

**BOARD OF DIRECTORS  
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
REGULAR MEETING  
1402 N. VOSBURG DR. AZUSA, CA 91702  
MONDAY, MARCH 11, 2024  
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 12, 2024

Financial Statements of February 2024

Disbursements of the Revolving Fund Dated February 22, 2024, Check Nos. 12455 - 12460, EFTs and Wires

Disbursements of the Revolving Fund Dated March 07, 2024, Check Nos. 12461 – 12468, EFT, and Wires

Disbursements of the Revolving Fund Dated March 11, 2024, Check Nos. 12469 – 12473, EFT, and Wires

Disbursements of the General Fund Dated February 13 - 29, Check Nos. 44279 – 44293 and EFTs

Disbursements of the General Fund Dated March 1 – 11, Check Nos. 44294 – 44329, and EFTs

Disbursements of the State Water Project (SWP) Dated February 26, 2024, Check No. 1003

Future Meeting Attendance Approval: None

**ACTION ITEMS**

1. Grant Policy Discussion
2. Loan Request From Monterey Park
3. Declare Surplus Items
4. Amend Capital Budget

**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 7, 2024 AT SGVMWD.  
THE NEXT REGULAR BOARD MEETING WILL BE ON APRIL 8, 2024.

**MINUTES  
BOARD OF DIRECTORS  
SAN GABRIEL VALLEY MUNICIPAL  
WATER DISTRICT  
REGULAR BOARD MEETING  
1402 N. VOSBURG DR. AZUSA, CA 91702  
MONDAY, FEBRUARY 12, 2024  
8:00 A.M.**

At 8:03 a.m. on February 12, 2024, 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.

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

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**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:**

President Paulson called the meeting to order at 8:03 a.m.

**ROLL CALL:**

Directors present at Roll Call: Eng (participating via Zoom pursuant to the "just cause" provisions of AB 2449 due to a potential contagious illness), Knoles, Paulson, Placido, Prince

**ALSO PRESENT:**

Darin Kasamoto, General Manager; Steve Kiggins, Assistant General Manager; Linda Esquivel, Executive Assistant; Evelyn Reyes, External Affairs Manager; Albert Lu, External Affairs Specialist; Jim Ciampa, Lagerlof LLP; Dave DePinto, DMCI; Frank Heldman, City of Monterey Park

Via telephone/Zoom: Kelly Gardner, Main San Gabriel Basin Watermaster; Melissa Barbosa, City of Azusa

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

## **UPDATES FROM THE CITY REPRESENTATIVE**

None.

### **CONSENT CALENDAR:**

Minutes of the Regular Board Meeting of January 08, 2024

Financial Statements for January 2024

Treasurer's Investment Report Dated December 31, 2023

Disbursements of the Revolving Fund Dated:

January 11, 2024, Check Nos. 12432 – 12437, EFT, and Wires in the amount of \$88,887.51

January 25, 2024, Check Nos. 12438 – 12443, EFTs, and Wires in the amount of \$64,916.30

February 08, 2024, Check Nos. 12444 – 12450, EFT, and Wires in the amount of \$62,697.80

February 12, 2024, Check Nos. 12451 – 12454, and Wires in the amount of \$6,555.00

Disbursements of the General Fund Dated:

January 10 – 30, 2024, Check Nos. 44200 – 44231 and EFTs in the amount of \$279,924.58

February 1 - 12, 2024, Check Nos. 44232 – 44278, and EFTs in the amount of \$265,861.38

Future Meeting Attendance Approval: None

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

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at its regular meeting held on February 12, 2024, by the following roll call vote:

Ayes: Eng, Knoles, Paulson, Placido, Prince

Noes: None

Absent: None

Abstain: None

### **ACTION AGENDA ITEM**

#### **APPROVE 2022-2023 AUDIT AND TRAVEL EXPENSE REPORT**

On motion of Director Placido, seconded by Director Prince, and unanimously carried 5-0, the San Gabriel Valley Municipal Water District 2022-2023 Audit and Travel Expense Report prepared by Moss Levy & Hartzheim was adopted and approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at its regular meeting held on February 12, 2024, by the following roll call vote:

Ayes: Eng, Knoles, Paulson, Placido, Prince

Noes: None

Absent: None

Abstain: None

## **APPROVE STRATEGIC PLAN**

Dave DePinto from DMCI presented to the Board a recap of the results from the Strategic Planning Workshop that was held on January 22, 2024.

On motion of Director Knoles, seconded by Director Placido, and unanimously carried 5-0, the San Gabriel Valley Municipal Water District Strategic Plan, as formulated on January 22, 2024, was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at its regular meeting held on February 12, 2024, by the following roll call vote:

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

## **ADOPT RESOLUTION NO. 02-2024-829 MODIFYING THE ADMINISTRATIVE CODE**

The General Manager reported at the last Board Meeting the Board of Directors voted to amend the Administrative Code on Compensation, section 2-2.501(c), Discrimination and Accommodation, section 2-4.204(a) and (c), Wages, section 2-4.301(c), Overtime Compensation, section 2-4.302(b), Sick Leave, section 2-4.304(a) and (b), Leaves of Absence, section 2-4.305(b), Bereavement, section 2-4.310 (unpaid leave up to 5 days), Reproductive Loss Leave, section 2-4.310.1, Victim of Sexual Assault/Domestic Violence Leave, section 2-4.310.2, Victims of Crime and Judicial Proceedings Leave, section 2-4.310.3, Military Leave, section 2-4.310.4, School Suspension Leave, section 2-4.310.5, Voting Leave, section 2-4.310.5, Witness Duty, section 2-4.310.6, Article 4. Conditions of Employment, General, section 2-4.401, Progressive Discipline, section 2-4.403(b), Harassment & Discrimination: Other, section 2-4.408(b), and Drug and Alcohol Use, section 2-4.410(c), as stated in Resolution No. 02-2024-829 presented to the Board at this meeting. All modifications to the Administrative Code must be approved via resolution.

On motion of Director Prince, seconded by Director Placido, and unanimously carried 5-0, RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT AMENDING DISTRICT ADMINISTRATIVE CODE, as set forth in Resolution No. 02-2024-829, was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at their regular meeting held on February 12, 2024, by the following roll call vote:

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

## **ADOPT RESOLUTION NO. 02-2024-830 FOR USBR GRANT APPLICATION**

The District is applying for a USBR grant to fund a turf rebate program. The grant application requires a Board resolution.

On motion of Director Placido, seconded by Director Prince, and unanimously carried 5-0, A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION REGARDING THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT'S TURF AND IRRIGATION WATER EFFICIENCY PROGRAM, as set forth in Resolution No. 02-2024-830, was approved.

Approved by the Board of Directors of the San Gabriel Valley Municipal Water District at its regular meeting held on February 12, 2024, by the following roll call vote:

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

### **INFORMATION ITEMS**

#### **EXTERNAL AFFAIRS**

External Affairs Report in Agenda Packet.

Ms. Reyes reported she had information about the member city grant for the City of Monterey Park's Water Lifeline Program, as that program has aided 634 customers/residents totaling \$91,000 in assistance provided. The City of Alhambra's Lunar New Year Event is this Sunday, February 18, 2024, from 9:00 a.m. to 5:00 p.m. on Main Street.

CSDA offered a trial membership of 6 months to the District. If a Board Member is interested in taking part in this membership let Ms. Reyes know.

#### **UNFINISHED BUSINESS**

#### **REPORT ON BASIN MANAGEMENT**

The meeting was postponed until February 14, 2024, due to the ACWA Conference.

#### **REPORT OF WQA**

Director Paulson reported he and other Water Quality Authority representatives participated in a legislative trip to Washington D. C. to convince local congressional leaders that further funding is needed to clean up the San Gabriel Basin. The trip seemed to be very successful.

## **REPORT OF THE ATTORNEY**

General Counsel Ciampa asked that the Financial Support Policy for member cities be discussed at the next Board Meeting for further guidance so a policy can be developed that conforms to the Board's desire. Also, General Counsel Ciampa gave the Assistant General Manager a contact at the California Association of Mutual Water Company's Joint Powers Risk and Insurance Management Authority for possible District pipeline insurance coverage.

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

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

The General Manager reported as far as the weather, January was the first month so far to exceed the average rainfall. Based on the upcoming storms, he foresees an increase in the District's State Water Project allocation.

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

The Assistant General Manager reported undelivered water 2023 Carryover as of January 31<sup>st</sup> is 12,466 AF. The DCAP SCH1 Pipeline Continuity Bonding, Corrosion Assessment Validation and Cathodic System Design project is moving along. The bonding is progressing at 10 joints per day. The bonding work should be completed by the end of March. Civiltec has performed the transient wave analysis for Schedule 1 and has shared the data with PICA to update the Failure Risk Analysis and Repair Prioritization Report.

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

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

## **COMMITTEE MEETING REPORTS**

None.

## **DIRECTOR REPORTS ON EVENTS ATTENDED**

None.

## **DIRECTOR COMMENTS**

None.

**ADJOURNED**

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 9:19 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on March 11, 2024, at 8:00 a.m.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



**San Gabriel Valley Municipal Water District**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · General Fund Bank of America	3,804,193.24
1002 · SWP Fund Account	8,181,807.80
1005 · Revolving Cash Fund	94,702.47
1008 · Petty Cash	442.00
1009 · LAIF	10,750,109.78
1009.01 · LAIF FMV Adjustment	-315,660.03
1011 · UBS Resource Management Account	
1012 · Cash with Broker	27,795.89
1013 · Certificates of Deposit	9,889,878.33
<b>Total 1011 · UBS Resource Management Account</b>	9,917,674.22
1014 · UBS Accrued Interest	-53,240.68
<b>Total Checking/Savings</b>	32,380,028.80
<b>Accounts Receivable</b>	
1603 · Accounts Receivable	46,510.57
<b>Total Accounts Receivable</b>	46,510.57
<b>Other Current Assets</b>	
1605 · Taxes Receivable	-0.34
1606 · Interest Receivable	53,240.68
1620 · Prepaid Expenses	172,633.22
1660 · Water Inventory	1,646,401.55
<b>Total Other Current Assets</b>	1,872,275.11
<b>Total Current Assets</b>	34,298,814.48
<b>Fixed Assets</b>	
1924.2 · Accum Depr Hydro Elect San D	8,266.49
1924.1 · Accum Depr Hydro Elect	15,843.14
1923 · Hydroelectric Facility San Dima	1,190,903.68
1701 · State Water Project Engineering	156,789.28
1702 · State Water Prj Wtr Cntrct Pmnts	5,627,376.00
1703 · Accum Ammort - State Water Proj	-4,691,604.00
1750 · SCADA 2013	884,531.22
1801 · Pipeline	26,881,938.46
1830 · Accum Depreciation - Pipeline	-17,204,907.31
1840 · SCADA Telemetry	48,442.01
1841 · Accum Depreciation - SCADA	-12,318.18
1851 · Accum Depreciaton - SCADA 13	-827,298.28
1901 · Land	735,931.46
1902 · Buildings	2,322,562.42
1903 · Accum Depr - Buildings	-2,314,014.01
1904 · Furniture and Fixtures	194,856.20
1905 · Accum Depr - Furn and Fixtures	-169,574.90
1907 · Vehicles	257,156.24
1908 · Accum Depr - Vehicles	-180,936.41
1910 · Pipeline Misc Equipment	223,817.49
1911 · Accum Depr - Pipeline Misc Equi	-82,736.70
1920 · Construction in Process	
1920.02 · CIP - Scada	11,157.83
1920.05 · HydroElectric Facility San Dima	1,455.40
<b>Total 1920 · Construction in Process</b>	12,613.23
1921 · Capital Expenditures	
1921.01 · Isolation Valve San Dimas/Hydro	120,144.60
1921.03 · Roof	58,390.47
1921.04 · Repaving	3,950.00
1921.05 · Computer	6,198.90
1921.07 · SanDimas Hydro Deflec Batteries	35,595.25

**San Gabriel Valley Municipal Water District**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24
1921.10 · SGFCS PRATT 30" Ball Valve	311,255.10
1921.11 · Safety - Protection	47,955.32
1921.12 · Sched 1 Joint Bonding	857,407.39
1921.13 · Integration of Lytle Creek	70,476.00
<b>Total 1921 · Capital Expenditures</b>	<b>1,511,373.03</b>
1916 · A/D Computers	-5,295.91
1917 · A/D Paving	-1,164.83
1918 · A/D San Dimas Hydro	-14,250.04
1922 · A/D Roof	-22,374.08
<b>Total Fixed Assets</b>	<b>14,545,925.70</b>
<b>Other Assets</b>	
1998.99 · Deferred Outflows -OPEB	755,039.00
1999.99 · 1999.Deferred Outflows of Res	1,325,016.00
1931 · City Of Monterey Park Loan 2021	4,000,000.00
1932 · City Of Sierra Madre 2020 Loan	2,499,937.00
<b>Total Other Assets</b>	<b>8,579,992.00</b>
<b>TOTAL ASSETS</b>	<b>57,424,732.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2001 · Accounts Payable	994,210.13
<b>Total Accounts Payable</b>	994,210.13
<b>Other Current Liabilities</b>	
2010 · Accrued Payroll - V&SL	450,676.52
24000 · Payroll Liabilities	54.01
<b>Total Other Current Liabilities</b>	<b>450,730.53</b>
<b>Total Current Liabilities</b>	<b>1,444,940.66</b>
<b>Long Term Liabilities</b>	
1698.99 · Deferred Inflows- OPEB	1,242,581.00
2219.99 · Net Pension Liability	824,291.00
1699.99 · Deferred Inflow of Resources	1,069,338.00
2209 · Other Post-Employment Benefits	5,158,646.60
<b>Total Long Term Liabilities</b>	<b>8,294,856.60</b>
<b>Total Liabilities</b>	<b>9,739,797.26</b>
<b>Equity</b>	
2301 · Fund Balance	4,422,025.73
2302 · San Bernardino Contribution	1,781,730.83
2970 · Retained Earnings	40,369,115.23
2973 · Contribution Aid Capital	1,280,323.11
Net Income	-168,259.98
<b>Total Equity</b>	<b>47,684,934.92</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>57,424,732.18</b>

**San Gabriel Valley Municipal Water District**  
**Income Statement - Actual vs. Budget**  
February 2024

	Feb 24	Budget	Jul '23 - Feb 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>General Operations</b>					
3002 · Property Tax Revenue	302,681.06	433,333.00	3,296,629.60	3,466,664.00	5,200,000.00
3003 · Water Sales	17,870.60	372,083.00	2,112,398.00	2,976,664.00	4,465,000.00
3004 · Interest Income	26,699.46	35,417.00	502,546.26	283,336.00	425,000.00
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	75,000.00	822,324.20	600,000.00	900,000.00
3008 · SBVMWD Pipeline Maintenance Rev	0.00	2,500.00	0.00	20,000.00	30,000.00
3016 · Unrealized Gain (Loss) on Inves	-1,631.92	0.00	218,035.73	0.00	0.00
<b>Total General Operations</b>	346,609.20	919,323.00	6,959,853.79	7,354,584.00	11,031,880.00
<b>Power Revenue Sales</b>					
3210 · Hydro Power Sales	27,649.97	4,167.00	162,298.24	33,336.00	50,000.00
<b>Total Power Revenue Sales</b>	27,649.97	4,167.00	162,298.24	33,336.00	50,000.00
<b>Restricted Revenue - SWP</b>					
3306 · Tax Revenue - State Water Proje	873,469.31	816,667.00	6,012,173.24	6,533,336.00	9,800,000.00
<b>Total Restricted Revenue - SWP</b>	873,469.31	816,667.00	6,012,173.24	6,533,336.00	9,800,000.00
<b>Total Income</b>	1,247,728.48	1,740,157.00	13,134,325.27	13,921,256.00	20,881,880.00
<b>Gross Profit</b>	1,247,728.48	1,740,157.00	13,134,325.27	13,921,256.00	20,881,880.00
<b>Expense</b>					
<b>Unrestricted G.O. Expenses</b>					
4001 · Director Fees	6,000.00	2,917.00	30,800.00	23,336.00	35,000.00
4010 · Salaries- Administrative	24,235.20	26,255.00	199,940.40	210,040.00	315,057.00
4014 · Field Supervision	16,766.40	17,799.00	155,089.20	142,392.00	213,584.00
4020 · Salaries Office	18,341.43	19,870.00	149,142.83	158,960.00	238,439.00
4021 · External Affairs Wages	11,912.13	12,029.00	95,649.05	96,232.00	144,345.00
4022 · Part Time Employee	0.00	864.00	0.00	6,912.00	10,370.00
4023 · External Affairs Specialist	5,071.87	6,348.00	44,236.96	50,784.00	76,170.00
4027 · Office Supplies - Equipment Mai	1,256.17	3,667.00	25,807.48	29,336.00	44,000.00
4029 · Election Expenses	0.00		0.00	0.00	0.00
4031 · Legal Services	4,200.00	4,167.00	17,870.55	33,336.00	50,000.00
4032 · State Water Contract Services	3,764.63	3,750.00	30,116.98	30,000.00	45,000.00
4033 · Public Relations	3,855.18	11,250.00	50,925.89	90,000.00	135,000.00
4034 · Governmental Relations Consulti	8,000.00	8,042.00	65,589.91	64,336.00	96,500.00
4035 · Consulting & Engineering Expens	61,910.63	101,877.00	382,494.58	815,016.00	1,222,520.00
4036 · Medicare Tax Expense	1,525.17	1,642.00	12,505.78	13,136.00	19,703.00
4039 · PERS - Retirement Expenses	25,601.93	56,171.00	512,327.13	449,368.00	674,050.00
4040 · Social Security Tax Expense	6,521.41	5,358.00	41,345.37	42,864.00	64,294.00
4041 · State Compensation Fund	1,190.71	1,583.00	10,995.56	12,664.00	19,000.00
4042 · State Unemployment Insurance Ta	114.25	140.00	1,197.40	1,120.00	1,681.00

# San Gabriel Valley Municipal Water District

## Income Statement - Actual vs. Budget

### February 2024

	Feb 24	Budget	Jul '23 - Feb 24	YTD Budget	Annual Budget
4043 · Health Insurance Expense	31,657.29	32,000.00	242,838.79	256,000.00	384,000.00
4044 · Dental/ Vision Benefit Expense	5,949.03	7,667.00	60,414.05	61,336.00	92,000.00
4045 · Insurance - Liability, Casualty	3,592.75	4,583.00	37,559.01	36,664.00	55,000.00
4046 · Blue Cross Employee Reimburseme	20,696.70	7,500.00	41,304.39	60,000.00	90,000.00
4048 · Life Insurance	352.15	375.00	2,762.20	3,000.00	4,500.00
4050 · Dues and Associations	7,385.72	7,917.00	70,856.75	63,336.00	95,000.00
4051 · Travel and Conferences -Dir	4,093.15	2,083.00	13,122.29	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	10,290.00	6,664.00	10,000.00
4054 · Financial Audit Expense	0.00	1,667.00	19,768.75	13,336.00	20,000.00
4055 · Travel & Conference -Staff	913.98	2,500.00	8,110.55	20,000.00	30,000.00
4057 · Taxes - Annual Fee	0.00	4,333.00	61,481.54	34,664.00	52,000.00
4058 · Tax Collection Fees	0.00	3,167.00	5,047.18	25,336.00	38,000.00
4059 · Property Tax Expense	0.00	54.00	799.26	432.00	650.00
4060 · Telephone Expense	2,934.20	3,500.00	27,007.85	28,000.00	42,000.00
4061 · Utilities - Gas, Electric, and	1,058.53	1,667.00	12,807.23	13,336.00	20,000.00
4063 · Safety Program	2,249.81	1,667.00	4,326.18	13,336.00	20,000.00
4065 · Water Conservation/Rebates Prog	9,121.00	24,583.00	80,936.25	196,664.00	295,000.00
4067 · OPEB -Other Post Employment Ben	23,333.33	56,667.00	586,666.64	453,336.00	680,000.00
4090 · SWP Transportation Cost	0.00	483,333.00	2,448,478.69	3,866,664.00	5,800,000.00
4093 · Uniform and Material Rentals	228.66	333.00	1,761.43	2,664.00	4,000.00
4095 · Vehicle Maintenance, Operating	2,975.63	2,500.00	21,968.24	20,000.00	30,000.00
4096 · Communication Expense	765.69	792.00	6,125.52	6,336.00	9,500.00
4099 · Facility Maintenance	977.08	2,500.00	26,865.38	20,000.00	30,000.00
4100 · Salaries - Field Workers	21,792.12	24,347.00	172,990.49	194,776.00	292,165.00
4108 · Grounds Maintenance and Materia	2,150.00	2,750.00	15,411.00	22,000.00	33,000.00
4112 · Depreciation Expense	50,035.00	0.00	400,280.00	0.00	0.00
4113 · Pipeline Maintenance & Material	19,412.22	4,167.00	48,220.35	33,336.00	50,000.00
4114 · SCADA Maintence	0.00	833.00	4,233.70	6,664.00	10,000.00
4120 · Grants	39,796.44	176,713.00	98,577.44	1,413,704.00	2,120,553.00
<b>Total Unrestricted G.O. Expenses</b>	<b>451,737.59</b>	<b>1,144,785.00</b>	<b>6,357,116.17</b>	<b>9,158,280.00</b>	<b>13,737,381.00</b>
<b>Riverside Facility</b>					
4300 · Salaries - Riverside	276.24	1,400.00	2,558.12	11,200.00	16,803.00
4301 · Riverside Maintenance and Mater	218.98	2,358.00	13,344.83	18,864.00	28,300.00
<b>Total Riverside Facility</b>	<b>495.22</b>	<b>3,758.00</b>	<b>15,902.95</b>	<b>30,064.00</b>	<b>45,103.00</b>
<b>Hydro Expenses</b>					
4402 · Salaries - Hydro	788.64	794.00	9,355.60	6,352.00	9,523.00
4403 · Hydro Maintenance Materials	0.00	1,125.00	10,498.65	9,000.00	13,500.00
4406 · Hydro So Cal Edison (8800)	0.00	833.00	5,443.08	6,664.00	10,000.00
<b>Total Hydro Expenses</b>	<b>788.64</b>	<b>2,752.00</b>	<b>25,297.33</b>	<b>22,016.00</b>	<b>33,023.00</b>

**San Gabriel Valley Municipal Water District**  
**Income Statement - Actual vs. Budget**  
**February 2024**

	<u>Feb 24</u>	<u>Budget</u>	<u>Jul '23 - Feb 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Restricted Expense</b>					
4510 · State Project Expense	596,481.00	641,667.00	6,805,340.00	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
4591 · State Project Cost of Water Adj	9,404.00	0.00	32,483.00	0.00	0.00
<b>Total Restricted Expense</b>	<u>613,919.00</u>	<u>649,750.00</u>	<u>6,902,095.00</u>	<u>5,198,000.00</u>	<u>7,797,000.00</u>
66000 · Payroll Expenses	0.00	0.00	2,173.80	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<u>1,066,940.45</u>	<u>1,801,045.00</u>	<u>13,302,585.25</u>	<u>14,408,360.00</u>	<u>21,612,507.00</u>
<b>Net Ordinary Income</b>	180,788.03	-60,888.00	-168,259.98	-487,104.00	-730,627.00
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
6001 · COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
6002 · Employee Appreciation	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	0.00	0.00	0.00	0.00	0.00
<b>Net Income</b>	<u><u>180,788.03</u></u>	<u><u>-60,888.00</u></u>	<u><u>-168,259.98</u></u>	<u><u>-487,104.00</u></u>	<u><u>-730,627.00</u></u>

**SAN GABRIEL MUNICIPAL WATER DISTRICT**

**REVOLVING FUND RECAP**

**February 22, 2024**

<b>Check No.</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
12455-12458	02/22/24	Payroll Expense	\$ 31,670.94
EFT	02/22/24	Payroll Expense - PERS	\$ 9,651.25
Wires	02/22/24	Federal & State Payroll Taxes	\$ 20,676.15
EFT	02/22/24	State Compensation Insurance	\$ 1,316.41
12459	02/22/24	Frontier	\$ 742.59
12460	02/22/24	SCE	\$ 712.89
<b>February 22, 2024 GRAND TOTAL DISBURSEMENTS.....</b>			<b>\$ 64,770.23</b>

**REVOLVING FUND RECAP**

**March 07, 2024**

<b>Check No.</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
12461-12464	03/07/24	Payroll Expense	\$ 49,638.71
EFT	03/07/24	Payroll Expense - PERS	\$ 9,763.52
Wires	03/07/24	Federal & State Payroll Taxes	\$ 36,042.89
12465	03/07/24	VOID	\$ -
12466	03/07/24	Azusa Light & Water	\$ 66.94
12467	03/07/24	The Gas Company	\$ 73.68
12468	03/07/24	Verizon Wireless	\$ 429.24
<b>March 07, 2024 GRAND TOTAL DISBURSEMENTS.....</b>			<b>\$ 96,014.98</b>

**REVOLVING FUND RECAP**

**March 11, 2024**

<b>Check No.</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
12469	03/11/24	Bruce H. Knoles	\$1,639.38
12470	03/11/24	Mark R Paulson	\$1,277.50
12471	03/11/24	Michael F Eng	\$912.50
12472	03/11/24	Miles L Prince	\$1,277.50
12473	03/11/24	Steven T Placido	\$730.00
Wires	03/11/24	Federal & State Payroll Taxes	\$1,373.62
<b>March 11, 2024 GRAND TOTAL DISBURSEMENTS.....</b>			<b>\$ 7,210.50</b>

**San Gabriel Valley Municipal Water District**  
**Transactions by Account**  
**As of February 29, 2024**

Type	Date	Num	Name	Amount
<b>1001 - General Fund Bank of America</b>				
Bill Pmt -Check	02/14/2024	EFT	BeniComp (Corp)	-19,326.00
Bill Pmt -Check	02/16/2024	EFT	BeniComp (Corp)	-2,178.32
Bill Pmt -Check	02/13/2024	EFT	BeniComp (Corp)	-125.36
Bill Pmt -Check	02/21/2024	EFT	BeniComp (Corp)	-195.31
Bill Pmt -Check	02/23/2024	EFT	BeniComp (Corp)	-2,757.44
Bill Pmt -Check	02/27/2024	EFT	BeniComp (Corp)	-220.90
Bill Pmt -Check	02/29/2024	EFT	BeniComp (Corp)	-112.00
Bill Pmt -Check	02/26/2024	44279	Alliance Communication Servic...	-130.00
Bill Pmt -Check	02/26/2024	44280	C.J. Brown & Company ,CPAs	-4,778.00
Bill Pmt -Check	02/26/2024	44281	EcoTech Services, Inc	-8,566.00
Bill Pmt -Check	02/26/2024	44282	Grainger (Corp)	-141.00
Bill Pmt -Check	02/26/2024	44283	Juan Hernandez	-85.00
Bill Pmt -Check	02/26/2024	44284	Petty Cash	-250.88
Bill Pmt -Check	02/26/2024	44285	Public Water Agencies Group (...)	-1,572.71
Bill Pmt -Check	02/26/2024	44286	SCE	-604.88
Bill Pmt -Check	02/26/2024	44287	Sparkletts	-63.95
Bill Pmt -Check	02/26/2024	44288	Stetson Engineers, Inc.	-1,847.00
Bill Pmt -Check	02/26/2024	44289	Ver Sales, Inc	-2,014.66
Bill Pmt -Check	02/26/2024	44290	Verizon Wireless (M2M)	-808.29
Bill Pmt -Check	02/26/2024	44291	Xiu Hua Liang	-80.00
Bill Pmt -Check	02/26/2024	44292	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	02/22/2024	44293	Three Valleys Municipal Water ...	-30.00
Total 1001 - General Fund Bank of America				-115,887.70
<b>TOTAL</b>				<b>-115,887.70</b>

**San Gabriel Valley Municipal Water District  
Transactions by Account  
As of March 11, 2024**

Type	Date	Num	Name	Amount
<b>1001 · General Fund Bank of America</b>				
Bill Pmt -Check	03/01/2024	EFT	BeniComp (Corp)	-611.52
Bill Pmt -Check	03/05/2024	EFT	BeniComp (Corp)	-9,272.06
Bill Pmt -Check	03/11/2024	44294	ACWA JPIA Medical/Life	-32,009.44
Bill Pmt -Check	03/11/2024	44295	Athens (Corporation)	-303.00
Bill Pmt -Check	03/11/2024	44296	Azusa Light & Water	-871.46
Bill Pmt -Check	03/11/2024	44297	BOA-Visa	-2,874.54
Bill Pmt -Check	03/11/2024	44298	Brightwood Elementary School ...	-1,000.00
Bill Pmt -Check	03/11/2024	44299	California Advocates, Inc. (Corp)	-8,000.00
Bill Pmt -Check	03/11/2024	44300	California Underground Facilities	-78.08
Bill Pmt -Check	03/11/2024	44301	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	03/11/2024	44302	Cell Business Equipment	-192.95
Bill Pmt -Check	03/11/2024	44303	Cintas	-228.66
Bill Pmt -Check	03/11/2024	44304	City Sierra Madre	-39,796.44
Bill Pmt -Check	03/11/2024	44305	Civiltec Inc (Corp)	-51,508.63
Bill Pmt -Check	03/11/2024	44306	D.H. Maintenance Services	-210.00
Bill Pmt -Check	03/11/2024	44307	DePinto Morales Communicati...	-6,855.00
Bill Pmt -Check	03/11/2024	44308	DeZurik, Inc. (Corp)	-19,385.26
Bill Pmt -Check	03/11/2024	44309	DigAlert (Corporation)	-251.50
Bill Pmt -Check	03/11/2024	44310	DWR	-532,287.00
Bill Pmt -Check	03/11/2024	44311	Evelyn Reyes	-213.62
Bill Pmt -Check	03/11/2024	44312	Fish N Weeds (Corp)	-1,964.00
Bill Pmt -Check	03/11/2024	44313	Frontier	-129.51
Bill Pmt -Check	03/11/2024	44314	Kerber Automotive Service	-1,093.77
Bill Pmt -Check	03/11/2024	44315	Lawnscape Systems, Inc.	-2,150.00
Bill Pmt -Check	03/11/2024	44316	LOWES	-148.07
Bill Pmt -Check	03/11/2024	44317	Maria Jarmin	-62.04
Bill Pmt -Check	03/11/2024	44318	Mark Paulson (Expense)	-861.08
Bill Pmt -Check	03/11/2024	44319	Michael F Eng (Expense)	-103.96
Bill Pmt -Check	03/11/2024	44320	Miles L Prince (Expense)	-928.00
Bill Pmt -Check	03/11/2024	44321	Mission ACE Hardware (Corp)	-111.27
Bill Pmt -Check	03/11/2024	44322	Petty Cash	-201.48
Bill Pmt -Check	03/11/2024	44323	Public Water Agencies Group (...)	-1,268.23
Bill Pmt -Check	03/11/2024	44324	Stetson Engineers, Inc.	-911.00
Bill Pmt -Check	03/11/2024	44325	Steven T. Placido DDS (Expen...	-1,900.11
Bill Pmt -Check	03/11/2024	44326	T.E. Roberts, Inc.	-340,303.68
Bill Pmt -Check	03/11/2024	44327	The Gas Company	-46.45
Bill Pmt -Check	03/11/2024	44328	Verizon Business Services	-593.77
Bill Pmt -Check	03/11/2024	44329	Cash Revolving Fund	-70,000.00
Total 1001 · General Fund Bank of America				-1,198,725.58
<b>TOTAL</b>				<b>-1,198,725.58</b>



**SAN GABRIEL MUNICIPAL WATER DISTRICT**

**SWP FUND RECAP**

**February 26, 2024**

<b>Check No.</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
1003	02/26/24	DWR	\$ 596,481.00
<b>February 26 GRAND TOTAL DISBURSEMENTS.....</b>			<b><u>\$ 596,481.00</u></b>

VISA Recap  
January 21, 2024 - February 20, 2024

1/22/2024	Public Relations	Foiled Again Chocolate	Milk Chocolate Foiled Coins	\$1,314.30								\$1,314.30
1/23/2024	Office Supply	Strategic Planning Workshop	Brkfst	\$71.97								\$71.97
2/1/2024	M Eng	SGV Econ Partnership Event	Registration Fee	\$100.00								\$100.00
2/1/2024	Office Supply	Google	Workspace	\$93.60								\$93.60
2/3/2024	Office Supply	Intuit Payroll	QuickBooks Monthly Payroll Subscrip	\$66.00								\$66.00
2/6/2024	B Knoles	SGV Water Assoc	Qtrly Membership Mtg Admission	\$30.00								\$30.00
2/7/2024	Office Supply	Microsoft	monthly charge	\$56.54								\$56.54
2/10/2024	Office Supply	Apple.com	icloud Storage	\$2.99								\$2.99
2/11/2024	Office Supply	Amazon.com	Wire Organizer	\$18.72								\$18.72
2/12/2024	M Eng	Future of Water	Event	\$90.00								\$90.00
2/12/2024	Office Supply	Amazon.com	USB Cable	\$13.22								\$13.22
2/12/2024	Office Supply	Krispy Kreme	Donuts for Board Meeting	\$19.99								\$19.99
2/13/2024	Office Supply	Amazon.com	Wastebasket	\$33.63								\$33.63
2/13/2024	M Eng	SGV Public Affairs Network	31st District Congressional Forum	\$50.00								\$50.00
2/12/2024	D Kasamoto	SWC- SAC 02/15/24	Airfare	\$499.95								\$499.95
2/15/2024	D Kasamoto	SWC- SAC 02/15/24	Gas	\$8.20	Rental	\$65.47	Meals	\$34.70	Parking	\$30.00		\$138.37
2/17/2024	Office Supply	Apple inc	Lacie Rugged Mini USB	\$121.22								\$121.22
2/17/2024	Office Supply	Apple Inc	USB and C Power Adapter	\$119.07								\$119.07
2/17/2024	Office Supply	Zoom	monthly charge	\$31.98								\$31.98
2/19/2024	Office Supply	Apple.com	icloud Storage	\$2.99								\$2.99
			Total	\$2,744.37		\$65.47		\$34.70		\$30.00	Total Due	\$2,874.54

**AGENDA ACTION ITEM NO. 1**  
**GRANT POLICY DISCUSSION**

## **AGENDA ACTION ITEM NO. 2**

### **LOAN REQUEST FROM MONTEREY PARK**

**RECOMMENDED ACTION:** None.

**BACKGROUND:** The City of Monterey Park has requested a \$9 Million loan to fund its AMI system. The most recent Audit shows that the District has \$23.8 Million in cash reserves. It should be noted that the District will receive loan repayments of \$6.7 Million from Monterey Park and Sierra Madre over the next 10 years. We have also obligated \$1.9 Million to Sierra Madre for their Well Project which will most likely be paid out in 2024 – 2025. Back in 2016, the District hired a financial consultant to help develop a reserve policy. The policy recommended a maximum reserve fund of \$31.7 Million.

# CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896  
[www.montereypark.ca.gov](http://www.montereypark.ca.gov)



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**City Council**

Henry Lo  
Vinh Ngo  
Jose Sanchez  
Thomas Wong  
Yvonne Yiu

**City Clerk**

Maychelle Yee

**City Treasurer**

Amy Lee

October 19, 2023

Darin Kasamoto, General Manager  
San Gabriel Valley Municipal Water District  
1402 N. Vosburg Drive  
Azusa CA 91702

**SUBJECT: SGVMWD LOAN PROGRAM REQUEST**

San Gabriel Valley Municipal Water District has been a significant partner with the City of Monterey Park over the years in many ways. This includes the loan of \$4,000,000 to assist with the construction of the Centralized Groundwater Treatment Facility (CGTS) which is nearing completion. This project will play a significant role in not only providing residents with high quality water but also assist with groundwater cleanup.

The City of Monterey Park is respectfully requesting a second loan in the amount of \$9,000,000 to fund the replacement of the City of Monterey Park's water meters to an Advanced Metering Infrastructure (AMI) solution. The new AMI solution would not only improve water usage accuracy but also provide residents with real time water usage for their property.

City staff have already started the process of evaluating manufacturers and working with a consulting firm on a Request for Proposals (RFP). Should SGVMWD aid in providing this loan, it is anticipated that the City would have this project completed within three years.

If you have any questions, please contact me at 626-307-1323 or email me at [sigoe@montereypark.ca.gov](mailto:sigoe@montereypark.ca.gov).

Best Regards

A handwritten signature in black ink, appearing to read "Shawn Igoo".

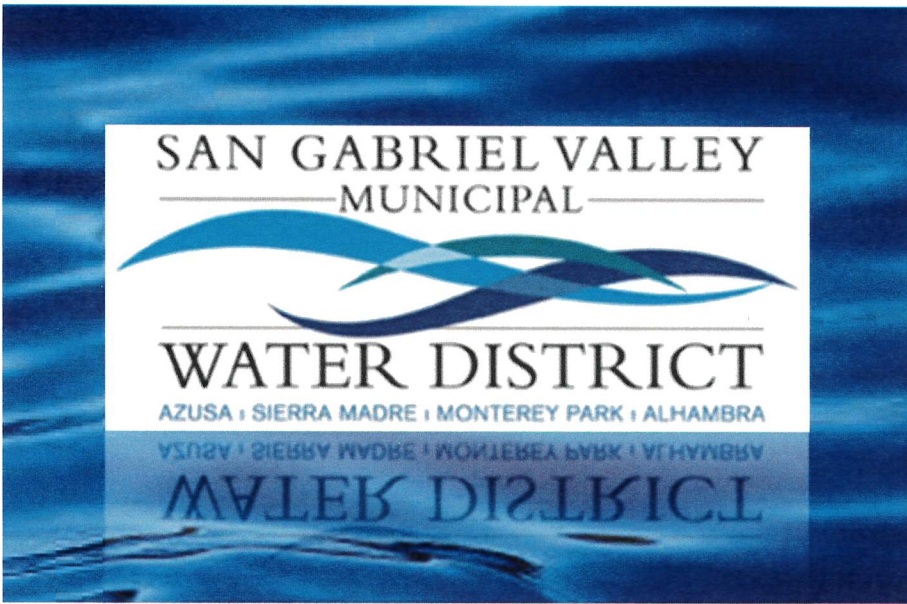
Shawn Igoo  
Public Works Director  
City of Monterey Park

**San Gabriel Valley Municipal Water District**  
**Statement of Cash Flows**  
**For the Fiscal Year Ended June 30, 2023**

	<b>2023</b>
<b>Cash flows from operating activities:</b>	
Cash receipts from water sales	\$ 1,364,099
Cash receipts from hydroelectric sales	29,810
Cash paid to employees for salaries and wages	(1,070,828)
Cash paid to vendors and suppliers for materials and services	(11,006,463)
Net cash used in operating activities	(10,683,382)
<b>Cash flows from non-capital financing activities:</b>	
Cash receipts from property taxes	16,416,910
Cash paid for collection fees	(86,915)
Net cash provided by non-capital financing activities	16,329,995
<b>Cash flows from capital and related financing activities:</b>	
Acquisition and construction of capital assets	(1,139,622)
Grant funding paid to other agencies	(276,478)
Proceeds from capital contributions	11,880
Issuance of advance to member agency	(2,700,000)
Net cash used in capital and related financing activities	(4,104,220)
<b>Cash flows from investing activities:</b>	
Purchase of investments	(4,554,911)
Proceeds for the sale of investments	4,019,404
Interest earnings received	270,406
Net cash used in investing activities	(265,101)
<b>Net decrease in cash and cash equivalents</b>	<b>1,277,292</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>22,552,727</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 23,830,019</b>

*Continued on next page*

See accompanying notes to the basic financial statements.

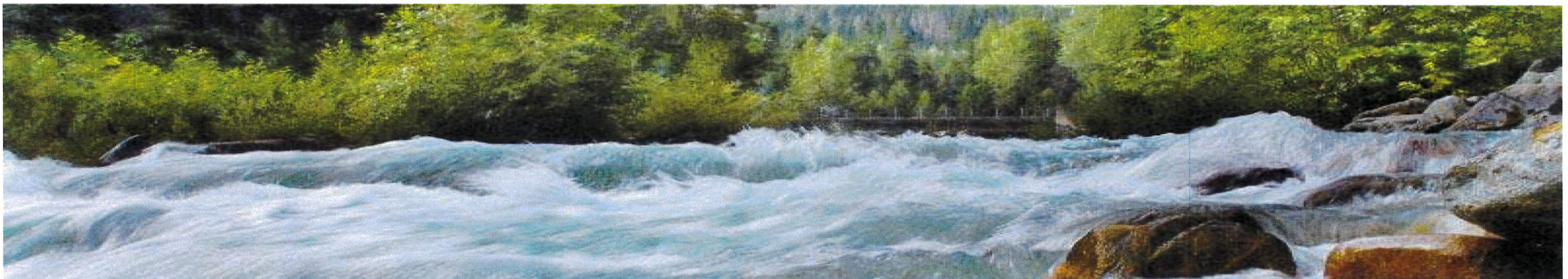


# Overview of Financial Model and Reserve Policy

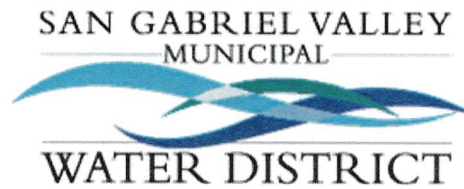
Board of Directors Meeting

San Gabriel Valley Municipal Water District ("SGVMWD")

July 18, 2016



# RESERVE FUNDS POLICY





# RESERVE POLICY OVERVIEW



- Reserve Policy objective is to have adequate funds to secure costs of managing the District's assets year by year
- Recommended Reserve Policy provides for three general funds:

## Restricted Funds

Use of funds are restricted as a result of governing regulations or outside sources (debt service reserve funds etc.)

## Liquidity Funds

Ensures financial flexibility and stability and is funded by accumulated revenues

## Capital Funds

Designated for future capital needs

# RESERVE POLICY MATRIX



Proposed Structure				
Reserve Fund Description	Minimum Guidelines	Target Balance Guidelines	Maximum Guidelines	Events or Conditions Prompting Use of Fund
<b>State Water Project</b> <i>(Restricted Funds)</i>	NA	NA	NA	Monies collected from property taxes– restricted to purchasing water from State Water Project
<b>Operating Reserve Fund</b> <i>(Liquidity Funds)</i>	120 days of total annual budgeted operating and non-operating expenses, excluding depreciation and State Water Project amortization	120 days of total annual budgeted operating and non-operating expenses, excluding depreciation and State Water Project amortization	180 days of total annual budgeted operating and non-operating expenses, excluding depreciation and State Water Project amortization	Used for cash flow deficiencies resulting from unanticipated operating expenses and extraordinary decreases in revenues
<b>Catastrophe Fund</b> <i>(Liquidity Funds)</i>	\$1 million	\$1 million	100% accumulated depreciation and the State Water Project amortization	Used during catastrophic events to repair capital facilities
<b>Capital Fund</b> <i>(Capital Funds)</i>	\$2.5 million	Rolling average of the upcoming five years of estimated capital expenditures	100% of the then current fiscal year's capital budget, plus 75% of the following year's estimated capital budget, plus 50% of the estimated capital budget for two years following the current year	Used to construct new capital assets or replace assets after the end of their useful life
<b>Unanticipated Infrastructure Replacement Fund</b> <i>(Capital Funds)</i>	\$2 million	\$3 million	\$5 million	Used to pay for costs of unanticipated replacement and major repairs of existing facilities and infrastructure

# RESERVE POLICY MATRIX CONT.



<b>Recommended Cash Balances in Reserve Policy*</b>			
<b>Reserve Fund Description</b>	<b>Minimum Guidelines</b>	<b>Target Balance Guidelines</b>	<b>Maximum Guidelines</b>
<b>State Water Project (Restricted Funds)</b>	NA	NA	NA
<b>Operating Reserve Fund (Liquidity Funds)</b>	\$2 million	\$2 million	\$3 million
<b>Catastrophe Fund (Liquidity Funds)</b>	\$1 million	\$1 million	\$21.1 million
<b>Capital Fund** (Capital Funds)</b>	\$2.5 million	No current capital improvement program	No current capital improvement program
<b>Unanticipated Infrastructure Replacement Fund (Capital Funds)</b>	\$2 million	\$3 million	\$5 million
<b>Total</b>	<b>\$7.5 million</b>	<b>\$8.5 million</b>	<b>\$31.7 million</b>

\*Operating Reserve Fund balances are based on the Draft FY 2016-17 Budget. Catastrophe fund balances are based on State Water expenses from the draft FY 2016-17 Budget and accumulated depreciation and net assets from the FY 2015 CAFR.

\*\*As there is no current capital improvement plan, the capital fund assumes \$2.5 million for target and maximum balances.

**AGENDA ACTION ITEM NO. 3**

**DECLARE SURPLUS ITEMS**

**RECOMMENDED ACTION:** Approve a list of surplus items for disposal.

**BACKGROUND:** Before disposing of any capital items, the Board must declare the items as surplus. A list of the old PCs and other computer hardware is attached.

**PRIOR BOARD ACTION:** N/A

**BUDGET IMPACT:** N/A

**SURPLUS INVENTORY DECLARED BY THE BOARD OF DIRECTORS  
on March 11, 2024**

#	Quantity	Description
1.	2	Apple iMac Computers
2.	2	Apple MacBook Air Computers
3.	2	Dell Notebook Computers
4.	1	Electric Typewriter
5.	2	Laser Printers
6.	4	Uninterrupted Power Supply Units (UPS)
7.	3	Computer Monitors

**AGENDA ACTION ITEM NO. 4**

**AMEND CAPITAL BUDGET**

**RECOMMENDED ACTION:** Amend the Capital Budget to increase the amount for new flooring for the office.

**BACKGROUND:** When the Capital Budget was developed the intention was to replace the carpet in the office. This plan has been modified to also include some laminated flooring, and therefore, increase the cost. In order to adjust a Capital Budget item, formal Board action is required.

**BUDGET IMPACT:** This will be reflected in the new Capital Budget.

**PRIOR BOARD ACTION:** N/A

QualityCraft Floorcoverings, Inc. qualitycraftflooring@gmail.com  
Commercial Division of Westland +1 (626) 852-0097  
Carpet One  
116 Shoppers Lane  
Covina, CA 91723



## SAN GABRIEL VALLEY WATER DISTRICT

### Bill to

SAN GABRIEL VALLEY WATER DISTRICT  
1402 N. VOSBERG DRIVE  
AZUSA, CA 91702-1299  
ATTN: STEVE KIGGINS

### Estimate details

Estimate no.: 14113-REV  
Estimate date: 02/22/2024  
Expiration date: 03/22/2024

#	Date	Product or service	SKU	Amount
1.		<b>LVT</b> Re: LVT Rooms: Main Foyer, Main Corridor and Side Corridor Including Kitchenette. Conference Kitchenette  Provide and install new commercial grade LVT in all areas specified. Complete glued down installation over clean sound empty and level floors. Demo existing carpet, pad, tackstrip and ceramic tile, scrape floors clean. Install main foyer in a herringbone design. Balance of corridors to be straight laid. Install paint grade quarter round to existing base.  Style: Patcraft Timber Grove II I559V mm 20 Mil Color: 00684 Laurel  30% deposit required.		\$8,175.00
			<b>Total</b>	<b>\$8,175.00</b>
			Expiry date	03/22/2024

QualityCraft Floorcoverings, Inc. qualitycraftflooring@gmail.com  
Commercial Division of Westland +1 (626) 852-0097  
Carpet One  
116 Shoppers Lane  
Covina, CA 91723



## SAN GABRIEL VALLEY WATER DISTRICT

### Bill to

SAN GABRIEL VALLEY WATER DISTRICT  
1402 N. VOSBERG DRIVE  
AZUSA, CA 91702-1299  
ATTN: STEVE KIGGINS

### Estimate details

Estimate no.: 14116-REV  
Estimate date: 02/22/2024  
Expiration date: 03/22/2024

#	Date	Product or service	SKU	Amount
1.		<b>Carpet</b> Re: Carpet Tile Rooms: Conference Room, 7 Offices  Provide and install new commercial carpet in all areas specified. Complete glue down installation over clean sound floors. Demo existing carpet and pad, haul away all trash. Remove and reset empty large pieces of furniture take down wood base. Install new 4" rubber topset base on walls.  Style: Artful and Textured Color: To Be Decided  30% deposit required.		\$13,249.00
			<b>Total</b>	<b>\$13,249.00</b>
			Expiry date	03/22/2024



# ESTIMATE

QualityCraft Floorcoverings, Inc. qualitycraftflooring@gmail.com  
Commercial Division of Westland +1 (626) 852-0097  
Carpet One  
116 Shoppers Lane  
Covina, CA 91723

*BASE BID*

## SAN GABRIEL VALLEY WATER DISTRICT

### Bill to

SAN GABRIEL VALLEY WATER DISTRICT  
1402 N. VOSBERG DRIVE  
AZUSA, CA 91702-1299  
ATTN: STEVE KIGGINS

### Estimate details

Estimate no.: 14117  
Estimate date: 10/31/2023  
Expiration date: 12/01/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		LVT Estimate 5 of 5		1	\$1,050.00	\$1,050.00

Re: LVT

Rooms: Enlarged Front Entryway, Conference Kitchenette, Enlarged Kitchenette

Provide and install new commercial grade LVT in all areas specified. Complete glued down installation over clean sound empty and level floors. Demo existing ceramic tile, scrape floors clean.

Style: Patcraft Timber Grove II 20 Mil Color: To Be Decided.

Upgrade to 5MM thickness. <+> \$300.00

**Total \$1,050.00**

Expiry date 12/01/2023

# ESTIMATE

QualityCraft Floorcoverings, Inc. qualitycraftflooring@gmail.com  
Commercial Division of Westland +1 (626) 852-0097  
Carpet One  
116 Shoppers Lane  
Covina, CA 91723

**BASE BID**

## SAN GABRIEL VALLEY WATER DISTRICT

### Bill to

SAN GABRIEL VALLEY WATER DISTRICT  
1402 N. VOSBERG DRIVE  
AZUSA, CA 91702-1299  
ATTN: STEVE KIGGINS

### Estimate details

Estimate no.: 14115  
Estimate date: 10/31/2023  
Expiration date: 12/01/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Carpet Estimate 3 of 5		1	\$11,365.00	\$11,365.00

Re: Carpet Broadloom

Rooms: Front Foyer, Main Corridor to Back Door, Side Corridor, Conference Room, 7 Offices

Provide and install new commercial carpet in all areas specified. Complete installation over 32 oz. fiber touch pad.  
Demo existing carpet and pad, haul away all trash. Remove and reset empty large pieces of furniture.

Style: Scholastic II Broadloom (No edge ravel warranty) Color: 525 Finals

**Total** **\$11,365.00**

Expiry date 12/01/2023

# Memorandum

**To:** San Gabriel Valley Municipal Water District Board of Directors  
**Cc:** Darin Kasamoto, General Manager  
**From:** Evelyn Reyes, External Affairs Manager  
**Date:** March 7, 2024  
**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
<b>Monthly Total</b>	0	1	2	0	0	0	0	0
<b>FY 23/24 Total</b>	17	31	44	0	8	0	0	6

**Irrigation Direct Install Program:**

Assessed Properties	45
Waiting Install	1
Total Installed	40
Avg. cost per property	\$2,130.00

**Legislative:** CA Advocates will continue to monitor legislation important to the District and the State Water Contractors, and the possible water/climate resilience bond on the November statewide ballot.

The District’s annual legislative day has been scheduled for April 3, 2024.

**Bureau of Reclamation Water Efficiency Grant:** On February 22nd, the District submitted an application for a Water Efficiency Grant to the Bureau of Reclamation. The grant request aims to secure funding for setting up a program to replace turf and for receiving additional funding for the current irrigation program that installs smart controllers and nozzles.

**Upcoming events:**

Marguerita Elementary – Garden Ribbon Cutting: Wednesday, March 20 at 4 pm at Marguerita Elementary (1603 Marguerita Ave, Alhambra, CA 91803)

Brightwood Elementary – Earth Day Fair: Thursday, March 21 at 8 am at Brightwood Elementary (1701 Brightwood St, Monterey Park, CA 91754)

City of Sierra Madre - Community Bike Ride and Wellness Fair on Saturday, April 13<sup>th</sup> at Memorial Park. Time: TBD

City of Monterey Park – Earth Day Festival (in conjunction with the Cherry Blossom Festival) on Saturday, April 27<sup>th</sup> at Barnes Park. Time: TBD

City of Alhambra – EcoFair on Sunday, April 28<sup>th</sup> on First Street. Time: TBD

**Meetings/events attended:**

- PWAG CET Administrative Meeting and Member Agency Meeting
- ACWA Region 8 Legislative Meeting
- SGVCOG Water Committee Meeting - Pure Water Southern California Tour
- State Water Project DCP Communications Meeting
- CA Assembly Members Papan and Rubio, and Senator Durazo SGV Water Tour
- Meeting with the office of Assembly Member Fong
- Meeting with the office of Assembly Member Rubio
- Meeting with the office of Senator Rubio
- Alhambra Chamber of Commerce Government Affairs Committee Meeting

**A REGULAR MEETING OF  
THE MAIN SAN GABRIEL BASIN WATERMASTER  
729 NORTH AZUSA AVENUE, AZUSA, CALIFORNIA  
FEBRUARY 14, 2024 AT 2:30 O'CLOCK P.M.**

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<u>Revised 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. CLOSED SESSION [1]	
a) Conference with Legal Counsel – Personnel Matter	
6. TIME RESERVED FOR PUBLIC COMMENT	
7. ITEMS REMOVED FROM CONSENT CALENDAR [1]	
8. CONSENT CALENDAR [1] All items on Consent Calendar may be approved with single action.	
a) Minutes of a Public Hearing and Regular Meeting of Watermaster held January 3, 2024	
b) Lists of Demands	
c) Financial Statements, January 2024	
d) Authorization to attend Association of California Water Agencies Spring Conference, May 7-9, 2024	
9. REPORT FROM ADMINISTRATIVE/FINANCE COMMITTEE [1]	
a) Recommendation of 2024 Watermaster Committee Assignments and Representatives to Outside Organizations	
10. WATER QUALITY MANAGEMENT ACTIVITIES [1]	
a) California American Water Company – San Marino System, Section 28, “Application to Destroy Well” Rosemead Well.	
b) California American Water Company – San Marino System, Section 28, “Application to Destroy Well” Adams Ranch 1 Well.	
c) California American Water Company – San Marino System, Section 28, “Application to Destroy Well” Adams Ranch 2 Well.	

- d) California American Water Company, San Marino System – Section 28, “Application to Destroy Well” Adams Ranch 3 Well.
- 11. ATTORNEY'S REPORT [2]
- 12. ENGINEER'S REPORT [2]
- 13. EXECUTIVE OFFICER'S REPORT [2]
- 14. REPORT FROM RESPONSIBLE AGENCIES [2]
- 15. OUTSIDE COMMITTEE LIAISONS [2]
- 16. INFORMATION ITEMS [2]
  - a) Temporary assignment or lease of 607 acre-feet of Carryover Right from IBY Property Owner, LLC to IBY, LLC for FY 2023-24
  - b) Temporary assignment or lease of 2,372.51 acre-feet of Prescriptive Pumping Right from IBY Property Owner, LLC to IBY, LLC for FY 2023-31
  - c) Permanent transfer of 2,314.17 acre-feet of Prescriptive Pumping Right plus 62.06 acre-feet of unused Carry-Over right from Hanson Aggregates West, Inc. to Martin Marietta Southern California Aggregates, LLC
  - d) Change of Designee for IBY Property Owner, LLC to Adam Sher
  - e) Change of Designee for City of Glendora to Dale D. Wert
  - f) San Gabriel Valley Municipal Water District transmittal of monthly report for December 2023
  - g) ROC Biennial SCW Program Progress Report Public Comment Letter
- 17. COMMENTS FROM WATERMASTER MEMBERS [2]
- 18. FUTURE AGENDA ITEMS [1]
- 19. ADJOURNMENT

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

**Chair Lynda Noriega Presiding**

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

**WEDNESDAY, FEBRUARY 21, 2024 AT 12:00 P.M.**

Zoom Link:

<https://us06web.zoom.us/join/91121101911?pwd=Z0VdeGpRZWRFdGhS-T0Lpiuff4FRtITRq>

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**AGENDA**

- |  |                |
|--|----------------|
| <b>I. CALL TO ORDER</b>  | <b>PAULSON</b> |
| <br>   |                |
| <b>II. PLEDGE OF ALLEGIANCE</b>  |                |
| <br>   |                |
| <b>III. REMOTE PARTICIPATION DECLARATION - AB 2449<br/>[Government Code Section 54953(f)]</b>  | <b>MORENO</b>  |
| <br>   |                |
| (a) Notification of Just Cause Remote Participation  |                |
| <br>   |                |
| (b) Notification and Vote to Approve Emergency Circumstance Request<br>For Remote Participation  |                |
| <br>   |                |
| <b>IV. ROLL CALL OF BOARD MEMBERS</b>  | <b>MORENO</b>  |
| <br>   |                |
| Mark Paulson, Chairman   | _____ (alt)    |
| Lynda Noriega, Vice-Chairwoman   | _____ (alt)    |
| Valerie Munoz, Secretary   | _____ (alt)    |
| Robert Gonzales, Treasurer   | _____ (alt)    |
| Bob Kuhn   | _____ (alt)    |
| Ed Chavez  | _____ (alt)    |
| Robert DiPrimio  | _____ (alt)    |
| <br>   |                |
| <b>V. PUBLIC COMMENTS (Agendized Matters Only):</b>  | <b>PAULSON</b> |
| As provided under Government Code Section 54954.3, this time has been set aside for persons in the audience to provide comment or make inquiries on matters appearing on this Special Meeting agenda only. Please complete the appropriate request card and submit it to the Secretary, prior to the item being heard. A five-minute time limit on remarks is requested. |                |
| <br>   |                |
| <b>VI. ITEMS TOO LATE TO BE AGENDIZED - Recommended Action:</b>  | <b>PAULSON</b> |
| Approve motion determining need to take action on item(s) which arose subsequent to posting of the Agenda (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board or, if less than two-thirds of Board members are present, a unanimous vote)   |                |

**VII. PRESENTATION**

*“Presentation on Audited Financial Statements for Fiscal Year Ending June 30, 2023” [enc]*

**CANIEDA**

**VIII. CONSENT CALENDAR**

**PAULSON**

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

- (a) Minutes for 1/17/24 Regular Board Meeting
- (b) Minutes for 2/13/24 Legislative/Public Information Committee Meeting
- (c) Minutes for 2/13/24 Administrative/Finance Committee Meeting
- (d) Ratification of Project Demands for January 24, 2024 to February 8, 2024
- (e) Demands on Administrative Fund for February 21, 2024
- (f) Demands on Project Fund for February 21, 2024

**IX. COMMITTEE REPORTS**

(These items may require action)

- (a) Legislative/Public Information Committee Report [enc]
- (b) Administrative/Finance Committee Report [enc]
  - 1. Discussion/Action Regarding Task Order to Avocet Environmental Inc. to Provide Design and Construction Management for the Whitmore Street Groundwater Remediation Facility Expansion Implementation Project [enc]

**X. OTHER ACTION/INFORMATION ITEMS**

**PAULSON**

(These items may require action)

- (a) Draft San Gabriel Basin Groundwater Quality Management and Remediation Plan “§406 Plan” for 2024 [enc]
  - 1. Presentation on Comments Received
  - 2. Adopt Plan for 2024
- (b) Discussion/Action Regarding the San Gabriel Valley Economic Partnership Annual Membership Renewal [enc]
  - 1. Approve Renewal for 2024
  - 2. Approve Demand No. E92156
- (c) Discussion/Action Regarding Draft of Audited Financial Statements for the Fiscal Year Ended June 30, 2023 [enc]

**XI. PROJECT REPORTS**

**COLBY**

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



	• SGVWC B6 Plant	Operational
	• SGVWC B5 Plant	Operational
	• CDWC Well No. 14	Operational
	• La Puente Valley County Water District	Operational
	• 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

<b>XII. ATTORNEY'S REPORT</b>	<b>PADILLA</b>
<b>XIII. LEGISLATIVE REPORT</b>	<b>MONARES</b>
<b>XIV. EXECUTIVE DIRECTOR'S REPORT</b>	<b>SCHOELLERMAN</b>
<b>XV. FUTURE AGENDA ITEMS</b>	<b>PAULSON</b>
<b>XVI. INFORMATION ITEMS [enc]</b>	<b>PAULSON</b>

(a) San Gabriel Basin Water Calendar

**XVII. FUTURE BOARD/COMMITTEE MEETINGS**

**PAULSON**

- (a) The next Administrative/Finance Committee Meeting was scheduled for Tuesday, March 12, 2024 at 10:00 a.m.
- (b) The next Legislative/Public Information Committee meeting was scheduled for Tuesday, March 12, 2024 at 9:00 a.m.
- (c) The next WQA Board meeting was scheduled for Wednesday, March 20, 2024 at 12:00 p.m.

**XVIII. CLOSED SESSION**

**PAULSON**

- (a) Closed Session Pursuant to Government Code Section 54956.9(d)(1)  
– Conference with Legal Counsel re: Existing Litigation - San Gabriel Basin Water Quality Authority v. 3M Company et al, USDC Case No. 2:23-av-55555-CIV

**XIX. RECONVENE OPEN SESSION**

**PAULSON**

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

**PAULSON**

**XXI. ADJOURNMENT**

**PAULSON**

*Pursuant to Government Code section 54957.3, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the Authority's business office located at 1720 W. Cameron Ave., Suite 100, West Covina, CA 91790, during regular business hours. When practical, these public records will also be made available on the Authority's internet web site, accessible at [www.wqa.com](http://www.wqa.com).*

## **Memorandum**

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

**From:** Darin Kasamoto General Manager

**Date:** March 7, 2024

**Subject:** General Manager's Report

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### **1. SWP UPDATE**

The Delta Conveyance Project (DCP) Public Draft EIR Comment period has ended. The EIR was certified by DWR on December 18, 2023.

DWR will be looking for funding commitments from contractors to keep the DCP planning process going beyond 2025. The district will be asked to consider this once more information is available. It is anticipated that we will need to evaluate this sometime in the Jen/July timeframe.

The State Water Project allocation for 2024 was increased to 15%. Conditions throughout the state have improved significantly in the month of February so I would anticipate another increase sometime in March.

### **2. MAIN SAN GABRIEL BASIN UPDATE**

As March 1, the Key Well is at 222.6 feet which is .2 feet higher than the reading on of January 27, 2024 due to releases from San Gabriel Canyon reservoirs. The historic low is 169.4 feet.

### **3. GRANT PROGRAM UPDATES**

The District, through Steve Bucknam and Hazen and Sawyer is continuously monitoring grant programs which could help fund District and city projects.

The District has applied for a USBR grant to help fund a turf replacement program. The grant would require a 50% match from the District.

The USBR has approved the Districts feasibility study for Monterey Park/Central Basin recycled water connection. This makes the project eligible for potential USBR grant funding. We will follow up with Monterey Park and Central Basin to develop next steps in the process.

### **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 first draft of the report has been received, staff has met with Stetson to discuss and Stetson will incorporate the comments into the report.

---

March 7, 2024

The District is monitoring some future groundwater banking programs for potential participation. More information will follow.

The District has received a request from the City of Monterey Park to consider an additional loan for the city. I recommend that the District wait until the 2022-2023 audit is finalized before considering this request.

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March 7, 2024

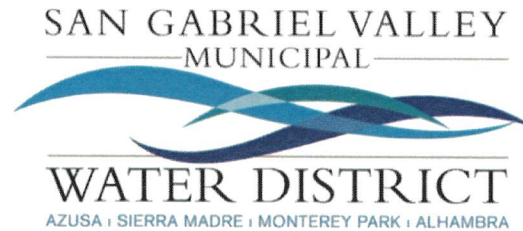
February 2024

Strategic  
Planning  
Workshop  
Results -  
Chronological



## Strategic Planning Objectives

- Develop Action Plans
  - Short-term (2024); Long-term (2025+)
- Develop Solutions if Possible
- Identify “Process” or “Steps” toward Solutions
- Review and Update Action Plans Regularly



**Mission Statement:**

**“The San Gabriel Valley Municipal Water District provides reliable supplemental water for the communities of Alhambra, Azusa, Monterey Park and Sierra Madre in a cost-effective and environmentally responsible manner.”**

**Vision Statement:**

**“A leader in water resource management, the San Gabriel Valley Municipal Water District will provide a diversified and reliable supplemental water supply for the benefit of the communities we serve.”**

# Action Plan (2024 - Q1/Q2)

## OPERATIONS AND INFRASTRUCTURE

- Schedule tours of District and County facilities for Board Members as background for Pipeline Rehabilitation program and consideration of *Pure Water Southern California* program (Board/Staff).
- Complete Schedule 1 “Pilot” and assess results.
- Develop preliminary timeline for Schedules 2-6 of Pipeline Rehabilitation Project.
- Identify “Corrosion Engineer” to review/input into Schedules 1-6 Cost Estimates and to protect the Pipeline in the future.
- Identify financial consultant to assist with Replacement Cost Analysis.



# Action Plan (2024 - Q1/Q2)

## CURRENT AND FUTURE REVENUE

- Consensus was achieved to maintain the current property tax rate of \$.03 per \$100 assessed value for the short-term.
- Consensus was achieved to adopt a \$240 per AF water rate for member cities in April 2024 as that level keeps the District “in the black” and was the forecasted rate provided to member cities a year ago.
- The General Manager was requested to provide a forecasted water rate for 2025 in April 2024 (utilizing average rate increases over 10 years), and to also provide a longer-term, three-year forecast (qualifying those forecasts by noting sensitivity to energy costs, etc.). There is unanimous concern among Board members that cost increases are becoming so common/certain that water rate increases should reflect and anticipate those increases short/long-term.
- The General Manager will provide the Board with information about sources of emergency funds, such as *Federal Emergency Management Agency (FEMA)* and the *Ibank*, that would supplement the use of reserves in the event of a catastrophic event.
- The General Manager and Assistant General Manager will research and share with the Board what SGVMWD insurance covers if there is a catastrophic event or pipeline failure.
- Consensus was achieved that consulting costs, and potentially employee costs, related to financial, engineering, operations, and legal matters will increase in conjunction with Pipeline Rehabilitation and review/analysis of the *Pure Water Southern California Project (PWSC)*. The District must budget for such costs.
- The General Manager was requested to get an update from MWD about the *Pure Water Southern California Project* as it has been nearly a year since MWD signaled its potential interest in utilizing SGVMWD facilities.

# Action Plan (2024 - Q1/Q2)

## CURRENT AND FUTURE REVENUE

- Consensus exists that the long-term nature of several looming projects and potential cost increases may impact needed staffing levels and staffing expertise (due to both volume and nature of the work, and potential staff retirements). A suggestion to consider a “Chief Financial Officer” was discussed but not acted upon and may be revisited at an undisclosed future date.
- The District will offer a “Cost Workshop” (in-person or virtual) annually to member cities to further explain rate and cost factors.

# Action Plan (2024 - Q1/Q2)

## MEMBER CITY RELATIONS

- Efforts should increase to meet regularly with the Mayor, City Council members, City Manager and Public Works/Water Utility staff in each member city. External Affairs staff will assist Board members in preparing and offering a brief, annual “State of the District” presentation to each of the District’s member cities during May/Water Awareness Month, with that presentation also available to school boards, chambers of commerce, and other community/non-profit organizations.
- The District will continue to attend and present updates at City Council meetings (e.g. “State of the City” meetings), support important community events, and provide information about water issues and conservation.
- The District will offer tours of important District and San Gabriel Basin water facilities to both City Council members and key City staff to foster greater understanding of the District’s water supply role.
- The District will increase its messaging related to water costs and infrastructure to complement its strong messaging about conservation.
- Consensus was achieved to develop a written policy that articulates how the District may provide financial support in the form of grants and loans to Member Cities. The External Affairs Manager and District Counsel will draft a “policy” to share with Member Cities to help clarify and guide the process of District financial support.
- The Board will address Monterey Park’s request of a \$10 million loan for new meter reading equipment.

# Action Plan (2024 - Q1/Q2)

## WATER SUPPLY SOLUTIONS - IMPORTED

- Consensus was achieved that the District, along with other State Water Contractors, supports the *Delta Conveyance Project*. In line with that support, the District awaits decisions by key players such as Metropolitan Water District, which is conducting its own cost/benefit analysis of the Project, and the Department of Water Resources, which is expected to request “bridge/gap funding” for the Project between March and June of this year. At that time, the Board will convene and discuss the District’s future role and support of the Project.
- While banking water is very expensive, the Board expressed interest in following and possibly participating in potential new “water banking” opportunities in both northern California and the Main San Gabriel Basin. The Dudley Ridge banking agreement is in place, but the District has yet to bank water in that manner. The Board also wants to track spreading grounds opportunities in the Main San Gabriel Basin being pursued by Watermaster such as the use of local pits and quarries to help get water in the ground. Spreading ground capacity may reach its limit if *Pure Water Southern California* proceeds and produces 65,000 AF/year.
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements.

# Action Plan (2024 - Q1/Q2)

## WATER SUPPLY SOLUTIONS – LOCAL

- The General Manager should follow-up regularly with MWD about its interest in involving SGVMWD infrastructure in the *Pure Water Southern California (PWSC)* Project and update the Board.
- The District should request a presentation from MWD to the Board about PWSC at an upcoming Board meeting.
- Arrange a presentation from Stetson to the Board about its analysis of the PWSC Project for SGVMWD.
- Arrange tours of PWSC for SGVMWD Board and Staff.
- Decide which consulting resources would be needed and when to evaluate the MWD proposal for SGVMWD in the PWSC Project – financial consultant, engineering consultant, negotiating consultant, etc.
- While banking water is very expensive, the Board expressed interest in following and possibly participating in potential new “water banking” opportunities in both northern California and the Main San Gabriel Basin. The Dudley Ridge banking agreement is in place, but the District has yet to bank water in that manner. The Board also wants to track spreading grounds opportunities in the Main San Gabriel Basin being pursued by Watermaster such as the use of local pits and quarries to help get water in the ground. Spreading ground capacity may reach its limit if *Pure Water Southern California* proceeds and produces 65,000 AF/year.

# Action Plan (2024 - Q1/Q2)

## WATER SUPPLY SOLUTIONS – LOCAL

- The General Manager should follow-up with Sean Igoe and Frank Heldman in Monterey Park regarding the status of interest in and funding for the recycled water project that would potentially serve Monterey Park and Alhambra.
- The General Manager should follow-up with Central Basin to see if the opportunity for a recycled water project is still feasible.
- The District should pursue future grant funding opportunities through Federal and State grant programs.
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements.

# Action Plan (2024 - Q1/Q2)

## EXTERNAL AFFAIRS

- Increase and blend in messaging about costs, water scarcity and infrastructure to all audiences.
- Research potential new rebate items for inclusion in the rebate program.
- Pursue grant from Bureau of Reclamation for 50% matching grant for turf replacement conservation programs.
- Obtain update from California Advocates and Dennis Albani about potential November 2024 Water Bond and communicate to Board. If on the ballot, develop communications plan to provide information, not advocacy, about the Bond.
- The District should determine its future role within the Water Forum Partner group and consider leading efforts to determine go/no go on smaller, targeted Water Forum events throughout the year.
- Funds contributed by 2020 Water Forum sponsors remain in District accounts. The use or return of the funds should be determined as soon as possible.
- Staff should finalize, distribute and regularly update a 12-month outreach calendar for the Board.
- The District should participate in a February 2024 tour for legislators in conjunction with the Assembly Water, Parks and Wildlife Committee.
- The District should plan and conduct tours periodically during the year for local elected officials and community leaders.
- Staff should draft budget and external affairs/outreach plan for 2024-2025 fiscal year and present to Board.

# Action Plan (2024 – Q3/Q4)

## OPERATIONS AND INFRASTRUCTURE

- Schedule tours of District and County facilities for Board Members as background for Pipeline Rehabilitation program and consideration of *Pure Water Southern California* program (Board/Staff).
- Update and refine timeline for Schedules 2-6 of Pipeline Rehabilitation Project.
- Work with “Corrosion Engineer” to review/input into Schedules 1-6 Cost Estimates and to protect the Pipeline in the future.



# Action Plan (2024 – Q3/Q4)

## CURRENT AND FUTURE REVENUE

- Consensus was achieved that consulting costs, and potentially employee costs, related to financial, engineering, operations, and legal matters will increase in conjunction with Pipeline Rehabilitation and review/analysis of the *Pure Water Southern California Project* (PWSC). The District must budget for such costs.

# Action Plan (2024 – Q3/Q4)

## MEMBER CITY RELATIONS

- The District will continue to attend and present updates at City Council meetings (e.g. “State of the City” meetings), support important community events, and provide information about water issues and conservation.
- The District will offer tours of important District and San Gabriel Basin water facilities to both City Council members and key City staff to foster greater understanding of the District’s water supply role.
- The District will increase its messaging related to water costs and infrastructure to complement its strong messaging about conservation.

# Action Plan (2024 – Q3/Q4)

## WATER SUPPLY SOLUTIONS - IMPORTED

- Consensus was achieved that the District, along with other State Water Contractors, supports the *Delta Conveyance Project*. In line with that support, the District awaits decisions by key players such as Metropolitan Water District, which is conducting its own cost/benefit analysis of the Project, and the Department of Water Resources, which is expected to request “bridge/gap funding” for the Project between March and June of this year. At that time, the Board will convene and discuss the District’s future role and support of the Project.
- While banking water is very expensive, the Board expressed interest in following and possibly participating in potential new “water banking” opportunities in both northern California and the Main San Gabriel Basin. The Dudley Ridge banking agreement is in place, but the District has yet to bank water in that manner. The Board also wants to track spreading grounds opportunities in the Main San Gabriel Basin being pursued by Watermaster such as the use of local pits and quarries to help get water in the ground. Spreading ground capacity may reach its limit if *Pure Water Southern California* proceeds and produces 65,000 AF/year.
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements.

# Action Plan (2024 – Q3/Q4)

## WATER SUPPLY SOLUTIONS – LOCAL

- The General Manager should follow-up regularly with MWD about its interest in involving SGVMWD infrastructure in the *Pure Water Southern California (PWSC)* Project and update the Board.
- Develop a firmer timeline about which consulting resources would be needed and when to evaluate the MWD proposal for SGVMWD in the PWSC Project – financial consultant, engineering consultant, negotiating consultant, etc.
- If the *Pure Water Southern California* project remains viable, and once relevant studies are completed, the Board needs to reach consensus on the District’s role in the Project and develop a comprehensive communications plan to inform member cities and other key stakeholders about the District’s potential involvement in the Project.
- While banking water is very expensive, the Board expressed interest in following and possibly participating in potential new “water banking” opportunities in both northern California and the Main San Gabriel Basin. The Dudley Ridge banking agreement is in place, but the District has yet to bank water in that manner. The Board also wants to track spreading grounds opportunities in the Main San Gabriel Basin being pursued by Watermaster such as the use of local pits and quarries to help get water in the ground. Spreading ground capacity may reach its limit if *Pure Water Southern California* proceeds and produces 65,000 AF/year.
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements.
- The District should pursue future grant funding opportunities through Federal and State grant programs.

# Action Plan (2024 – Q3/Q4)

## EXTERNAL AFFAIRS

- Increase and blend in messaging about costs, water scarcity and infrastructure to all audiences.
- Research potential new rebate items for inclusion in the rebate program.
- If funded, implement grant from Bureau of Reclamation for 50% matching grant for turf replacement conservation programs.
- If Water Bond is on November 2024 ballot, develop communications plan to provide information, not advocacy, about the Bond.
- The District should determine its future role within the Water Forum Partner group and lead efforts to determine go/no go on smaller, targeted events throughout the year.
- Staff should regularly update a 12-month outreach calendar for the Board.
- The District should plan and conduct tours periodically during the year for local elected officials and community leaders.

# Action Plan (2025 – Q1/Q2 and Ongoing)

## OPERATIONS AND INFRASTRUCTURE

- Schedule tours of District and County facilities for Board Members as background for Pipeline Rehabilitation program and consideration of *Pure Water Southern California* program.
- Conduct Replacement Cost Analysis.
- Identify financial consultant to help develop Capital Improvement/Replacement Plan, to analyze reserves and to provide input into rate study; Board preference is to “fast track” and/or overlap Schedules rather than working on one Schedule at a time; assess what expenditures “buy” the District in terms of Pipeline life/utility.
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements.

# Action Plan (2025 - Q1/Q2 and Ongoing)

## CURRENT AND FUTURE REVENUE

- Once a corrosion engineer reviews staff estimates on Pipeline Rehabilitation costs, the District will retain a financial consultant(s) to conduct studies on capital replacement costs, property tax and water rates, and reserves.
- In March/April 2025, the District should confirm both property tax and water rates for member cities for 2025, develop and communicate a forecast for 2026, and determine if a long-range forecast of 3-5 years is appropriate.
- Consensus was achieved that consulting costs, and potentially employee costs, related to financial, engineering, operations, and legal matters will increase in conjunction with Pipeline Rehabilitation and review/analysis of the *Pure Water Southern California Project* (PWSC). The District must budget for such costs.
- Consensus was achieved to research the District's bonding capacity to help fund capital improvements as part of the previously mentioned financial consultant's scope of work.
- The District will offer a "Cost Workshop" (in-person or virtual) annually to member cities to further explain rate and cost factors.

# Action Plan (2025 - Q1/Q2 and Ongoing)

## MEMBER CITY RELATIONS

- Efforts should increase to meet regularly with the Mayor, City Council members, City Manager and Public Works/Water Utility staff in each member city. External Affairs staff will assist Board members in preparing and offering a brief, annual “State of the District” presentation to each of the District’s member cities during May/Water Awareness Month, with that presentation also available to school boards, chambers of commerce, and other community/non-profit organizations.
- The District will continue to attend and present updates at City Council meetings (e.g. “State of the City” meetings), support important community events, and provide information about water issues and conservation.
- The District will offer tours of important District and San Gabriel Basin water facilities to both City Council members and key City staff to foster greater understanding of the District’s water supply role.
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# Action Plan (2025 - Q1/Q2 and Ongoing)

## WATER SUPPLY SOLUTIONS - IMPORTED

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# Action Plan (2025 - Q1/Q2 and Ongoing)

## WATER SUPPLY SOLUTIONS – LOCAL

- If the *Pure Water Southern California* project remains viable, and once relevant studies are completed, the Board needs to reach consensus on the District's role in the Project and develop a comprehensive communications plan to inform member cities and other key stakeholders about the District's potential involvement in the Project.
- Develop a firmer timeline about which consulting resources would be needed and when to evaluate the MWD proposal for SGVMWD in the PWSC Project – financial consultant, engineering consultant, negotiating consultant, etc.
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements.
- The Sierra Madre Joint Well project is in design phase as of Q1/2024 and the District has committed \$1.9 million to the project involving Sierra Madre and Arcadia.
- The District should pursue future grant funding opportunities through Federal and State grant programs.
- While banking water is very expensive, the Board expressed interest in following and possibly participating in potential new “water banking” opportunities in both northern California and the Main San Gabriel Basin. The Dudley Ridge banking agreement is in place, but the District has yet to bank water in that manner. The Board also wants to track spreading grounds opportunities in the Main San Gabriel Basin being pursued by Watermaster such as the use of local pits and quarries to help get water in the ground. Spreading ground capacity may reach its limit if *Pure Water Southern California* proceeds and produces 65,000 AF/year.

# Action Plan (2025 - Q1/Q2 and Ongoing)

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# Memorandum

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

**From:** Steve Kiggins, Assistant General Manager

**Cc:** Darin Kasamoto, General Manager

**Date:** March 7, 2024

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

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1. February 2024 deliveries: 0 AF to SGVMWD cyclic storage. Undelivered 2023 Carryover as of February 29th: 12,466 AF. Table A Allocation CY 2024: 15% / 4,320 AF.
2. Total deliveries to cyclic storage CY 2024: 1,934 AF. Cyclic storage balance as of January 31, 2024: 7,345.63 AF. Amount of water banked on behalf of Dudley Ridge Water District: 14,209 AF.
3. March 2024 delivery forecast: A delivery at San Dimas Hydro resumed March 7<sup>th</sup> and will continue as LACPW spreading ground capacity allows. The County did not have capacity at the spreading grounds January 30<sup>th</sup> – March 6<sup>th</sup> due to storm water management.
4. February Hydro Power Production: 0 MWh / \$0.00, January: 469.7 MWh / \$27,649.95.
5. Project Updates:
  - A. DCAP SCH I PIPELINE CONTINUITY BONDING, CORROSION ASSESSMENT VALIDATION AND CATHODIC SYSTEM DESIGN: Tee installation and (internal) corrosion assessment validation fieldwork are complete. Excavation of pipe segment 940 will take place 3/7-3/8 for external visual inspection, ultrasonic testing, and pit gauge measurements at one of the internal validation sites. Joint bonding progress has been hampered by pin brazing equipment problems. Additional equipment was purchased, and joint bonding should conclude around April 1<sup>st</sup>.
  - B. SAN GABRIEL FLOW CONTROL STRUCTURE 30" BALL VALVE REPLACEMENT: RC Foster Corporation has completed the installation and will return during pipeline pressurization to verify there are no leaks.
  - C. HYDROELECTRIC FACILITY 24" BUTTERFLY VALVE REPLACEMENT: The valve is installed, and paving was completed on July 28th. The District purchased a replacement relay-controlled valve actuator (Delivered 3/6/24). The contractor is coordinating the installation.
  - D. STANDBY GENERATOR REPLACEMENT PROJECT: Bid ready design documents and plan check forms are nearly complete.

6. Assistant General Manager meetings and activities:

- A. Attended WQA Legislative/Public Information Committee meeting (Zoom)
- B. Attended San Gabriel River Water Committee meeting (Zoom)
- C. Attended San Gabriel Basin Water Quality Authority meeting (Zoom)
- D. Attended the San Gabriel Valley Water Supply Tour organized by Upper District with Directors Paulson, Placido and Knoles, Assemblymembers Blanca Rubio, Diane Papan and Senator Maria Elena Durazo
- E. Met Civiltec Engineering staff and Azusa Light and Water engineering staff at Azusa Flow Control facility to clarify required electrical upgrades for the Standby Generator Replacement Project
- F. Attended Raymond Basin Management Board Joint Meeting of the Pumping & Storage Committee and Technical Advisory Committee (Zoom)
- G. Attended The Main San Gabriel Basin Watermaster meeting
- H. Validation/Bonding Project job site meetings with T.E. Roberts
- I. Weekly Continuity Bonding Project update meetings with T.E. Roberts and Civiltec (Teams)
- J. Weekly DWR / SWC Operations Update meetings (Teams)