staff	ACWA - S Kiggins	Conference	\$815.00								\$815.00
1/23/2023	Office Supply	Board Meeting	Brkfst	\$18.49								\$18.49
1/25/2023	Staff	SWC-SAC -DK	Airfare 2/8 & 2/15	\$955.93								\$955.93
1/30/2023	Staff	SCWUA - S Kiggins	Luncheon	\$25.00								\$25.00
1/30/2023	M Prince	California Data Collaborative Workshop	Webinar	\$30.00								\$30.00
1/30/2023	Staff	SWC Meeting - Palm Springs	Gasoline	\$52.65	Meals	\$21.11						\$73.76
2/1/2023	Office Supply	Google	Workspace	\$80.31								\$80.31
2/1/2023	Staff	SCWUA - T White & K Wise	PFAS & Nitrate Treatment Course	\$50.00								\$50.00
2/3/2023	Staff	SCWUA - SK,TW, KW, ER	Luncheon	\$140.00								\$140.00
2/3/2023	Office Supply	Intuit Payroll	Monthly Subscription	\$55.00								\$55.00
2/6/2023	Office Supply	State and Federal Poster	Labor Law Poster 2023	\$36.09								\$36.09
2/8/2023	Staff	SWC-SAC -DK	Rental 2/8/23	\$144.61	Fuel	\$5.00	Parking	\$31.00	Lunch	\$10.47		\$191.08
2/10/2023	Office Supply	Apple.com	Icloud Storage	\$2.99								\$2.99
2/13/2023	Office Supply	Board Meeting	Brkfst	\$18.49								\$18.49
2/15/2023	Staff	SWC-SAC -DK	Parking	\$21.00	Meals	\$6.53						\$27.53
2/16/2023	Staff	SWC-SAC -DK	Rental 2/15 & 16 7 Parking	\$263.99	Fuel	\$14.26	Hotel	\$217.72	Meals	\$48.77		\$544.74
2/17/2023	Office Supply	Zoom.com	Monthly Subscription	\$29.98								\$29.98
2/18/2023	Office Supply	Apple.com	Icloud Storage	\$2.99								\$2.99
												\$0.00
			Total	\$3,310.47		\$84.90		\$248.72		\$59.24	Total Due	\$3,703.33



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The Water Efficiency and Conservation Symposium

We are excited to host our first annual AWE Symposium, August 2 - 3, 2023 in Chicago, Illinois! The Symposium will be a time to gather and meaningfully connect with members from across the AWE network. Together, we will celebrate our collective successes and look ahead to what's next in the water conservation and efficiency space. The Symposium will feature a mix of presentations, panels, and roundtables, with a primary focus on actionable research and resources, and peer-to-peer learning for water efficiency and sustainability professionals.

Why Attend?

AWE members are *AWEsome*. We believe everyone has something to contribute. We believe learning should be fun and is best advanced through interaction with ideas and people, not through one-way presentations. Everyone is encouraged to be active participants in the Symposium.

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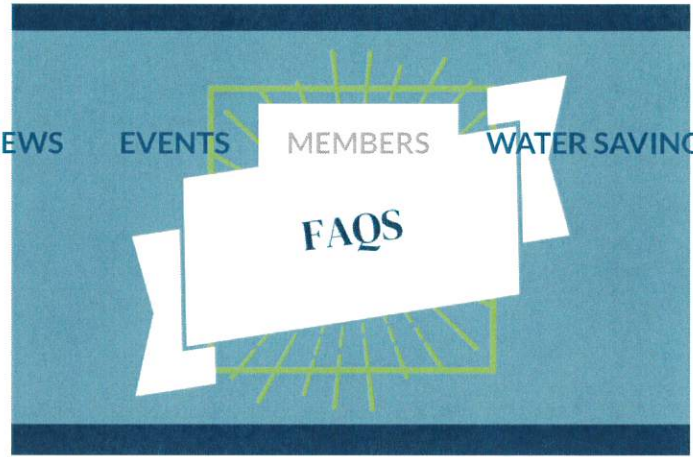
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Additional Symposium details will be posted as they are finalized.

Our staff is hard at work planning a great event and we look forward to having you join us in Chicago in August!

Alliance for Water Efficiency
33 N. LaSalle Street, Suite 2275
Chicago, Illinois 60602
773-360-5100
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AGENDA ACTION ITEM NO. 1

PROPOSAL FROM PROVOST & PRITCHARD TO PROVIDE ASSISTANCE IN OBTAINING SUPPLEMENTAL WATER

RECOMMENDED ACTION: Approve proposal from Provost & Pritchard

BACKGROUND: In 2017 the District hired Provost & Pritchard to assist in helping the District find supplemental water sources. The agreement does not include a specific budget, it calls for Provost & Pritchard to work on an "as-needed basis" as directed by the District. Provost & Pritchard will then bill on a time-and-materials basis. This proposal does not change the scope of services but is needed to update the fee schedule for Provost & Pritchard.

BUDGET IMPACT: None, this is built into our consultant's budget.

PRIOR BOARD ACTION: Approved prior proposal in May of 2017

February 14, 2023

Darin Kasamoto, General Manager
San Gabriel Valley Municipal Water District
PO Box 1299
Azusa, CA 91702-1299

**Subject: Proposal for Assistance in Obtaining Supplemental Water Supplies
Addendum 1 to CSA dated May 2017**

Dear Mr. Kasamoto:

Thank you for the opportunity to submit this proposal to provide engineering services for the subject project. This proposal discusses our understanding of the project, recommends a scope of services together with associated fees, deliverables and approximate schedules, sets forth our assumptions and discusses other services that may be of interest as the project proceeds.

Project Understanding

In a recent conversation, we discussed San Gabriel Valley Municipal Water District's (District) desire to have Provost & Pritchard Consulting Group (Provost & Pritchard) provide engineering support for securing additional water supplies and to facilitate transfers related to the State Water Project. It is envisioned that the District will want to pursue multiple opportunities in the next twelve months. Although not all opportunities that are pursued will come to fruition; it is anticipated that multiple opportunities may need to be pursued for the District to meet projected water demands. The District and Provost & Pritchard entered into a Master Consultant Services Agreement (CSA) in May of 2017 that is still in effect. This letter confirms a scope of work and estimated budget for the year 2023.

It is assumed that the work will be on an as needed basis and will be directed by the District. Any requested work will be billed on a time-and materials basis since it is difficult to quantify the hours necessary for these pursuits. Provost & Pritchard will work closely with the General Manager on this effort and may provide status reports from time to time. The District has the ability at any time to increase or reduce Provost & Pritchard's involvement, including terminating said services.

If needed, we are willing to adjust the scope of this proposal if you have revisions to better reflect your needs.

Scope of Services

This proposal is an Addendum to the CSA signed between the District and Provost & Pritchard in May 2017. Provost & Pritchard will serve as an extension of District staff as needed and

\\ppeng.com\pzdata\clients\San Gabriel Valley MWD-2708\DOCS\PM\Proposal and Fees\2023-0213 Proposal - Supplemental Water Supplies.docx

requested to bring potential transfer opportunities to the attention of the District, and to work with District management and legal counsel as requested to “package” an offer(s) that can be brought to the District Board for consideration. It is understood that District management, including the General Manager and General Counsel, will lead these efforts and be responsible for bringing any offers to the Board, along with other potential consultants (for example, financial advisors). Provost & Pritchard will provide a supporting role and will have no liability associated with a potential opportunity “falling through”.

Phase SUP: Supplemental Water Supplies

Anticipated tasks:

1. Support the District in accomplishing transfers, exchanges, and storage programs related to the SWP supplies and facilities.
2. At the District’s direction, coordinate with other water agencies and the Department of Water Resources.
3. Initial contact with all potential partners associated with transfer and purchase opportunities. This could be by Provost & Pritchard alone or with Provost & Pritchard and SGPWA staff. This is to be determined on a case-by-case basis.
4. Assist District staff, as requested, with any discussions, talking points, or negotiating points related to potential transfers with potential partnering entities.
5. Help formulate potential term sheets as requested by District staff.
6. Attending meetings with potential owners either with or without District staff, meeting with District staff in person or via phone, and communicating with District staff to formulate strategies for success with multiple owners.
7. Continue to monitor ongoing and future transfer negotiations between other parties in the State and notify District staff if any of them appear to be appropriate for the District to engage in.
8. Attend District Board meetings as necessary and requested to brief the Board on potential transfers.

Professional Fees

Provost & Pritchard Consulting Group will perform the services in this Phase on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. A current Fee Schedule is enclosed.

Terms and Conditions

The proposed term of this Agreement is from the date executed by both parties through December 31, 2023. The District may wish to extend the Agreement at that time at its sole discretion, with a similar scope of services.

If this proposal is acceptable to the District, please execute the authorization below. The Consultant Services Agreement is included for your reference. Once this proposal is accepted,

we will immediately commence work on this project. We look forward to working with you and others at the District in developing the additional supplies and managing existing resources for the District.

Respectfully,
Provost & Pritchard Consulting Group


Dan Flory, RCE 33004
Principal Engineer/Project Manager


Linda G. Sloan, PG 8299/CHG 930
Director of Operations

Terms and Conditions Accepted

By San Gabriel Valley Municipal Water District

Signature

Signature

Printed Name

Printed Name

Title

Date

Title

Date

Enclosures: (2)



PROVOST & PRITCHARD CONSULTING GROUP
STANDARD FEE SCHEDULE
Effective 1/1/23
(hourly rates)

This schedule supersedes previously published fee schedules as of the effective date.
Multi-year contracts are subject to any subsequent changes in these rates.

<u>ENGINEERING STAFF:</u>	<u>Fee Range</u>
Assistant Engineer	\$ 105.00 - \$ 133.00
Associate Engineer	\$ 126.00 - \$ 156.00
Senior Engineer	\$ 164.00 - \$ 195.00
Principal Engineer	\$ 207.00 - \$ 248.00
Associate Structural Engineer	\$ 120.00 - \$ 146.00
Senior Structural Engineer	\$ 150.00 - \$ 180.00
Principal Structural Engineer	\$ 190.00 - \$ 230.00
 <u>SPECIALISTS:</u>	
Assistant Biologist	\$ 90.00 - \$ 105.00
Associate Biologist	\$ 110.00 - \$ 130.00
Principal Biologist	\$ 165.00 - \$ 195.00
Assistant Environmental Specialist	\$ 90.00 - \$ 120.00
Associate Environmental Specialist	\$ 126.00 - \$ 155.00
Senior Environmental Specialist	\$ 165.00 - \$ 195.00
Principal Environmental Specialist	\$ 205.00 - \$ 245.00
Assistant GIS Specialist	\$ 85.00 - \$ 103.00
Associate GIS Specialist	\$ 105.00 - \$ 132.00
Senior GIS Specialist	\$ 140.00 - \$ 175.00
Assistant Geologist/Hydrogeologist	\$ 95.00 - \$ 120.00
Associate Geologist/Hydrogeologist	\$ 127.00 - \$ 155.00
Senior Geologist/Hydrogeologist	\$ 160.00 - \$ 190.00
Principal Geologist/Hydrogeologist	\$ 200.00 - \$ 240.00
Associate Water Resources Specialist	\$ 105.00 - \$ 130.00
Senior Water Resources Specialist	\$ 135.00 - \$ 170.00
Environmental & Roof Specialist	\$ 130.00 - \$ 200.00
External Affairs Specialist	\$ 98.00 - \$ 128.00
Principal Tunneling Consultant	\$ 235.00 - \$ 255.00
 <u>PLANNING STAFF</u>	
Assistant Planner	\$ 90.00 - \$ 110.00
Associate Planner	\$ 115.00 - \$ 138.00
Senior Planner	\$ 145.00 - \$ 173.00
Principal Planner	\$ 180.00 - \$ 206.00
 <u>TECHNICAL STAFF:</u>	
Assistant Technician	\$ 80.00 - \$ 97.00
Associate Technician	\$ 102.00 - \$ 125.00
Senior Technician	\$ 130.00 - \$ 158.00
 <u>CONSTRUCTION SERVICES:</u>	
Associate Construction Manager	\$ 125.00 - \$ 145.00
Senior Construction Manager	\$ 152.00 - \$ 176.00
Principal Construction Manager	\$ 185.00 - \$ 215.00
Construction Inspector (PW)	\$ 155.00 - \$ 180.00
Construction Inspector - OT (PW)	\$ 190.00 - \$ 221.00
 <u>SUPPORT STAFF:</u>	
Administrative Assistant	\$ 70.00 - \$ 90.00
Project Administrator	\$ 83.00 - \$ 108.00
Senior Project Administrator	\$ 115.00 - \$ 200.00
Intern	\$ 65.00 - \$ 80.00
 <u>SURVEYING SERVICES:</u>	
Assistant Surveyor	\$ 100.00 - \$ 130.00
Licensed Surveyor	\$ 150.00 - \$ 190.00
	<u>Prev. Wage (1)</u>
1 Man Survey Crew	\$ 175.00 \$ 200.00
2 Man Survey Crew	\$ 245.00 \$ 285.00
2 Man Survey Crew including LS	\$ 280.00 \$ 295.00
(Field Work not including survey equipment billed at individual standard rate plus vehicle as appropriate)	
UAV (Drone) Services	\$ 210.00

EXPERT WITNESS / GIS TRAINING: As quoted.

TRAVEL TIME (for greater than 1 hour from employee's base office): \$80/hr (unless the individual's rate is less)

PROJECT COSTS:

Mileage	IRS value + 15%
Outside Consultants	Cost + 15%
Direct Costs	Cost + 15%

- (1) Prevailing wage rates shown for San Joaquin, Stanislaus, Merced, Madera, Fresno, Tulare, Kings, and Kern Counties, other counties as quoted.
- (2) Overtime for Construction Services prevailing wage will be calculated at 125% of the standard prevailing wage rate



286 W. Cromwell Avenue
 Fresno, CA 93711-6162
 (559)449-2700
 FAX (559)449-2715
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CONSULTANT SERVICES AGREEMENT

CSA No:

Client	<u>San Gabriel Valley MWD</u>	Proposal No.	<u>0000P-17-178</u>
Attention	<u>Darin Kasamoto</u>	Telephone	<u>626-969-7911</u>
Bill To	<u>San Gabriel Valley MWD</u>	Fax	<u></u>
Billing Address	<u>PO Box 1299</u>	E-Mail	<u>dkasamoto@sgvmwd.com</u>
City, Zip Code	<u>Azusa, CA 91702-1299</u>		
Project Title	<u>San Gabriel Valley MWD-San Gabriel Supplemental Water</u>	Location	<u>Los Angeles County</u>

Description of Services:

Assist SGVMWD in identifying and acquiring supplemental water supplies for recharge (spot purchases or unbalanced exchanges in years when SGVMWD has available delivery capacity); target 1,000 af/y average of supplemental water. Refer to letter proposal dated May 19, 2017 for complete description. Such work is referred to herein as the "Project."

The provisions set forth below and on the following paragraphs 1 through 42 are incorporated into and made a part of this Agreement. In signing, the Client acknowledges that they have read and approved all such terms and hires Provost & Pritchard Engineering Group, Inc., dba Provost & Pritchard Consulting Group, (Consultant) to perform the above described services.

TERMS AND CONDITIONS

Client and Consultant agree that the following terms and conditions shall be part of this agreement:

1. In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Consultant makes no warranty, express or implied, as to its professional services rendered under this Agreement.
2. Client acknowledges that Consultant is not responsible for the performance of work by third parties not engaged by consultant.
3. Client agrees that if Client requests services not specified in the scope of services described in this agreement, Client will pay for all such additional services as extra services, in accordance with Consultant's billing rates utilized for this contract.

DOCUMENTS

4. Client acknowledges that all reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by Consultant (collectively Work Product) are instruments of service which shall remain the property of Consultant and may be used by Consultant without the consent of Client. Consultant shall retain all common law, statutory law and other rights, including copyrights. Consultant grants Client a perpetual, royalty-free fully paid-up, nonexclusive and irrevocable license to copy, reproduce perform, dispose of, use and re-use the Work Product in connection with the Project, in whole or in part, and to authorize others to do so for the benefit of Client. Client acknowledges that its right to utilize Work Product pursuant to this agreement will continue only so long as Client is not in default, pursuant to the terms and conditions of this agreement, and Client has performed all its obligations under this agreement.
5. Client agrees not to reuse Work Product, in whole or in part, for any project other than the project that is the subject of this agreement. Client further agrees to waive all claims against Consultant resulting in any way from any unauthorized changes or unauthorized reuse of the Work Product for any other project by anyone on Client's behalf. Client agrees not to use or permit any other person to use versions

of Work Product which are not final and which are not signed and stamped or sealed by Consultant. Client shall be responsible for any such use of non-final Work Product. Client hereby waives any claim for liability against Consultant for use of non-final Work Product. If a reviewing agency requires that check prints be submitted with a stamp or seal, those shall not be considered final for purposes of this paragraph.

6. In the event Client (1) makes, agrees to, authorizes, or permits changes in Work Product, or (2) makes, agrees to, authorizes, or permits construction of such unauthorized changes, which changes are not consented to in writing by Consultant, or (3) does not follow recommendations prepared by Consultant pursuant to this agreement, resulting in unauthorized changes to the project, Client acknowledges that the unauthorized changes and their effects are not the responsibility of Consultant. Client agrees to release Consultant from all liability arising from such unauthorized changes, and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from and against all claims, demands, damages or costs, including attorneys' fees, arising from such changes.
7. Under no circumstances shall delivery of Work Product for use by the Client be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the Consultant be liable for indirect or consequential damages as a result of the Client's unauthorized use or reuse of the Work Product.
8. The Client is aware that differences may exist between electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the Consultant and electronic files, the signed sealed hard-copy documents shall govern.

LIMITATIONS

9. Consultant makes no representations concerning soils or geological conditions unless specifically included in writing in this agreement, or by amendments to this agreement. If Consultant recommends that Client retain the services of a Geotechnical Engineer and Client chooses to not do so, Consultant shall not be responsible for any liability that may arise out of the making of or failure to make soils or geological surveys, subsurface soils or geological tests, or general soils or geological testing.
10. Client acknowledges that, unless specifically stated to the contrary in the proposal's description of services to be provided, Consultant's scope of services for this project does not include any services related in any way to asbestos and/or hazardous or toxic materials. Should Consultant or any other party encounter such materials on the job site, or should it in any other way become known that such materials are present or may be present on the job site or any adjacent or nearby areas which may affect Consultant's services, Consultant may, at its option, suspend or terminate work on the project until such time as Client retains a qualified contractor to abate and/or remove the asbestos and/or hazardous or toxic materials and warrant that the job site is free from any hazard which may result from the existence of such materials.

INDEMNIFICATION

11. To the fullest extent allowed by law, Consultant will indemnify and hold harmless, but shall have no duty to defend Client, its officers, directors, employees and agents (collectively, the "Client Indemnitees") from, for and against any and all claims, demands, damages, losses, expenses, liabilities and penalties arising out of or relating to the Project, but only to the extent caused by the negligent or other wrongful acts or omissions of Consultant, its subconsultants, or any person or entity for whose acts or omissions any of them are responsible, or by the failure of any such party to perform as required by this Agreement. To the fullest extent allowed by law, Client will indemnify and hold harmless, but shall have no duty to defend Consultant and its officers, directors, employees and agents from, for and against any and all claims, demands, damages, losses, expenses, liabilities and penalties arising out of or relating to the Project, but only to the extent caused by the negligent or other wrongful acts or omissions of Client or any person or entity for whose acts or omissions it is responsible, or by the failure of any such party to perform as required by this Agreement. The obligations and rights of this Section are in addition to other obligations and rights of indemnity provided under this Agreement or applicable law.

FINANCIAL

12. All fees and other charges due Consultant will be billed monthly on a time and materials basis for services actually rendered on Client's behalf, and shall be due at the time of billing unless specified otherwise in this agreement. If Client fails to pay Consultant within sixty (60) days after invoices are rendered, Consultant shall have the right in its sole discretion to consider such default in payment a

material breach of this entire agreement, and, upon written notice, Consultant's duties, obligations and responsibilities under this agreement may be suspended or terminated for cause pursuant to Sections 26 through 31. In such event, Client shall promptly pay Consultant for all outstanding fees and charges due Consultant at the time of suspension or termination including all costs and expenses incurred in the performance of services up to suspension or termination.

13. Consultant shall not be liable to Client for any costs or damages that may result from the termination or suspension of services under this agreement due to Client's failure to pay Consultant invoices in accordance with the terms of this paragraph. In the event that Consultant agrees to resume terminated or suspended services after receiving full payment of all late invoices, Client agrees that time schedules and fees, as applicable, related to the services will be equitably adjusted to reflect any delays or additional costs caused by the termination or suspension of services.
14. In all cases where the proposal calls for payment of a retainer, that payment shall be made by Client to Consultant prior to commencement of services under this agreement. Upon receipt of retainer payment, the Consultant shall commence services as provided for under this Agreement. Unless otherwise provided for in the project proposal, such retainer shall be held by Consultant throughout the duration of the contract, and shall be applied to the final project invoice, and to any other outstanding AR, including late payment charges, on the project. Any amount of said retainer in excess of the final invoice and other outstanding AR shall be returned to the Client within 30 days of issuance of the final project invoice.
15. Client agrees that all billings from Consultant to Client will be considered correct and binding on Client unless Client, within ten (10) days from the date of receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies, or errors in billing. In the event of a dispute over any billing or portion of billing, Client agrees to pay the undisputed portion of any billings in accordance with the payment terms set forth in Section 18.
16. Client agrees to pay a monthly late payment charge, which will be the lesser of one and one half percent (1-1/2%) per month or a monthly charge not to exceed the maximum legal rate, which will be applied to any unpaid balance commencing thirty (30) days after the date of the billing. Client acknowledges that payments applied first to unpaid late payment charges and then to unpaid balances of invoices.
17. In the event Consultant's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees or any taxes or fees imposed by local, state, or federal government on consultants' fees during the lifetime of this agreement, the new fee schedule shall apply to all subsequent work on time-and-materials contracts.
18. If payment for Consultant's services is to be made on behalf of Client by a third party lender, Client agrees that Consultant shall not be required to indemnify the third party lender, in the form of an endorsement or otherwise, as a condition to receiving payment for services. Client agrees to reimburse Consultant for all collection agency fees, legal fees, court costs, reasonable consultant staff costs and other expenses paid or incurred by Consultant in the event that collection efforts become necessary to enforce payment of any unpaid billings due to Consultant in connection with the services provided in this agreement.

LIMITATION OF LIABILITY

19. **Notwithstanding any other provisions of this Agreement to the contrary, the aggregate liability of the Consultant under this Agreement, whether for breach of contract, tort, strict liability or any other legal theory, will not exceed the total amount of Consultant's compensation for performing services under this Agreement or \$50,000, whichever is greater, however this limitation of Consultant's liability does not apply to third-party claims, or to the Client's reasonable attorneys' fees and expert witnesses' fees and litigation expenses arising out of or related to such third-party claims for which Consultant is liable.**

DISPUTE RESOLUTION

20. In an effort to resolve any conflicts or disputes that arise regarding performance under this agreement by either party, Client and Consultant agree that all such disputes shall be submitted to nonbinding mediation, using a mutually agreed upon mediation services experienced in the resolution of construction disputes. Unless the parties mutually agree otherwise, such mediation shall be a pre-condition to the initiation of any litigation. The parties further agree to include a similar mediation provision in their agreements with other independent contractors and consultants retained for the project and require them to similarly agree to these dispute resolution procedures. This provision shall not be interpreted to restrict the right of either party to file an action in a court of law, in the County of

Fresno, State of California, having appropriate jurisdiction or to preclude or limit the Consultant's right to record, perfect or to enforce any applicable lien or Stop Notice rights.

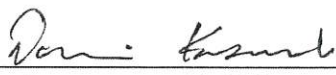
SUSPENSION AND TERMINATION

21. If the Project or the Consultant's services are suspended by the Client for more than thirty (30) consecutive calendar days, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.
22. If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.
23. If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach that caused the Consultant to suspend services, the Consultant shall resume services, and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.
24. Client acknowledges Consultant has the right to complete all services included in this agreement. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for services not performed or completed by Consultant and from liability for any third-party reliance, use, interpretation or extrapolation of Consultant's work product. In the event all or any portion of the services by Consultant are suspended, abandoned, or otherwise terminated, Client shall pay Consultant all fees and charges for services provided prior to termination, not to exceed the contract limits specified herein, if any. Client acknowledges if the project services are suspended and restarted, there will be additional charges due to suspension of the services which shall be paid for by Client as extra services pursuant to Section 3. Client acknowledges if project services are terminated for the convenience of Client, Consultant is entitled to reasonable termination costs and expenses, to be paid by Client as extra services pursuant to Section 3.
25. The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.
26. In the event of termination of this Agreement by either party, Consultant shall invoice Client for all outstanding services and expenses reasonably incurred by the Consultant prior to the termination of this Agreement. The Client shall within thirty (30) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

OTHER

27. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of Client and Consultant.
28. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.
29. Consultant's or Client's waiver of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant. Consultant's or Client's waiver of any breach of this agreement shall not constitute the waiver of any other breach of the Agreement.
30. Client and Consultant agree that if any term or provision of this Agreement is determined to be illegal, in conflict with any law, void or otherwise unenforceable, and if the essential terms and provisions of this Agreement remain unaffected, then the validity of the remaining terms and provisions will not be affected and the offending provision will be given the fullest meaning and effect allowed by law.
31. This agreement shall be governed by and construed in accordance with the laws of the State of California.
32. Within the limits of the approved scope and fee, Consultant may engage the services of any subconsultants when, in the Consultant's sole opinion, it is appropriate to do so. Such subconsultants may include testing laboratories, geotechnical engineers and other specialized consulting services deemed necessary by the Consultant to carry out the scope of the Consultant's services.

33. Consultant shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations pursuant to this agreement if Client files a voluntary petition seeking relief under the United States Bankruptcy Code or if there is an involuntary bankruptcy petition filed against Client in the United States Bankruptcy Court, and that petition is not dismissed within fifteen (15) days of its filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with final order or judgment issued by the Bankruptcy Court.
34. This agreement shall not be construed to alter, affect or waive any design professional's lien, mechanic's lien or stop notice right, which Consultant may have for the performance of services pursuant to this agreement. Client agrees to provide to Consultant the current name and address of the record owner of the property upon which the project is to be located. Client also agrees to provide Consultant with the name and address of any and all lenders who may loan money on the project and who are entitled to receive a preliminary notice.
35. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits. Client agrees that it is the responsibility of Client to maintain in good standing all governmental approvals or permits and to timely apply for any necessary extensions thereof.
36. Consultant and Client each agree to waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with paragraphs 26 through 31, except for termination expenses provided for in said paragraph 31. Client further agrees that to the fullest extent permitted by law, Consultant shall not be liable to Client for any special, indirect or consequential damages whatsoever, whether caused by Consultant's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever, including but not limited to, loss of use of equipment or facility, and loss of profits or revenue.
37. This Agreement is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

		Provost & Pritchard Engineering Group, Inc., dba Provost & Pritchard Consulting Group
Client	<u>San Gabriel Valley MWD</u>	
By	<u></u>	By <u></u>
Name/Title	<u>DARIN KASAMETS GENERAL MANAGER</u>	Name/Title <u>Dale K. Melville, RCE 28098 Principal Engineer</u>
Date Signed	<u>JUNE 19, 2017</u>	Date Signed <u>06-19-2017</u>

AGENDA ACTION ITEM NO. 2

PROPOSAL FROM CIVILTEC ENGINEERING, INC. TO EVALUATE AND RECOMMEND STANDBY GENERATOR REPLACEMENT OPTIONS

RECOMMENDED ACTION: Approve the proposal from Civiltec Engineering, Inc.

BACKGROUND: Civiltec Engineering, Inc. was asked to evaluate standby power options at six District facilities. Five of the existing standby generators are at end of life and require replacement. Riverside Meter Structure currently does not have standby power and the installation of a standby generator at the site was one of seven recommendations in the June 2015 Emergency Preparedness/Repair Study Update prepared by Stetson Engineers. Per a request by former Board President Wong, Civiltec will evaluate the feasibility of non-carbon emitting standby power options.

BUDGET IMPACT: None, there is sufficient funding in the adopted 2022-2023 budget for consultant activities.

PRIOR BOARD ACTION: N/A



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

February 28, 2023

San Gabriel Valley Municipal Water District
549 E Sierra Madre
Azusa, CA 91702-1299

Sent Via Email: stevekiggins@sgvmwd.com

ATTN: Steve Kiggins | Assistant General Manager

**RE: Proposal for Steve Kiggins
Standby Generator Replacement
Civiltec Proposal No. PF23011**

Dear Steve,

Civiltec engineering, inc. (Civiltec) appreciates the opportunity to provide professional surveying and engineering services to San Gabriel Valley Municipal Water District (SGVMWD) for the above referenced project. We understand this project is to evaluate standby power options for the permanent standby diesel generators / transfer switches at six locations along SGVMWD's pipeline in various Cities in Los Angeles and San Bernardino Counties. Five of the generators are at the end of their life and need to be replaced, and an additional standby power source / generator is desired at the Riverside Meter Structure since it is the first isolation and metering point beyond Schedule VI of the pipeline, which is shared with San Bernardino Valley Municipal Water District. Money has been budgeted for the current year based on the budgetary quote from DAP Electric. The board requested that green / non-carbon emitting technology be considered, but SGVMWD has not found anything that would efficiently and economically provide the standby power needed during an emergency. The project includes the following sites:

- Riverside Meter Structure (Rialto)- Currently no standby power
- Etiwanda PRS- Onan Generator Model: 7.5DKDFJ SER.# D910379970 SPEC.# 28825C
Transfer Switch Model: LTEU 100L SER.# D910379882 SPEC.# 2778H
- Emerald PRS- Onan Generator Model: 7.5DKDFJ SER. NO. D910379972 SPEC. NO. 28825C
Transfer Switch Model: LTEU 100L SER. NO. D910379880 SPEC. NO. 2778H
- San Dimas Hydro- Onan Generator Model: 25.0DL6-15R/27431D SER. NO. J840732628
Transfer Switch Model: ASCO 940
- Big Dalton PRS- Onan Generator Model: 7.5DKDFJ SER. NO. D910379971 SPEC. NO. 28825C
Transfer Switch Model: LTEU 100L SER. NO. D910379881 SPEC. NO. 2778H
- Azusa FCS- Onan Generator Model: 10DKGFJ 10.0 KW SER. #: K923976941 SPEC.: 27798A
Transfer Switch Model: OT 70 SER. #: I940553160 SPEC.: 5952J



AUTHORIZED RESPONSIBLE ENGINEERS

Civiltec proposes to assign C. Shem Hawes, PE, as company representative. He is a Principal in the firm and the Fullerton Branch Manager. He will be responsible for the firm's timely response and quality completion. He has complete authority to handle all contractual matters, commit **Civiltec's** resources as necessary and take all action necessary to meet your requests. Shem will be assisted by Heber Torres, PE as the Electrical Engineer. **Civiltec** will manage this project directly from our Fullerton office.

SCOPE OF SERVICES

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

The **Civiltec** team will attend a kick-off meeting with SGVMWD at the commencement of the project. At that time, we will obtain copies of all electrical design information for the sites to be investigated.

Upon completion of the initial review, **Civiltec** will schedule a site visit to each location to verify the provided documentation is accurate. While at the site, **Civiltec** will perform a visual inspection of the existing generators (if any), a visual inspection of the manual transfer switch (if any) or identify possible locations for new switches and generators (if required).

Inspection of existing manual transfer switches will identify types and ratings of connectors.

With the permission and coordination of SGVMWD, all manual transfer switches will have each manual transfer switch operated from the normal to emergency position to verify proper mechanical and electrical functionality. All existing motor control centers will be visually inspected to determine if they need additional maintenance or complete replacement.

Civiltec will inform SGVMWD if visual inspection of the existing generators results in concern regarding their reliability.

Upon obtaining the necessary information from site visits, **Civiltec** will prepare an in-depth report of findings for each site. Each site report shall contain the following information (where applicable):

- Confirmation or correction of the electrical design documentation.
- Recommendations for any observed electrical or other problems.
- Engineer's assessment of existing electrical equipment conditions.
- Engineer's assessment of existing manual transfer switch, including electrical testing results (if applicable).
- Engineer's recommendation for authorizing purchase of DAP Engineering proposed permanent generator sizing.
- Engineer's recommendation for new transfer switch location and tie-in details (if applicable).
- Engineer's recommendation for solar power alternatives in lieu of permanent gas-powered generation.



The site report will include general photographs of observed conditions in the field. In addition, site reports will include photographs of any suggested new locations for equipment.

Part of the final report will include an area of general recommendations. These recommendations will consist of, but are not be limited to:

- Engineer's recommendation of site priority for permanent generators,
- Discussion of advantages/disadvantages of diesel gas generators verse solar power,
- Discussion of permits, clearances, and requirements necessary for generators in the areas of influence,
- Estimated cost of various general options available.

SCHEDULE

Civiltec is available to commence this project immediately. Based on the scope of work described previously, we can complete this project within 8 weeks of the Notice to Proceed.

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. Generator Selection and Analysis	\$23,460.00
Total	\$23,460.00

Any work not authorized within 3 months of the date of this proposal will be subject to renegotiations based on current rates. Capacity and impact fees associated with application filings shall be the responsibility of SGVMWD. Additional services may be authorized by SGVMWD based on *Civiltec's* Hourly Rate Schedule. *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 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 (shawes@civiltec.com)
Principal, Senior Engineer

CSH:amv



Attachment(s): A - Breakdown of Hours and Fees

Proposal Acceptance:

The Terms and Conditions of this proposal are:

Accepted this _____ day of _____ 2023.

By Authorized SGVMWD Representative:

Name and Title	Date
W:\Proposals\2023 Proposals\Fullerton\PF23011.00-SGVMWD-Standby Generator Replacement Rev 01.docx	Replacement\Proposal\Final\PF23011.00-

Attachment A
Breakdown of Hours and Fees

Standby Generator Replacement
 Jet Propulsion Laboratory (JPL)
 Proposal Number: PF23011
 Time and Fee Estimate
 February 28, 2023

Scope of Work	HOURS				Reimb. Expenses	TOTAL COST
	SrE \$ 250.00	PrEE \$ 225.00	SrPE \$ 225.00	SE \$ 165.00		
Phase 1 - Generator Selection and Analysis	12	56	10	34	\$ -	\$ 23,460.00
Task 1 - Research and Review	4	8	2	2		\$ 3,580.00
Task 2 - Analysis	2	24	8	8		\$ 9,020.00
Task 3 - Report	6	24		24		\$ 10,860.00
HOURS	12	56	10	34	\$ -	112
BUDGET						\$ 23,460.00

PIC = Principal Engineer (PE) SrE = Senior Engineer (PE) SrPM = Sr. Project Manager
 PrEE = Principal Electrical Engr. (PE) PM = Project Manager SrPE = Sr. Project Engineer (PE)
 PE = Project Engineer (PE) SrD = Senior Designer SrSE = Sr. Staff Engineer (EIT)
 SE = Staff Engineer (EIT) D = Designer D/CAD = Designer/CAD Operator
 CAD = CAD Operator JrE = Jr. Engineer (Intern) PT = Planning Technician
 Admin = Admin. Asst./Clerical CO = Construction Observer SM = Survey Manager (PLS)
 2PS = Two Person Survey Crew SLS = Staff Land Surveyor (PLS) ST = Survey Technician

AGENDA ACTION ITEM NO. 3

PROPOSAL FROM CIVILTEC ENGINEERING, INC. TO DEVELOP A HYDRAULIC MODEL AND TRANSIENT WAVE ANALYSIS

RECOMMENDED ACTION: Approve the proposal from Civiltec Engineering, Inc.

BACKGROUND: The Devil Canyon-Azusa Pipeline has been in service almost fifty years and valves throughout the system are in need of replacement. Civiltec Engineering, Inc. was asked to evaluate the Devil Canyon – Azusa Pipeline pressure reducing stations and make recommendations for their rehabilitation. The first step requires the development of a hydraulic model to determine how station configuration / valve changes would affect the system. Additionally, one of the recommendations from the DCAP SCH I Condition Assessment Failure Risk Analysis and Repair Prioritization report is to perform hydraulic transient analysis to determine the actual maximum pressures in the pipeline, as they significantly affect the repair priorities.

BUDGET IMPACT: None, there is sufficient funding in the adopted 2022-2023 budget for consultant activities.

PRIOR BOARD ACTION: N/A



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

March 8, 2023

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

Sent Via Email: SteveKiggins@sgymwd.com

ATTN: Steve Kiggins | Assistant General Manager

RE: Proposal for DCAP Pipeline Hydraulic Model Development and Transient Wave Analysis, Civiltec Proposal No. PF23029

Dear Mr. Kiggins:

Civiltec engineering, inc. (Civiltec) appreciates the opportunity to provide professional engineering services to San Gabriel Valley Municipal Water District (District) for the development of a computerized hydraulic model and transient wave analysis for the Devils Canyon Azusa Pipeline.

The pipeline extends westward from its source water at the Devils Canyon afterbay (Sta. 2012+27.00) to the Azusa Flow Control Structure (Sta 45+57.73) for total of approximately 37.25 miles and includes varying pipe diameters from 52-inches to 30-inches.

Key features of the pipeline include:

DEVILS CANYON AZUSA PIPELINE KEY FACILITIES	
Devils Canyon Metering Facility	Cucamonga Valve Structure
DWR Turnout	Live Oak Wash
Cable Creek Turnout	Emerald Pressure Reducing Station
SPRR Turnout	San Dimas Hydropower Station
Glen Hellen Levee Turnout	Big Dalton Pressure Reducing Station
Owl Rock Turnout	Little Dalton Turnout
Riverside Meter Structure	San Gabriel Flow Control Structure
Riverside Valve Structure	Azusa Flow Control Structure
Etiwanda Pressure Reducing Station	

The District has not performed hydraulic modeling for the pipeline since 1998 when a model was developed using KY-Pipe. We understand this model is no longer available and today more modern software is available to develop the model, which can include geographic information system (GIS) data and more advanced evaluations.



A hydraulic model allows the District to evaluate system issues or to allow design of system modifications and provide an estimate of its impact on the system. We would envision the District utilizing the hydraulic model from this project repeatedly in future as evaluations of proposed changes to the system are needed. The software proposed for creating the model is considered among the most advanced is ubiquitous in the engineering field thus allowing the District to have it utilized by other consultants as needed. Therefore, a development of a hydraulic is recommended to aid in evaluating immediate planned projects such as the rehabilitation of the existing DCAP pipeline pressure reducing stations and for future projects.

Model Creation. The new hydraulic model will replicate to the greatest extent possible the previous nodes with updates to modify the configuration to match any system changes since 1998. This approach will allow comparison of data of the previous model in past reports to the new model data output.

Civiltec will develop a new hydraulic model using InfoWater Suite 12.4 by Innowyze. The District's 1998 model utilized 29 nodes and 29 piping sections corresponding to key facilities in the pipeline and the new model will seek to replicate the original model as much as possible.

Transient Wave Analysis Optional Task. An option task to perform a transient wave analysis (surge) is recommend and included in this proposal for consideration. A transient wave occurs in a pipeline in response to a sudden change in the flow rate, such as a valve closing quickly, and is dependent on a variety of factors such as:

- Geometry of the pipeline,
 - Diameter
 - Slope
 - Bends/curves/splits, and
 - Pipe material and linings
- Flow rate,
- Type of valves or other piping appurtenances, and
- Existing pressure relief systems and configuration.

When a pipeline experiences a sudden closure or blockage a pressure wave reflection occurs in the opposite direction of flow and can achieve a reflected pressure of 1.5 times the operating pressure or greater. The resulting reflected wave is instantaneous and can oscillate back and forth in the piping section until the energy is dissipated through frictional losses.

Recent Pipeline Integrity Evaluations. Not all sections of the pipeline will experience the change in pressure equally from a transient wave. The transient wave analysis is an important component of modeling the pipeline system to provide an evaluation where sections of the pipeline would be impacted by the sudden increase in pressure. This is relevant to the DCAP pipeline and its recent electromagnetic corrosion inspections and risk analysis performed by PICA Corporation (PICA).

The PICA risk assessment used a 1.5 times multiplication factor to the hydraulic grade line pressure as an estimate of transient wave resultant increases in pressure. This factor is a fairly conservative estimate and was applied uniformly across the entire section of pipeline studied. Their assessment stated some pipeline locations approached or exceeded design operating pressures when the added estimated transient wave pressure was considered.



The PICA study also indicated a number of pipeline locations where the steel wall of the pipeline was estimated to have experienced wall loss from corrosion. A better estimate of the magnitude and locations of transient wave impacts in the pipeline is recommended to evaluate wall loss locations from the PICA risk analysis report.

Transient Wave Software Module Cost. *Civiltec* owns a license for the software needed to perform the hydraulic modeling, which will develop the pipeline base model and perform hydraulic analysis scenarios at no added project cost. A transient wave analysis would require obtaining a special software module at an additional project cost of \$11,500, including taxes and fees for a one-year license. Should the District opt to forego transient wave analysis at this time we have developed this proposal with those costs as a separate line item.

Retrofitting/Upgrading Existing Pressure Reducing Stations. The District has three existing pressure reducing stations with aging valves in need of replacement. Operations also has a desire to better handle low flow delivery conditions with greater control than the original design provides.

As part of this proposal the modeling work will evaluate configuration changes to the pressure reducing stations valving types/sizes with a goal of permitting better operational control under low flow delivery. This proposal includes modeling scenarios for 4 different flow rate regimes under the existing system configuration and under 3 different configurations of pressure reducing station modifications, for a total of 16 scenarios. An additional 16 scenarios are included which include evaluating transient wave impacts should the District decide to include this work in the project.

We understand the heart of this project will be in Phase 3 - Hydraulic Model Development and Calibration and Phase 4 - Simulations and Evaluations. We propose they be performed as follows.

Phase 3 - Task 1. Data Acquisition

- a. Research existing record documents on the pipeline to gather data necessary for hydraulic model development.
- b. Site visits to major pipeline facilities to inspect and interview operations staff on its typical operation, flow, and pressure data.

Phase 3 - Task 2. Construct and Calibrate Hydraulic Model

- a. Develop a hydraulic model using a GIS based platform and transient wave analysis module.
- b. Work with District staff to obtain flow and pressure data at varying flowrate at key pipeline facilities to calibrate the model.
- c. Evaluate and field data to model output and refine variables such as friction factors to adjust the model's output to field data.

Phase 4 - Simulations and Evaluations

Civiltec will develop a model of the existing system and three modified system configurations evaluating potential changes to the existing three pressure reducing stations. These model scenarios will be evaluated at 4 flow rate regimes for a total of 16 scenarios. The existing system scenarios will be calibrated against historical operating data prior to developing scenarios involving potential configuration



changes to the pressure reducing station. Table-1 below lists the proposed hydraulic modeling scenarios excluding a transient wave analysis.

Table-1 Base and Modified Pressure Reducing Stations – No Transient Wave Analysis

Scenario	Flow Rate Regime 1	Flow Rate Regime 2	Flow Rate Regime 3	Flow Rate Regime 4
Existing System	1-A	1-B	1-C	1-D
Modified PR Stations Configuration 1	2-A	2-B	2-C	2-D
Modified PR Stations Configuration 2	3-A	3-B	3-C	3-D
Modified PR Stations Configuration 3	4-A	4-B	4-C	4-D

AUTHORIZED RESPONSIBLE ENGINEERS

Civiltec proposes to assign W. David Byrum, PE, as company representative. As President of the firm, he is responsible for the firm’s timely response and quality completion of this project. He has complete authority to handle all contractual matters, commit *Civiltec’s* resources as necessary and take all action necessary to meet your requests. Shem Hawes, PE, will be the Project Manager. Shem will be assisted by Steven Walker, PE, as the Senior Project Engineer and Gretel Ochoa-Nhac, PE, Project Engineer (Hydraulic Modeling Specialist). Our team will be supported by our in-house Principal Electrical Engineer, Heber Torres, PE.

SCOPE OF SERVICES

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

Phase 1 – Project Management and Coordination

Civiltec will provide project administration and management activities throughout all tasks such as staffing, budget management, invoice preparation, schedule management, and maintaining the quality of work products defined within this scope consistent with applicable standards and the District’s project criteria.

A total of 41 hours is budgeted for this phase.

Phase 2 – Progress and Review Meetings

We anticipate this project will take approximately 12 weeks to complete. We suggest weekly progress meetings take place for the majority of the schedule to keep communications constant. We have budgeted 10 virtual meetings, including a kick-off meeting, weekly progress meetings, and draft and final technical memo (TM) reviews. We are also happy to meet in person, as necessary, because we are so close by. The meetings will be attended by key *Civiltec* staff based on the stage of the project.

A total of 44 hours is budgeted to this phase.

Phase 3 – Hydraulic Model Development and Calibration

As discussed above *Civiltec* will perform the following tasks.



Task 1. Data Acquisition

We anticipate performing site visits by *Civiltec* hydraulic modeling and mechanical process engineers to nine of the pipeline facilities including:

- Pressure reducing stations,
- Valve structures,
- Meter structures, and
- Flow control structures.

This phase will include gathering, organizing and reviewing pipeline record information and reports for data to develop the hydraulic model. The model development will be relying on record information for key data such as vertical and horizontal elevations and location of pipeline features. *Civiltec* will adjust records using NAD27 datum to an estimate of the current NAD83 datum, no field surveying of existing facilities is proposed in this project. *Civiltec* will include pertinent records collected for use in exhibits and appendices of the final TM.

Task 2. Construct and Calibrate Hydraulic Model

Data from the previous task will be used by *Civiltec* to develop the initial hydraulic model. Additional operational pipeline data (flow and pressure) under varying flowrates and water delivery configurations will be collected from the District for use in calibration of the model. Calibration will generally consist of adjusting friction factors of piping and valve configurations.

A total of 231 engineering hours is assigned to this phase.

Phase 4 – Simulations and Evaluations

As discussed earlier in this proposal, *Civiltec* will develop a model of the existing system and three modified system configurations evaluating potential changes to the existing three pressure reducing stations. These model scenarios will be evaluated at 4 flow rate regimes for a total of 16 scenarios. The existing system scenarios will be calibrated against historical operating data prior to developing scenarios involving potential configuration changes to the pressure reducing station. Data on flow, velocity, and pressure across the pipeline will be tabulated and used for development of exhibits and tables for the subsequent TM deliverable.

A total of 208 engineering hours is budgeted to this phase.

Phase 5 – Summary Technical Memorandum

Civiltec will prepare a technical memorandum summarizing the development and findings of the model and scenarios evaluated. The TM will provide conclusions and recommendations on the existing and potential additional modeling work required or anticipated.

The TM will discuss the modeled operating pressure at the 23 piping locations of concern identified in the PICA risk analysis report and compare/contrast them to report listed operating pressures.

It is anticipated one or two valving and/or piping modification options at each of the three existing pressure reducing stations will be recommended for a future project to further evaluate the constructability/feasibility of the options and select an option for development of bidding documents for construction.



Data collected from the records research will be provided in the TM appendix along with an electronic copy of the hydraulic model for future use by the District. Two draft and one final TM submittals are anticipated for deliverables.

A total of 138 engineering, QA/QC, drafting, and clerical hours are budgeted for this phase.

Phase 6 – Optional Transient Wave Analysis

Should the District select to include a transient wave analysis at this time each of the scenarios from Table-1 would be expanded and modified to include the analysis for an additional 16 scenarios, as shown in Table-2 below with the subscript “TW”.

Table-2 Base and Modified Pressure Reducing Stations – With Transient Wave Analysis

Scenario	Flow Rate Regime 1	Flow Rate Regime 2	Flow Rate Regime 3	Flow Rate Regime 4
Existing System	1-A-TW	1-B-TW	1-C-TW	1-D-TW
Modified PR Stations Configuration 1	2-A-TW	2-B-TW	2-C-TW	2-D-TW
Modified PR Stations Configuration 2	3-A-TW	3-B-TW	3-C-TW	3-D-TW
Modified PR Stations Configuration 3	4-A-TW	4-B-TW	4-C-TW	4-D-TW

Transient Wave Analysis Software Expense. *Civiltec* will develop the District’s model using InfoWater. To perform the transient wave portion of the project an addition module add-on is required. The cost for the transient wave module is \$10,000 for a temporary 12-month license and this cost is included in the project budget.

Civiltec will evaluate the piping locations identified by the PICA risk analysis study in the new model and compare their assumed transient wave pressure at the 23 critical piping sites to the modeled pressures. The analysis will also specifically identify maximum transient wave pressures at all pressure reducing stations, valve, and other location that could potentially initiate a transient wave event.

As part of Phase 6, *Civiltec* will make additional model modifications to pressure reducing stations to better refine the potential changes to their systems for better operational control and reduced potential to initiate a transient wave in the pipeline.

Civiltec will expand the TM from Phase 5 to include discussion the transient wave modeling conclusions and updated recommendations accordingly.

A total of 131 engineering, QAQC, drafting, and clerical hours are budgeted for this phase.

SCHEDULE

Civiltec is available to commence this project immediately. Based on the scope of work described previously, we can complete this project in approximately 3 months depending upon District review time frames.



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.

Task 1. Project Management and Coordination	\$5,760.00
Task 2. Progress and Review Meetings	\$6,740.00
Task 3. Model Development and Calibration	\$47,535.00
Task 4. Simulations and Evaluations	\$43,360.00
Task 5. Summary Technical Memorandum	\$25,870.00
Task 6. Optional Transient Wave Analysis	\$36,460.00
Total Inclusive of Optional Transient Wave Analysis	\$181,810.00
Total Excluding Optional Transient Wave Analysis.....	\$142,035.00

Any work not authorized within 3 months of the date of this proposal will be subject to renegotiations based on current rates. Capacity and impact fees associated with application filings shall be the responsibility of District. Additional services may be authorized by District based on *Civiltec's* Hourly Rate Schedule. *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 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 (shawes@civiltec.com)
Principal, Senior Engineer

CSH:cms



Attachment(s): A – Breakdown of Hours and Fees

Proposal Acceptance (Select One):

Proposal Inclusive of Optional Transient Wave Analysis \$181,810.00

Proposal Excluding of Optional Transient Wave Analysis \$142,035.00

The Terms and Conditions of this proposal are:

Accepted this _____ day of _____ 2023.

By Authorized Client Representative:

Name and Title Date

Attachment A
Breakdown of Hours and Fees

DCAP Pipeline Hydraulic Model Development and Transient Wave Analysis
San Gabriel Valley Municipal Water District
Time and Budget Estimate
PF23029

Date: March 7, 2023

	Shem Hawes	Heber Torres	Steven Walker	Gretel Ochoa-Nhac				
	HOURS BY PIC	HOURS BY PrEE	HOURS BY SrPE	HOURS BY PE	HOURS BY CADOP	HOURS BY Admin	REIMB. EXPENSES	TOTAL COST
Scope of Work	\$ 265.00	\$ 225.00	\$ 225.00	\$ 210.00	\$ 125.00	\$ 85.00		
Phase 1 – Project Management and Coordination								\$ 7,505.00
Project Management and Coordination	13	6	6			16		\$ 7,505.00
Phase 2 – Progress and Review Meetings								\$ 9,940.00
Progress and Review Meetings	4	16	16	8				\$ 9,940.00
Phase 3 – Hydraulic Model Development and Calibration								\$ 50,290.00
Task 1. Data Acquisition	2	4	54	46				\$ 23,240.00
Task 2. Construct and Calibrate Hydraulic Model	2	2	44	77				\$ 27,050.00
Phase 4 – Simulations and Evaluations								\$ 46,480.00
Existing System Flow Regime 1	1		8	4				\$ 2,905.00
Existing System Flow Regime 2	1		8	4				\$ 2,905.00
Existing System Flow Regime 3	1		8	4				\$ 2,905.00
Existing System Flow Regime 4	1		8	4				\$ 2,905.00
Modified System 1 Flow Regime 1	1		8	4				\$ 2,905.00
Modified System 1 Flow Regime 2	1		8	4				\$ 2,905.00
Modified System 1 Flow Regime 3	1		8	4				\$ 2,905.00
Modified System 1 Flow Regime 4	1		8	4				\$ 2,905.00
Modified System 2 Flow Regime 1	1		8	4				\$ 2,905.00
Modified System 2 Flow Regime 2	1		8	4				\$ 2,905.00
Modified System 2 Flow Regime 3	1		8	4				\$ 2,905.00
Modified System 2 Flow Regime 4	1		8	4				\$ 2,905.00
Modified System 3 Flow Regime 1	1		8	4				\$ 2,905.00
Modified System 3 Flow Regime 2	1		8	4				\$ 2,905.00
Modified System 3 Flow Regime 3	1		8	4				\$ 2,905.00
Modified System 3 Flow Regime 4	1		8	4				\$ 2,905.00
Phase 5 – Summary Technical Memorandum								\$ 27,820.00
QA/QC	6		4	2	2	2		\$ 3,330.00
Draft Summary Technical Memorandum Development	6		48	28	16	8		\$ 20,950.00
Final Summary Technical Memorandum Development			12	4				\$ 3,540.00

**DCAP Pipeline Hydraulic Model Development and Transient Wave Analysis
San Gabriel Valley Municipal Water District
Time and Budget Estimate
PF23029**

Date: March 7, 2023

	Shem Hawes	Heber Torres	Steven Walker	Gretel Ochoa-Nhac				
	HOURS BY PIC	HOURS BY PrEE	HOURS BY SrPE	HOURS BY PE	HOURS BY CADOP	HOURS BY Admin	REIMB. EXPENSES	TOTAL COST
Scope of Work	\$ 265.00	\$ 225.00	\$ 225.00	\$ 210.00	\$ 125.00	\$ 85.00		
Phase 6 – Optional Transient Wave Analysis								\$ 39,775.00
Transient Wave Analysis Software Package							\$ 11,500.00	\$ 11,500.00
Additional Meetings and Coordination	3		4	2				\$ 2,115.00
Task 1 - Construct Transient Wave Scenarios			4	8				\$ 2,580.00
Task 2 - Simulations and Evaluations (12 Scenarios)			46	34	2	1		\$ 17,825.00
Task 3 - Draft Technical Memorandum Section	1		12	2	2	1		\$ 3,720.00
Task 4- Final Technical Memorandum Section	1		6	2				\$ 2,035.00
HOURS	54	28	384	277	22	28	-	793
BUDGET	\$ 14,310.00	\$ 6,300.00	\$ 86,400.00	\$ 58,170.00	\$ 2,750.00	\$ 2,380.00	\$ 11,500.00	\$ 181,810.00

SR- PIC = Sr. Principal Engineer
SrPM = Sr. Project Manager
SrPE = Sr. Project Engineer
SE = Staff Engineer
CADOP = CAD Operator
Admin = Administrative Assistant/Clerical Crew

PIC = Principal Engineer
PrEE = Principal Electrical Engineer
PE = Project Engineer
D = Designer
JE = Junior Engineer
CO = Resident Eng./Const. Observer

SrE = Senior Engineer
PM = Project Manager
SrD = Sr. Designer
DD = Designer/Drafter
PT = Planning Technion
2MS = Two Person Survey

EXCLUDING TRANSIENT WAVE ANALYSIS AND SOFTWARE COSTS: \$ 142,035.00

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

Cc: Darin Kasamoto, General Manager

From: Evelyn Reyes, External Affairs Manager

Date: March 9, 2023

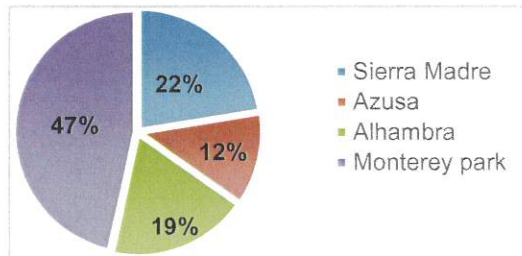
Subject: External Affairs Report

Rebates:

	Rain Barrel	Washing Machines	High-Efficiency Toilets	Waterless Urinals	Smart Controllers	Sprinkler Nozzles	Soil Sensor	Flow Meter Monitor
	\$35	\$85	\$40	\$150	Up to \$80	\$2 – Min. 30	Up to \$80	Up to \$100
Monthly Total	1	5	0	0	1	0	0	0
FY 22/23 Total	34	34	27	0	12	30	1	3

Irrigation Direct Install Program:

Assessed Properties	258
Waiting Install	0
Total Installed	218
Avg. cost per property	\$1,136.54



Legislative:

Our annual legislative trip to Sacramento is scheduled for Tuesday, March 14.

The District has sent a letter of support for **AB 279 (Rubio, Blanca D) San Gabriel Basin Water Quality Authority: annual pumping right assessment.**

Summary: *The San Gabriel Basin Water Quality Authority Act establishes the San Gabriel Basin Water Quality Authority and provides for its powers and duties. Among other things, the act authorizes the authority to impose an annual pumping right assessment for specified purposes in an amount not to exceed \$10 per acre-foot. This bill would increase the maximum allowable annual pumping right assessment to \$20 per acre-foot.*

I am continuing to work with California Advocates in reviewing water legislation that impacts the District.

Meetings/events attended:

- San Gabriel Basin Watermaster Meeting
- San Gabriel Basin Water Management Committee Meeting
- SGV COG Water Policy Committee Meeting
- San Gabriel Valley Economic Partnership Legislative Committee Meeting
- Southern California Water Utilities Association Luncheon
- Alhambra Chamber of Commerce Government Affairs Committee Meeting
- San Gabriel Valley Water Association Quarterly Meeting

**REGULAR MEETING OF
THE MAIN SAN GABRIEL BASIN WATERMASTER
729 NORTH AZUSA AVENUE, AZUSA, CALIFORNIA
MARCH 1, 2023 AT 2:30 O'CLOCK P.M.**

<u>Agenda</u>	<u>Action/Notes</u>
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL OF WATERMASTER MEMBERS	
4. ADOPTION OF AGENDA [1]	
5. TIME RESERVED FOR PUBLIC COMMENT	
6. ITEMS REMOVED FROM CONSENT CALENDAR [1]	
7. CONSENT CALENDAR [1] All items on Consent Calendar may be approved with single action.	
a) Minutes of a Regular Meeting of Watermaster held February 1, 2023	
b) Lists of Demands	
c) Financial Statements, February 2023	
8. REQUEST TO EXECUTE EXTENSION AGREEMENT FOR CITY OF SOUTH PASADENA FOR PRODUCER CYCLIC STORAGE ACCOUNT [1]	
9. REPORT FROM BASIN WATER MANAGEMENT COMMITTEE [2]	
10. ATTORNEY'S REPORT [2]	
11. ENGINEER'S REPORT [2]	
12. EXECUTIVE OFFICER'S REPORT [2]	
13. REPORT FROM RESPONSIBLE AGENCIES [2]	
14. OUTSIDE COMMITTEE LIAISONS [2]	
15. INFORMATION ITEMS [2]	
a) Permanent transfer of 8.36 acre-feet of Prescriptive Pumping Right from Estate of Susan Andrade to San Gabriel Valley Water Company	
b) Change of Designee for Anton C. and Anita Garnier Family Trust to Anton C. Garnier	

- c) Change of Designee for Estate of Susan Andrade to Thomas A. Nunez
- d) San Gabriel Valley Municipal Water District transmittal of monthly report for January 2023

16. COMMENTS FROM WATERMASTER MEMBERS [2]

17. FUTURE AGENDA ITEMS [1]

- a) Consideration of Extension Agreement for City of Sierra Madre for Producer Cyclic Storage

18. CLOSED SESSION [1]

A closed session may be called to discuss pending or potential litigation.

19. ADJOURNMENT

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

Chair Lynda Noriega Presiding

With passage and signing of AB 361 and in light of the ongoing Statewide State of Emergency originally declared by Governor Newsom on March 4, 2020, WQA Board Meetings will continue to be conducted via remote teleconferencing, subject to the requirements of Government Code Section 54953(e). Members of the public can participate remotely via Zoom following the instructions provided below. Members of the public may also submit comments in writing to Stephanie@wqa.com which comments will be distributed to the members of the Board, provided such written comments are received prior to the meeting start time. To address the Board during the meeting you may use the "raise hand" feature and you will be called upon when appropriate.

To attend the meeting please register in advance at:

https://us06web.zoom.us/meeting/register/tZ0ocO-rqTloE9cbv0LcSJtzHU_gtSfJutmd

A confirmation email will be sent to you with instructions on how to join the meeting virtually or a call-in option

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

WEDNESDAY, FEBRUARY 22, 2023 AT 12:00 P.M.

AGENDA

- | | | |
|-------------|--|----------------|
| I. | CALL TO ORDER | PAULSON |
| II. | PLEDGE OF ALLEGIANCE | |
| III. | ROLL CALL OF BOARD MEMBERS | MORENO |
| | Mark Paulson, Chairman _____ (alt) | |
| | Lynda Noriega, Vice-Chairwoman _____ (alt) | |
| | Valerie Munoz, Secretary _____ (alt) | |
| | Mike Whitehead, Treasurer _____ (alt) | |
| | Bob Kuhn _____ (alt) | |
| | Ed Chavez _____ (alt) | |
| | Robert Gonzales _____ (alt) | |
| IV. | PUBLIC COMMENTS (Agendized Matters Only): | PAULSON |
| | 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. | |
| V. | ITEMS TOO LATE TO BE AGENDIZED - Recommended Action: | PAULSON |
| | 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

PAULSON

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

- (a) Minutes for 1/18/23 Regular Board Meeting
- (b) Minutes for 2/8/23 Legislative/Public Information Committee Meeting
- (c) Demands on Administrative Fund
- (d) Demands on Project Fund
- (e) Resolution No. 23-003 (AB 361)

VII. COMMITTEE REPORTS

(These items may require action)

- (a) Legislative/Public Information Committee

VIII. OTHER ACTION/INFORMATION ITEMS

PAULSON

(These items may require action)

- (a) Draft San Gabriel Basin Groundwater Quality Management and Remediation Plan “§406 Plan” for 2023 [enc]
 - 1. Presentation on Comments Received
 - 2. Adopt Plan for 2023
- (b) Discussion/Action Regarding the San Gabriel Valley Economic Partnership Annual Membership Renewal [enc]
 - 1. Approve Renewal for 2023
 - 2. Approve Demand No. 91777
- (c) Discussion/Action Regarding Federal Funding Program Administration February Recommendations (FFPA) [enc]
- (d) Discussion/Action Regarding Operation and Maintenance Task Order for Avocet Environmental, Inc. [enc]
- (e) Discussion/Action Regarding Nomination for ACWA Joint Powers Authority (“JPIA”) Executive Committee [enc]
 - 1. Adopt Resolution No. 23-004

IX. PROJECT REPORTS

COLBY

- (a) Treatment Plants:

- | | |
|--------------------------------|---------------|
| 1. Baldwin Park Operable Unit | <u>Status</u> |
| • Arrow/Lante Well (Subarea 1) | Operational |
| • Monrovia Wells | Operational |
| • SGVWC B6 Plant | Operational |
| • SGVWC B5 Plant | Operational |
| • CDWC Well No. 14 | Operational |

	• La Puente Valley County Water District	Operational
	• VCWD Nixon	Operational
	• VCWD Maine	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
	• GSWC Garvey	Operational
	• SGVWC Plant No. 8	Operational
	• SGVWC Plant G4	Operational
4.	Puente Valley Operable Unit	
	• Intermediate Zone	Construction
	• SGVWC Plant B11	Operational
5.	Area 3 Operable Unit	
	• City of Alhambra Phase 1	Operational
	• City of Alhambra Phase 2	Operational
	• City of South Pasadena Wilson	Operational
6.	Non-Operable Unit	
	• City of Arcadia Longden	Operational
	• City of Arcadia Live Oak	Operational
	• City of Monrovia Tower 1&2	Operational
	• City of Monrovia Tower 3&4	Operational
	• SGVWC Plant 11	Operational

X.	ATTORNEY'S REPORT	PADILLA
XI.	LEGISLATIVE REPORT	MONARES
XII.	EXECUTIVE DIRECTOR'S REPORT	SCHOELLERMAN
XIII.	FUTURE AGENDA ITEMS	PAULSON
XIV.	INFORMATION ITEMS [enc]	PAULSON

(a) San Gabriel Basin Water Calendar

XV. FUTURE BOARD/COMMITTEE MEETINGS

PAULSON

- (a) The next Legislative/Public Information Committee meeting was scheduled for Wednesday, March 8, 2023 at 11:00 a.m.
- (b) The next Administrative/Finance Committee Meeting is scheduled for Tuesday, March 14, 2023 at 10:00 a.m.
- (c) The next WQA Board meeting is scheduled for Wednesday, March 22, 2023 at 12:00 p.m.**
***Staff is recommending this change due to multiple Wednesdays in the month.*
- (d) Discussion Regarding meeting schedule in May due to ACWA Spring Conference
 - Staff recommends the following changes:
 - Administrative/Finance Committee to 5/16/23 at 10am
 - Legislative/Public Information Committee to 5/17/23 at 11am
 - WQA Board Meeting to 5/24/23 at 12pm

XVI. CLOSED SESSION

PAULSON

- (a) Closed Session Pursuant to Government Code Section 54956.9(d)(4)
– Conference with Legal Counsel – Anticipated Litigation – One (1) potential matter

XVII. RECONVENE OPEN SESSION

PAULSON

XVIII. BOARD MEMBERS' COMMENTS/REPORTS

PAULSON

XIX. ADJOURNMENT

PAULSON

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.

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Darin Kasamoto General Manager

Date: March 9, 2023

Subject: General Manager's Report

1. SWP UPDATE

The Delta Conveyance Project (DCP) Public Draft EIR Comment period has ended. The EIR process should be completed by the end of 2023.

On Feb. 22 the State Water Project allocation was increased from 30% to 35%. This allocation was based on up-to-date reservoir storage levels and the January 1, 2023 snowpack levels. This allocation was made prior to the large precipitation that occurred in late February; it should be expected that the allocation will increase in March.

2. MAIN SAN GABRIEL BASIN UPDATE

As of March 3, 2023, the Key Well is at 189.7 feet which is 8.9 feet higher than the level on February 3, 2023, due to releases from the San Gabriel canyon reservoirs, these releases are continuing as there is a significant amount of storage and inflow to the canyon reservoirs. The historic low is 169.4 feet.

3. GRANT PROGRAM UPDATES

Steve Bucknam is continuously evaluating grant opportunities. There is potential to apply for funding for the Foothill Water Coalition through the Bureau of Reclamation. Funding for District and member cities' projects could also be incorporated into the Foothill Water Coalition project list.

The District has applied for a Bureau of Reclamation grant to help fund 50% of a Federally approved recycled water feasibility study. This study would make the District eligible for design and construction grant money in the future. The application was submitted on February 28, 2023.

The District has applied for a State Grant through DWR for Turf Replacement, supplement existing rebate programs, supplement direct install program, education programs. The grant application also included some well projects from the four cities. The application was submitted on January 31, 2023, and sought about \$5 million for the various projects. DWR has said that there were some issues with the submittal which were addressed and the application was re-submitted on February 22, 2023.

4. MANAGEMENT ISSUES

The Letter of Intent for the Regional Recycled Water Project has been approved by all parties. I have had a follow-up with MWD on next steps, and they want to look into use of SGVMWD existing infrastructure to add flexibility to the project. We have sent all of information requested by MWD for them to begin this analysis. The preliminary analysis performed by MWD indicates that it is physically possible to use our pipeline to get water to the treatment plant in La Verne. Stetson Engineers has been hired to analyze the benefits and potential downside of this proposal. The study should be ready for review in April 2023.

March 9, 2023

The Auditors have completed their 3 year engagement, an RFP was sent to five firms for the next 3 year audit engagement. The new firm will be selected at the April board meeting.

We will work with California Advocates to plan a trip to Sacramento to meet with our state legislators.

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Steve Kiggins, Assistant General Manager

Cc: Darin Kasamoto, General Manager

Date: March 8, 2023

Subject: Assistant General Manager's Report

1. Total water delivered in February 2023: SGVMWD delivered 341 AF on behalf of Three Valleys Municipal Water District (TVMWD) to Covina Irrigating Company's (CIC's) surface water treatment facility. SGVMWD's allocation for CY 2023 is 10,080 AF (35% of 28,800 AF); SGVMWD has 10,080 AF available for delivery.
2. Total deliveries to cyclic storage CY 2023: 0 AF. Cyclic storage balance as of January 31, 2023: 3,021.35 AF. Amount of water banked on behalf of Dudley Ridge Water District: 14,209 AF.
3. March 2023 delivery forecast: The 16 CFS delivery to Covina Irrigating Company (CIC) on behalf of Three Valleys Municipal Water District (TVMWD) is expected to continue due to high surface water turbidity in the San Gabriel River.
4. Project Updates:
 - A. DCAP SCH I MODIFICATIONS FOR PIPELINE CONDITION ASSESSMENT: The structural assessment report has been received and a follow up meeting was held March 2nd to discuss the failure risk analysis and repair prioritization recommendations. PICA has since recommended two locations to be excavated for RFT data verification. Civiltec will submit a Technical Memorandum summarizing project results and recommendations.
 - B. HYDROELECTRIC FACILITY 24" BUTTERFLY VALVE REPLACEMENT: (No change) The contractor is waiting for the replacement valve and actuator. The Pratt Valve distributor has not been able to secure a firm delivery date.
 - C. SAN GABRIEL FLOW CONTROL STRUCTURE 30" BALL VALVE REPLACEMENT: The valve has been released for production. Revised delivery date is July 10, 2023.
5. Assistant General Manager meetings and activities:
 - A. Prompted by Director Knoles, on February 15th I discussed glyphosate (Roundup) concerns with the Lawnscape Systems representative. Lawnscape Systems typically applies Roundup Pro as a post-emergent herbicide to control broadleaf weeds and grasses. I asked if it could be removed from SGVMWD's annual weed abatement treatment. Since this is the second herbicidal application conducted by Lawnscape Systems for SGVMWD, he was confident the pre-emergents alone should suffice. Staff worked with Lawnscape February 22nd to spray District facilities. The treated facilities were virtually weed free and no post-emergent herbicides were applied.
 - B. Attended Raymond Basin Pumping and Storage Committee meeting

- C. Attended Watermaster Basin Water Management Committee "Watermaster 101" meeting
- D. Attended San Gabriel River Water Committee (C9) meeting
- E. Attended JPIA Risk Transfer webinar
- F. Attended San Gabriel Basin Water Quality Authority meeting
- G. Attended SGVMWD External Affairs Committee meeting
- H. Attended Main San Gabriel Basin Watermaster meeting
- I. Attended PICA, Civiltec and SGH final report follow up meeting
- J. Attended MWD, DWR, SBVMWD meter discrepancy follow up meeting
- K. Attended AWWA webinar "Benefits From the Application of Hydraulic Modeling for Small Water Systems"