



**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

6:00 P.M. Wednesday, January 13, 2021

AGENDA

Pursuant to the provisions of Executive Order N-25-20 Issued by Governor Gavin Newsom on March 12, 2020, any Board member and any member of the public who desires to participate in the open session items of this meeting may do so by accessing the Zoom link below to join by webcam or teleconference without otherwise complying with the Brown Act's teleconference requirements.

Any member of the public wishing to make any comments to the Board may do so through that Zoom link. The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making his or her comment. All members of the public will be disconnected from the Zoom link immediately before the Board of Directors adjourns into Closed Session.

<https://zoom.us/j/9521779948?pwd=dGNxcXh3YitEc2NlVVdrUzVvNm4rZz09>

Meeting ID: 952 177 9948

Passcode: 421745

Join by Telephone: +1 669 900 6833

1. **ROLL CALL.**
2. **PLEDGE OF ALLEGIENCE.**
3. **INVOCATION.**

4. **TIME RESERVED FOR PUBLIC COMMENTS.**

*Members of the public shall be allowed three minutes to address the Board on any matter on the agenda and/or within the jurisdiction of the District, which is not on the Agenda. All comments should be addressed to the presiding officer of the meeting. Additional public comments shall be allowed when a listed agenda item is being considered, but such comments made at that time must be confined to the subject that is being discussed at the time such comments are made. Members of the public are asked to state their name for the record. Due to all Board Meetings being run as Zoom Meetings all participants will be placed on mute at the start of the meeting and when the meeting is open for public comment the participant will be asked to raise their hand through the button on the video conference screen if participating by video conference or by pressing *9 on their phone if participating by teleconference.*

5. **ADOPTION OF AGENDA.**

6. **APPROVAL OF CONSENT CALENDAR.**

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

- A. Consider December 2, 2020 Regular Board Meeting Minutes.
- B. Consider December 16, 2020 Regular Board Meeting Minutes.
- C. Consider the accounts now due and payable, and receive and file bills approved by the General Manager.
- D. Consider the November Financial Statement.
- E. Consider U.S. Environmental Protection Agency Webinar on Public Safety Power Shutoff Standard Operating Procedures Template Presented on January 14, 2021 from 10:00 AM to 12:00 PM.

7. **ACTION/DISCUSSION ITEMS.**

- A. Consider Establishing the Process to Fill Board Vacancy Left by Director Andrew Lara's Election to the City of Pico Rivera Council. *Recommended Action – to be considered at the Board Meeting.*
- B. Consider Joining with the Public Water Agencies Group to File for a Grant from the Hazard Mitigation Grant Program. *Recommended Action – that the Board approve participation in the Hazard Mitigation Grant Program with the Public Water Agencies Group.*

- C. Consider Proposal from Kabbara Engineering to Extend the Eight-Inch Mainline in Burma Road Approximately 400 Lineal Feet to Rosemead Boulevard. *Recommended Action – that the Board approve the proposal from Kabbara Engineering.*

8. **REPORTS.**

- A. General Manager.
- B. Legal Counsel.

9. **DIRECTOR’S REQUEST OF FUTURE AGENDA ITEMS.**

10. **BOARD MEMBER COMMENTS.**

- A. Report on Meetings Attended/Comments.

11. **CLOSED SESSION.**

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9.

One Case.

12. **CLOSED SESSION REPORT.**

13. **ADJOURNMENT.**

AGENDA POSTED ON: January 7, 2021

Next regularly scheduled meeting: January 20, 2021

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the District office at (562) 692-3756 at least 48 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at 4843 S. Church Street, Pico Rivera, California.

CONSENT ITEMS

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MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE PICO WATER DISTRICT

A Regular meeting of the Board of Directors of the Pico Water District was held in the District's Boardroom located at 4843 South Church Street, Pico Rivera, California, on Wednesday, December 2, 2020 at 6:03 p.m.

The District's Secretary/General Manager, Mr. Mark J. Grajeda proceeded with the roll call of the attending Board members. Present from the beginning of the meeting were President David R. Gonzales, while Director Robert A. Martinez, Director Barbara K. Rapisarda, Director Victor Caballero, and Vice President Lara appeared telephonically, in adherence to social distancing and Mr. Jim Ciampa, Legal Counsel for the District appeared electronically. Director-elect E.A. Pete Ramirez appeared telephonically. There were four members of the public also participating via Zoom.

President Gonzales presided over the meeting and led everyone in the Pledge of Allegiance.

Mr. Ramirez gave the invocation.

President Gonzales inquired if there were any public comments. Ms. Martha Camacho Rodriguez thanked the Board for meeting tonight and is hopeful that good decisions are made regarding the community. Ms. Sara P. Huezo requested that the Board consider action to clean the water of contaminants. Joey from Downey stated that the water in Pico and the surrounding cities is contaminated with PFO and PFA. Ms. Leticia Vasquez Wilson stated that she is concerned about selling contaminated water to Pico customers.

President Gonzales proceeded to the adoption of the Agenda. Director Rapisarda made the motion to adopt the Agenda and President Gonzales seconded the motion. The General Manager announced the motion passed by roll-call vote, 5 – 0.

President Gonzales proceeded to the approval of the Consent Calendar. Director Martinez made the motion to approve and Director Caballero seconded the motion. The General Manager announced the motion passed by roll-call vote, 5 – 0.

President Gonzales proceeded to the next item on the Agenda, consider the proposed 2021 Operating Budget, Organizational Chart and Capital Improvement Projects. The General Manager reviewed the proposed budget and informed the Board that the proposed budget does not take into account any monies applied for with the Water Reclamation District nor any operating costs associated with placing treatment plants for PFOS and PFOA online. He further discussed the Capital Improvement Projects budgeted. Director Martinez made the motion to approve the 2021 Budget and Director Caballero seconded the motion. The General Manager announced the motion passed by roll-call vote, 5 – 0.

President Gonzales proceeded to the next item on the Agenda, General Manager's report. Well 11 continues to operate well, the District received the Conditional Use Permit from the Health Department to operate the well, the plaque was installed at the site and once the District is able to safely hold a ceremony the Board will be informed; Beverly Blvd. Pipeline Project – J. DeSigio has secured their encroachment permit from the City of Pico Rivera ("City") and are scheduled to begin construction on Friday, December 4th and is scheduled to be completed in February 2021. A

preconstruction meeting will be held on Thursday, December 3rd with the District, DeSigio and the City; The Board meeting on December 16, 2020 will include a public hearing regarding proposed rate increase and action to consider increasing the rates. This request is being made in response to the District's plan to construct treatment sites at 3 wells to treat PFOS and PFOA. AKM Consulting has evaluated the District's need for treatment and is readying the information so bid documents can go out before the end of the year, with the Board accepting a bid proposal by late January or early February; and finally, this is Director Rapisarda's last meeting as a Director. She has been on the Board for 5 years and the District has accomplished many great things during her tenure, including the first well to be drilled in over 35 years. We will miss you and wish you good luck in the future.

President Gonzales proceeded to the next item on the Agenda, Legal Counsel report. Mr. Ciampa thanked Director Rapisarda and wished her the best in her future endeavors.

Mr. Ramirez also thanked Director Rapisarda for her service and expressed his pleasure of working with her in the past.

President Gonzales proceeded to the next item on the Agenda, Director's request for future agenda items. There were none.

President Gonzales proceeded to the next item on the Agenda, Director report on meetings attended. There were none.

President Gonzales proceeded to the next item on the Agenda, Director comments. President Gonzales echoed previous sentiments in thanking Director Rapisarda for her time on the Board. Director Rapisarda stated that it was an honor to serve as a Director on the Board for the last 5 years. She thanked the Board, the General Manager, Legal Counsel and District Staff for their service and hard work during her tenure and wished everyone the best. She insisted that those people who are truly concerned with chemical contaminations to take their concerns to the legislatures in power and look at the entire picture, not just Pico Water District. Vice President Lara also thanked Director Rapisarda for her service, the causes she championed for and her perspective on issues. Director Martinez thanked Director Rapisarda for her service and wished her well on her retirement. He also congratulated Director-elect Mr. Ramirez on his election to the Board.

Closed Session was not held.

There being no further business to come before the Board, the Board meeting adjourned at 6:44 p.m.

David R. Gonzales, President

Attest:

Mark J. Grajeda, Secretary

(Seal)

**DECEMBER 16, 2020 MINUTES
WILL BE DELIVERED
ON
MONDAY JANUARY 11, 2021**

PICO WATER DISTRICT

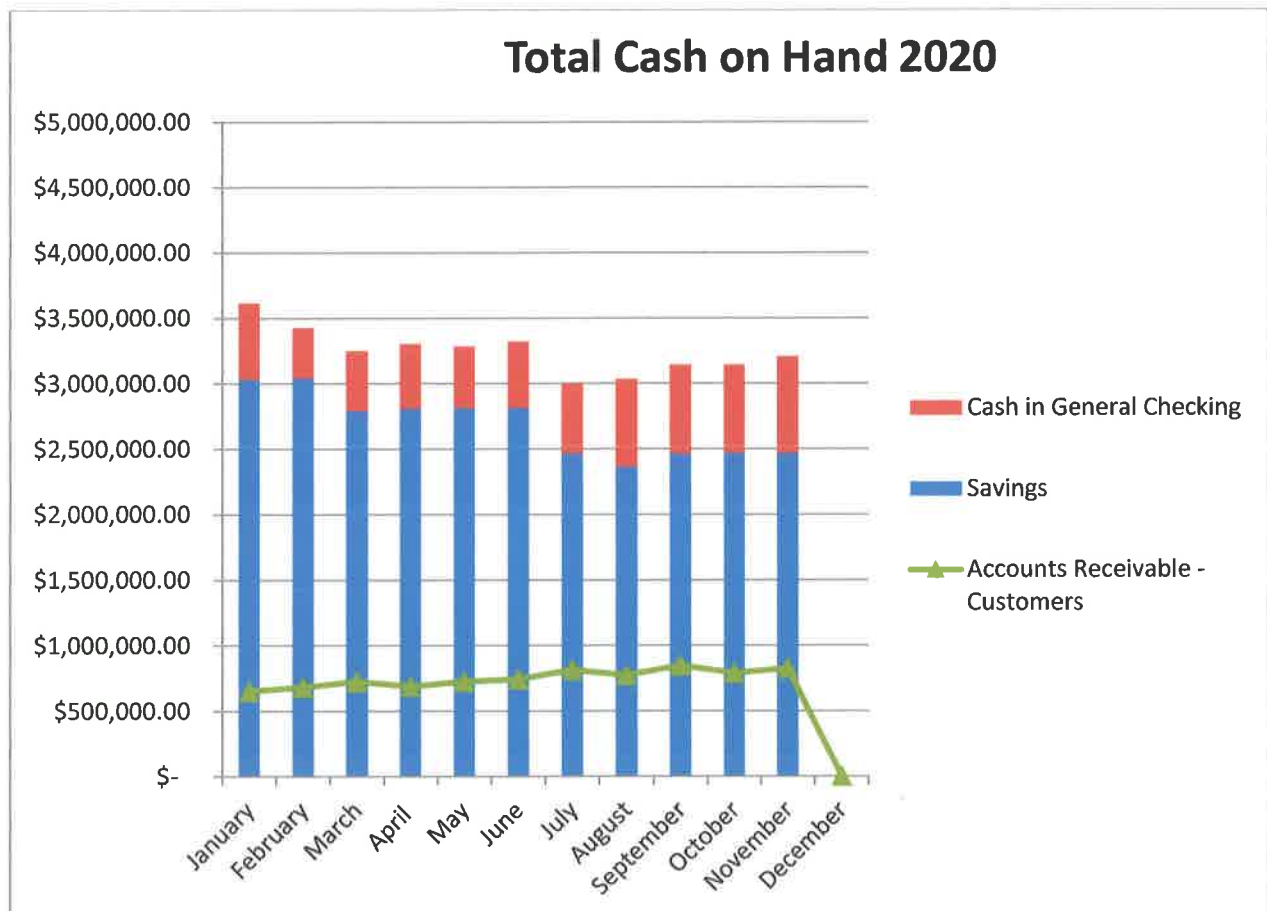
FINANCIAL STATEMENT SUMMARY

The November 2020 Financial Statement reflects that the District has \$2,157,293 deposited in the Local Area Investment Fund; \$309,455 invested with Cantella & Co., Inc. \$1,603,731 on deposit as Restricted Cash with Fiscal Agent (IBank loan); \$169,650 on deposit as Restricted Cash in the Infrastructure Account for the IBank loan payments; and has \$738,982 deposited in our General, Business, and Payroll accounts.

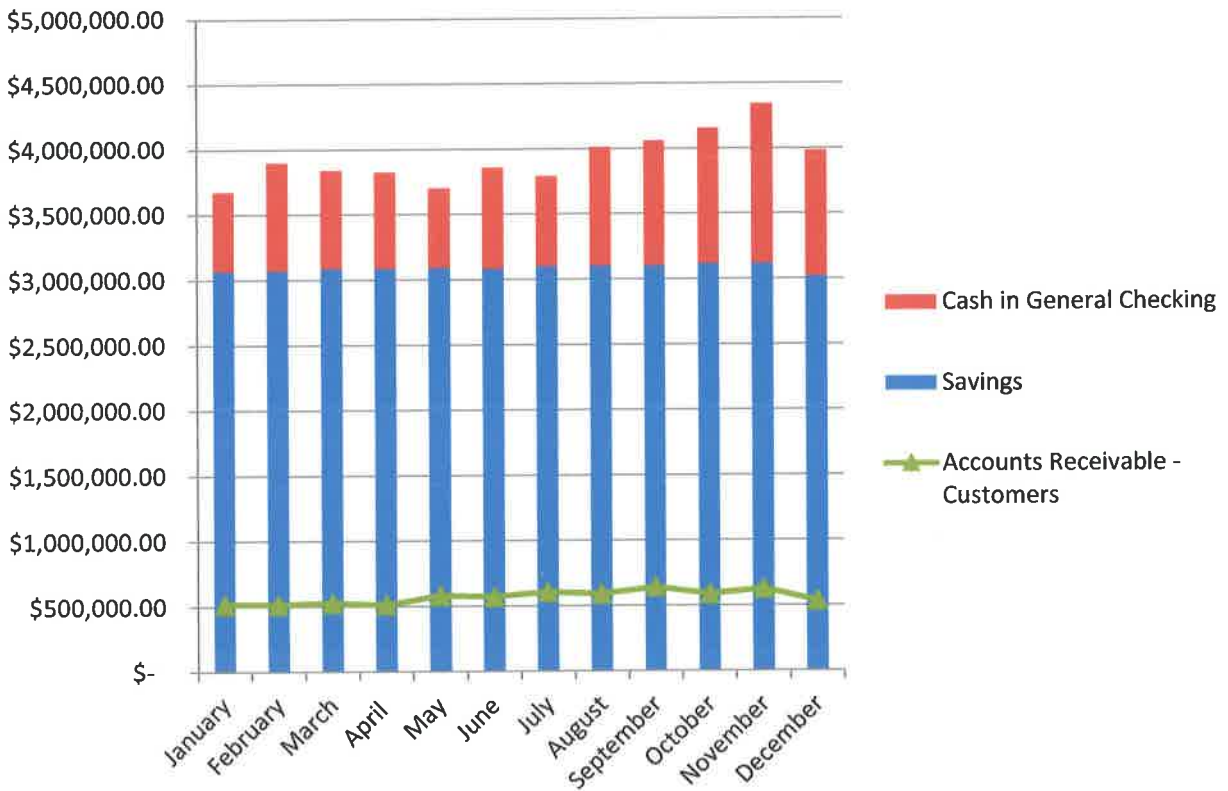
The Financial Statement also reflects that we collected \$389,601 in Total Operating Revenues, and that we incurred \$259,805 in Total Operating Expenses, which left us with a Net Profit for the month of November of \$111,955 before contributed capital and depreciation (Net Income also includes non-operating income and non-operating expense).

The District's year-to-date Net Income is \$574,850 before contributed capital and depreciation, and has spent year-to-date a total of \$1,317,705 on Capital Improvement Projects.

Included herein are two graphs. The first graph is the Financial History for 2020 indicating Total Cash on Hand in Banks, the amount of total savings that is included in Cash on Hand and the amount of Accounts Receivable from our customers. The second graph illustrates the same information for 2019. These graphs are a visual aid to view trends in our Financial History.



Total Cash on Hand 2019





Pico Water District

Financial Statements

Balance Sheet

		November 2020
1	ASSETS	
2	Cash and Investments	
3	Cash on Hand in Banks	\$ 738,982
4	LAIF Investment	2,157,293
5	Cantella CDs	309,455
6	Total Cash and Investments	3,205,730
7	Cash and Investments - Restricted	
8	Restricted Cash with Fiscal Agent [IBank]	1,603,731
9	Restricted Cash - Infrastructure Acct [IBank]	169,650
10	Total Cash and Investments - Restricted	1,773,381
11	Other Current Assets	
12	Accounts Receivable-Customers-Net	824,905
13	Accounts Receivable-Other	54,286
14	Inventory-Materials and Supplies	77,416
15	Prepaid Expenses	42,577
16	Total Other Current Assets	999,184
17	Fixed Assets	
18	Utility Plant	27,263,651
19	Less: Accumulated Depreciation	(11,668,863)
20	Fixed Assets Total	15,594,789
21	Deferred Outflows of Resources (DOR)	310,346
22	TOTAL ASSETS & DOR	\$ 21,883,430
23	LIABILITIES	
24	Current Liabilities	
25	Accounts Payable	\$ 581,556
26	Accrued Interest	82,018
27	Refundable Deposits	471,333
28	Security Deposit - Rental House	2,250
29	Total Current Liabilities	1,137,157
30	Long-Term Liabilities	
31	Note Payable - IBank	6,691,719
32	OPEB Liability	1,065,747
33	Net Pension Liability	431,937
34	Total Long-Term Liabilities	8,189,402
35	TOTAL LIABILITIES	9,326,560
36	FUND BALANCE	
37	Retained Earnings	12,254,393
38	TOTAL FUND BALANCE	12,254,393
39	Deferred Inflows of Resources (DIR)	302,477
40	TOTAL LIABILITIES, FUND BALANCE & DIR	\$ 21,883,430

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



Pico Water District

Financial Statements

Profit & Loss

	November 2020	YTD 2020	Budget 2020	YTD Budget 92%
1 OPERATING REVENUES				
2 WS 1 - Potable Water Charges	\$ 214,295	\$ 1,955,299	\$ 1,847,500	106%
3 WS 2 - Recycled Water Charges	9,484	95,873	46,000	208%
4 MS 1 - Meter Charges	110,810	1,133,627	1,220,700	93%
5 MS 2 - Multi Unit Charges	9,150	100,645	109,000	92%
6 MS 3 - Fire Protection Charges	4,977	54,962	55,000	100%
7 Infrastructure Surcharge [RESTRICTED]	38,097	384,789	410,000	94%
8 <u>Misc. Charges</u>				
9 Water Other-Hydrant Surcharge/Setup	110	440	500	88%
10 Application Charges	700	3,600	5,500	65%
11 Reconnection Charges	-	1,565	6,000	26%
12 NSF Check Charges	30	465	525	89%
13 Late Fee Charges	-	9,168	45,000	20%
14 Damage/Lock Charges	-	-	200	0%
15 Testing-Mtr/Flow/Sample Charges	-	1,500	500	300%
16 Backflow Program	1,948	21,433	22,000	97%
17 Water Rights Income	-	90,000	144,000	63%
18 TOTAL OPERATING REVENUES	389,601	3,853,366	3,912,425	98%
19 OPERATING EXPENSE				
20 Source of Supply	96,778	1,091,062	999,470	109%
21 Pumping	24,503	413,971	447,640	92%
22 Water Treatment	4,773	100,646	106,100	95%
23 Transmission & Distribution	12,594	175,580	198,300	89%
24 Customer Accounts	13,380	170,883	213,370	80%
25 General & Administrative	107,777	1,111,048	1,376,520	81%
26 COVID-19 Salaries	-	87,276	-	0%
27 COVID-19 Miscellaneous	-	4,126	-	0%
28 TOTAL OPERATING EXPENSE	259,805	3,154,590	3,341,400	94%
29 OPERATING INCOME (LOSS)	129,796	698,776	571,025	122%
30 NON-OPERATING INCOME				
31 Interest - LAIF & Infrastructure Acct	3	26,247	55,000	48%
32 Investment Income	1,462	6,393	9,000	71%
33 Unrealized Gain / (Loss)	(1,282)	1,975	-	0%
34 Other Income	2,454	35,361	2,000	1768%
35 House Rental Income	1,700	18,700	20,400	92%
36 TOTAL NON-OPERATING INCOME	4,336	88,676	86,400	103%
37 NON-OPERATING EXPENSE				
38 Interest Expense / (Income)	20,504	193,933	251,645	77%
39 Annual Loan Fee Expense	1,673	18,669	20,533	91%
40 Other Non-Operating Expense	-	-	100	0%
41 Rental House Expense	-	-	2,500	0%
42 TOTAL NON-OPERATING EXPENSE	22,177	212,602	274,778	77%
43 NET INCOME / (LOSS) BEFORE CAPITAL CONTR. & DEPR.	111,955	574,850	382,647	150%
44 Contributed Capital	-	-	-	0%
45 Depreciation	(43,750)	(481,250)	(525,000)	92%
46 NET INCOME / (LOSS)	\$ 68,205	\$ 93,600	\$ (142,353)	

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Pico Water District

Financial Statements

Operating Expense Detail

	November 2020	YTD 2020	Budget 2020	YTD Budget 92%
1 OPERATING EXPENSE				
2 SOURCE OF SUPPLY				
3 Salaries & Wages	\$ 6,663	\$ 70,930	\$ 69,870	102%
4 Recycled Water	4,070	41,146	45,600	90%
5 Ground Water Replenishment	86,045	978,986	884,000	111%
6 TOTAL SOURCE OF SUPPLY	96,778	1,091,062	999,470	109%
7 PUMPING				
8 Salaries & Wages	15,132	160,724	180,240	89%
9 Maintenance	5,197	55,306	32,000	173%
10 Fuel or Power	4,174	197,941	235,400	84%
11 TOTAL PUMPING	24,503	413,971	447,640	92%
12 WATER TREATMENT				
13 Salaries & Wages	545	5,005	4,100	122%
14 Maintenance	-	14,993	22,000	68%
15 Water Treatment Regulations	4,228	80,648	80,000	101%
16 TOTAL WATER TREATMENT	4,773	100,646	106,100	95%
17 TRANSMISSION & DISTRIBUTION				
18 Salaries & Wages	8,364	82,017	107,100	77%
19 Maintenance	4,248	79,710	71,000	112%
20 Vehicle Maintenance	(18)	13,853	20,200	69%
21 TOTAL TRANSMISSION & DISTRIBUTION	12,594	175,580	198,300	89%
22 CUSTOMER ACCOUNTS				
23 Meter Reading Labor	1,098	18,487	24,480	76%
24 Billing/Customer Service Salaries & Wages	9,198	97,536	137,190	71%
25 Supplies	3,084	54,861	51,700	106%
26 TOTAL CUSTOMER ACCOUNTS	13,380	170,883	213,370	80%
27 GENERAL & ADMINISTRATIVE				
28 Salaries	16,499	172,091	233,860	74%
29 Directors Compensation	3,150	29,445	33,000	89%
30 Travel & Meetings (Board)	-	2,496	21,200	12%
31 Travel & Meetings (Staff)	-	69	2,500	3%
32 Board Room Expenses	151	1,409	1,500	94%
33 Office Supplies	1,808	11,497	13,000	88%
34 Office Utilities	1,255	19,832	23,000	86%
35 <u>Professional Services</u>				
36 Accounting	3,145	46,151	45,000	103%
37 Computer	150	4,793	3,000	160%
38 Engineering	2,025	9,948	4,500	221%
39 Legal	4,382	32,117	55,000	58%
40 Miscellaneous	122	1,593	3,500	46%
41 PWAG - Emergency Services Coordinator	3,020	10,314	12,000	86%
42 Tyler Technologies Licensing and Support	1,051	12,107	13,250	91%
43 Nobel Systems - GIS Program	1,350	14,850	16,500	90%
44 Insurance	24,283	267,015	303,410	88%
45 Payroll Taxes	5,145	62,967	68,210	92%
46 Pension	10,136	155,289	152,460	102%
47 OPEB Expense	7,500	82,500	90,000	92%
48 Maintenance	470	24,529	20,400	120%
49 Dues & Meetings	1,609	15,212	15,000	101%

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Pico Water District

Financial Statements

Operating Expense Detail

	November 2020	YTD 2020	Budget 2020	YTD Budget 92%
50 Noticing	8,690	13,760	8,500	162%
51 Education Expense	152	719	3,000	24%
52 Conservation Expense	500	23,293	25,000	93%
53 Grant Program	-	-	15,000	0%
54 Other Operating Expenses	-	-	1,200	0%
55 CBMWD Retail Meter Charge	-	8,093	10,800	75%
56 Election Expense	-	-	40,000	0%
57 Vacation/Holiday/Other Payroll	11,186	88,959	142,730	62%
58 TOTAL GENERAL & ADMINISTRATIVE	107,777	1,111,048	1,376,520	81%
59 TOTAL OPERATING EXPENSE	\$ 259,805	\$ 3,063,189	\$ 3,341,400	92%

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Pico Water District
2020 Work in Progress (CIP)

10-000-1890		2020 CIP Budget	November	YTD Total
I	Buildings/Land			
1	No plans	0	0.00	0.00
	Sub-total	0	0.00	
II	Office Equipment Purchase			
1	Two (2) New Office Computers	2,500	0.00	3,138.87
2	Two (2) UPS Battery Backup for Servers	4,000		2,027.50
2	One (1) Field Ipad	1,000	0.00	0.00
	Sub-total	7,500	0.00	5,166.37
III	Field Equipment Purchase			
	No Planned Purchases	0	0.00	0.00
	Sub-total	0	0.00	0.00
IV	Replacement Programs			
	A. Hydrants			
1	Repairs	8,000	0.00	0.00
	Sub-total	8,000	0.00	0.00
	B. Meters - proposal to change out all remaining manual read meters			
1	2020 Budget - 2054 meters		3,955.46	71,772.13
	Sub-total	0	3,955.46	71,772.13
	C. Service Lines			
1	Repairs	15,000	0.00	0.00
	Sub-total	15,000	0.00	0.00
	D. Main Lines			
1	Repairs	35,000	0.00	0.00
	Sub-total	35,000	0.00	0.00
	C. Valves			
1	Repairs	8,000		0.00
	Sub-total	8,000		0.00
V	Consulting Services			
1	Water Master Plan Upgrade	150,000		165.31
2	Long Term Architectural Services Planning	50,000		0.00
3	New Development Charge/Fee		2,427.50	27,614.50
4	PFAS/PFOA Treatment		11,170.00	38,050.50
	Sub-total	200,000	13,597.50	63,830.31
VI	Well Rehabilitation & Equipment Upgrade			
1	Purchase New Diesel Generator	200,000		183,101.50
2	Abandon/Destroy Well 6 & Pump Bldg	35,000		0.00
3	Recondition Standby 40HP/150HP Motors	25,000	0.00	0.00
	Fencing Reservoir		8,119.00	8,119.00 Note 8
	Destruction Well 2/Well 9			65,266.05 Note 1
	Destruction Well 5/Well 8			15,963.33 Note 2
	Replace Booster 1- Reservoir			31,583.02 Note 7
	Sub-total	280,000	8,119.00	304,032.90
	Total	533,500	25,871.96	439,635.34
	City of Pico Rivera Hotspots Project		21,840.00	30,450.00 Note 3
	Well 2 - 4852 Lot Split			4,000.00 Note 6
VII	IBank Projects			
1	New Well 11	125,000	470.52	686,983.69
2	Union/Walnut/Olympic	1,170,460	0.00	0.00
3	Layman	310,187	0.00	11,800.03
	Whittier Blvd.			157,366.80 Note 4
	Durfee Avenue			-17,697.25 Note 5
	IBank CIP Sub-total	1,605,647	470.52	838,453.27
	Grand Total	2,139,147	47,982.48	1,317,704.98

Note 1 Destruction Well 2/Well 9 2019 Project
 Note 2 Destruction Well 5/Well 8 2019 Project
 Note 3 City of Pico Hotspots Program (ongoing)
 Note 4 Whittier Blvd. 2019 Project
 Note 5 Durfee Avenue 2019 Project
 Note 6 Well 2 - 4852 Church Street Lot Split
 Note 7 Replace Booster Pump - Reservoir
 Note 8 Fencing Reservoir



Pico Water District, CA

Open Payable Report

As Of 01/07/2021

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 10-000-2000 - Accounts Payable							
Vendor: 1009 9108352053	AIRGAS USA, LLC Repair Services - Cutoff Torch Repair	12/23/2020	128.90	0.00	0.00	0.00	128.90
							Payable Count: (1)
							128.90
Vendor: 1026 526660234.002	BELL PIPE & SUPPLY CO JAN 2020 - RETURN OF PRODUCT	01/31/2020	-74.10	0.00	0.00	0.00	-74.10
							Payable Count: (1)
							-74.10
Vendor: 1054 5047208004	CINTAS 0168 - ORANGE CA FAS Safety Exp. - VYNL Gloves Small, Medium, & Large	12/31/2020	156.04	0.00	0.00	0.00	156.04
							Payable Count: (1)
							156.04
Vendor: 1077 25692 25693	DIEGO'S AUTO REPAIR Unit #59 - Vehicle Smog Check Unit #52 - Vehicle Smog Check	12/29/2020 12/29/2020	50.00 50.00	0.00 0.00	0.00 0.00	0.00 0.00	50.00 50.00
							Payable Count: (2)
							100.00
Vendor: 1369 E101070560	EIDE BAILLY LLP DEC 2020 - NOV 2020 ACCTNG CHRGS	12/31/2020	1,518.75	0.00	0.00	0.00	1,518.75
							Payable Count: (1)
							1,518.75
Vendor: 1111 3592628 2592692 8105491 8562235 CM0000006 9616035	HOME DEPOT CREDIT SERVICE Misc. Well Maint. - Well Supplies for Clean Up Yard Maint. - Supplies for Cleaning Crew Well #11 - Material for Irrigation Meter Repair-PVC Parts for Irrigation Line HookUp NOV 2019 CREDIT MEMO FOR RETURN THAT WAS PAID Misc. Well Maint. - Misc. Supplies for Clean Up	11/26/2019 11/27/2019 12/11/2019 12/11/2019 12/31/2019 12/14/2020	15.84 79.55 19.84 48.27 -80.75 134.96	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	15.84 79.55 19.84 48.27 -80.75 134.96
							Payable Count: (6)
							217.71
Vendor: 1135 FINAL NOV 2020	LAGERLOF, LLP DEC 2020 - NOV 2020 LEGAL FEES GEN MATTERS DEC 2020 - NOV LEGAL FEES BOARD MEETINGS	12/28/2020 12/28/2020	493.00 1,218.00	0.00 0.00	0.00 0.00	0.00 0.00	493.00 1,218.00
							Payable Count: (2)
							1,711.00
Vendor: 1153 79306	NASA SERVICES Yard Maint.-Disposal of Debris form Office & Field	01/01/2021	169.74	0.00	0.00	0.00	169.74
							Payable Count: (1)
							169.74
Vendor: 1183 12781645	QUILL CORPORATION DEC 2020 - OFFICE SUPPLIES	12/31/2020	22.70	0.00	0.00	0.00	22.70
							Payable Count: (1)
							22.70
Vendor: 1184 WO370156125 WO370156375 WO370156376 WO370156377	QUINN COMPANY Misc. Well Maint.-Generator Maint. Unit #74 (C-15) Misc. Well Maint.-Generator Maint. PR - 2701 Misc. Well Maint. - Generator Maint. PR-1586 Misc. Well Maint. - Generator Maint. PR-1859	12/05/2020 12/23/2020 12/23/2020 12/23/2020	1,076.08 803.39 874.11 874.11	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	1,076.08 803.39 874.11 874.11
							Payable Count: (4)
							3,627.69
Vendor: 1202 696765 708693 858530 60855926 652362 66521626	SHELL Misc. Fuel Exp. - Diesel Fuel Unit #50 Misc. Fuel Exp. - Compressor Misc. Fuel Exp. - Diesel Fuel - Backhoe SEPT 2019 - FUEL CHARGES Fuel Exp. - Diesel Fuel for Backhoe JULY 2020 - OFFICE SUPPLIES	09/09/2019 09/10/2019 09/26/2019 09/30/2019 11/27/2019 07/29/2020	81.18 53.36 87.82 115.89 89.52 12.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	81.18 53.36 87.82 115.89 89.52 12.00
							Payable Count: (6)
							439.77
Vendor: 1209 INV0000994	SOUTHERN CALIFORNIA GAS COMPANY DEC 2020 - OFFICE UTILITIES	12/31/2020	59.72	0.00	0.00	0.00	59.72
							Payable Count: (1)
							59.72
Vendor: 1237 1220200523 dsb20197360	UNDERGROUND SERVICE ALERT Field Supplies - USA Dig Alert Month of 01/2021 Field Supplies - Dig Alert Ca. St. Regulatory Fee	01/01/2021 01/01/2021	71.05 57.80	0.00 0.00	0.00 0.00	0.00 0.00	71.05 57.80
							Payable Count: (2)
							128.85

Payable Account 10-000-2000 Payable Count: (29) Total: 8,206.77

**DECEMBER 1, 2020 –
DECEMBER 31, 2020
BILLS APPROVED BY THE
GENERAL MANAGER**

1-13-2021



Pico Water District, CA

Check Report

By Check Number

Date Range: 12/01/2020 - 12/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
1008	ACWA/JPIA	12/04/2020	Regular	0.00	20,110.90	61153
1378	AKM CONSULTING ENGINEERS, INC.	12/04/2020	Regular	0.00	7,620.00	61154
1043	CARDMEMBER SERVICE	12/04/2020	Regular	0.00	347.82	61155
1046	CENTRAL BASIN MUNICIPAL WATER DISTRICT	12/04/2020	Regular	0.00	7,041.14	61156
1361	CITY OF LAKEWOOD	12/04/2020	Regular	0.00	412.85	61157
1069	CV STRATEGIES	12/04/2020	Regular	0.00	11,617.72	61158
1071	DE LAGE LANDEN FINANCIAL	12/04/2020	Regular	0.00	333.53	61159
1369	EIDE BAILLY LLP	12/04/2020	Regular	0.00	1,100.00	61160
1362	FAMCON - PIPE & SUPPLY, INC.	12/04/2020	Regular	0.00	1,338.94	61161
1090	FRONTIER COMMUNICATIONS	12/04/2020	Regular	0.00	407.49	61162
1098	GERALD P. ROODZANT, DDS APC	12/04/2020	Regular	0.00	195.00	61163
1364	HAPPY DENTAL LAND	12/04/2020	Regular	0.00	709.00	61164
1133	KABBARA ENGINEERING	12/04/2020	Regular	0.00	1,350.00	61165
1135	LAGERLOF, LLP	12/04/2020	Regular	0.00	3,045.00	61166
1368	PUBLIC WATER AGENCIES GROUP	12/04/2020	Regular	0.00	1,292.20	61167
1194	S & J SUPPLY CO., INC.	12/04/2020	Regular	0.00	3,558.39	61168
1220	TAKAMATSU, D.D.S., INC.	12/04/2020	Regular	0.00	42.00	61169
1234	TYLER TECHNOLOGIES	12/04/2020	Regular	0.00	151.59	61170
1245	VERIZON WIRELESS	12/04/2020	Regular	0.00	84.16	61171
1250	WATER REPLENISHMENT DISTRICT OF	12/04/2020	Regular	0.00	81,392.74	61172
1049	CENTURY ROOTER	12/10/2020	Regular	0.00	65.00	61173
1053	CINTAS #053	12/10/2020	Regular	0.00	341.76	61174
1080	EDISON COMPANY	12/10/2020	Regular	0.00	4,690.18	61175
	FAMCON - PIPE & SUPPLY, INC.	12/10/2020	Regular	0.00	873.53	61176
	UNDERGROUND SERVICE ALERT	12/10/2020	Regular	0.00	115.60	61177
1178	ADT COMMERCIAL	12/17/2020	Regular	0.00	568.96	61178
1378	AKM CONSULTING ENGINEERS, INC.	12/17/2020	Regular	0.00	5,125.00	61179
1014	ANDREW LARA	12/17/2020	Regular	0.00	265.00	61180
1054	CINTAS 0168 - ORANGE CA FAS	12/17/2020	Regular	0.00	247.64	61181
1361	CITY OF LAKEWOOD	12/17/2020	Regular	0.00	724.03	61182
1080	EDISON COMPANY	12/17/2020	Regular	0.00	11,509.53	61183
1369	EIDE BAILLY LLP	12/17/2020	Regular	0.00	1,820.00	61184
1362	FAMCON - PIPE & SUPPLY, INC.	12/17/2020	Regular	0.00	1,434.02	61185
1372	HUNTER ELECTRIC SERVICE, INC.	12/17/2020	Regular	0.00	3,635.83	61186
1133	KABBARA ENGINEERING	12/17/2020	Regular	0.00	23,940.00	61187
1149	MISSION FENCE & PATIO BUILDERS	12/17/2020	Regular	0.00	6,549.00	61188
1153	NASA SERVICES	12/17/2020	Regular	0.00	169.74	61189
1368	PUBLIC WATER AGENCIES GROUP	12/17/2020	Regular	0.00	2,891.25	61190
1183	QUILL CORPORATION	12/17/2020	Regular	0.00	131.42	61191
1351	RC FOSTER CORPORATION	12/17/2020	Regular	0.00	470.52	61192
1209	SOUTHERN CALIFORNIA GAS COMPANY	12/17/2020	Regular	0.00	25.77	61193
1214	STATE WATER RESOURCES CONTROL BOARD	12/17/2020	Regular	0.00	682.00	61194
1380	TONY VELASQUEZ	12/17/2020	Regular	0.00	4,669.26	61195
1237	UNDERGROUND SERVICE ALERT	12/17/2020	Regular	0.00	201.45	61196
1249	VOTACALL, INC.	12/17/2020	Regular	0.00	144.43	61197
1252	WECK LABORATORIES, INC.	12/17/2020	Regular	0.00	1,620.00	61198
1256	WESTERN WATER WORKS	12/17/2020	Regular	0.00	24.74	61199
1004	ACWA	12/28/2020	Regular	0.00	11,900.00	61200
1012	AMERICAN EMBLEMATIC LLC	12/28/2020	Regular	0.00	117.69	61201
1017	AT & T	12/28/2020	Regular	0.00	120.06	61202
1019	AUTOZONE, INC.	12/28/2020	Regular	0.00	205.99	61203
1025	CALIFORNIA COMPUTER SCHOOLS, INC.	12/28/2020	Regular	0.00	91.00	61204
	CENTRAL VOICE	12/28/2020	Regular	0.00	662.32	61205
1308	E & M, INC.	12/28/2020	Regular	0.00	2,955.00	61206

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	64	0.00	281,088.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	108	64	0.00	281,088.50

Fund Summary

Fund	Name	Period	Amount
10	General Operating	12/2020	281,088.50
			281,088.50



WEBINAR: PSPS PARTNERSHIPS

EPA ONLINE WEBINAR

WHEN

January 14

10:00 am – 12:00 pm

 [Add to Calendar](#)

COST

FREE

Member Pre-Registration Fee

FREE

Non-Member Pre-Registration Fee

DEADLINE

The U.S. Environmental Protection Agency (EPA) is hosting a webinar series to share and discuss the Standard Operating Procedures (SOPs) with a broad audience. This webinar will focus on partnerships. Partnerships are a critical component of water utilities' preparations for and response to PPS events. Numerous key partners are mentioned throughout EPA's PPS SOPs including CalWARN, electric utilities, Office of Emergency Services, Division of Drinking Water and CalFire. This webinar will include presentations and discussions from some of the organizations to discuss how they coordinated with water utilities during 2019 and 2020 PPS events and how they will continue to engage with water utilities. All utilities are welcome to attend.

The EPA collaborated with California water and electric utilities, the California Water Boards, and other stakeholders to develop the Public Safety Power Shutoff (PPS) Standard Operating Procedures (SOPs) Template. Although the SOPs were developed for PPS events, most of the actions apply to any power outage that water utilities could experience. The SOPs provide actions that water utilities can take to prepare for, respond to and recover from power grid outages. The following topics are addressed: Generators and Backup Power, Fuel, Communication, Partnerships, Supervisory Control and Data Acquisition (SCADA), Staffing, Access and Safety.

ACTION ITEMS

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

6:00 P.M. Wednesday, January 13, 2021

AGENDA

7. ACTION/DISCUSSION ITEMS.

- A. Consider Establishing the Process to Fill Board Vacancy Left by Director Andrew Lara's Election to the City of Pico Rivera Council. *Recommended Action – to be considered at the Board Meeting.*

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: January 13, 2021

Subject: Action Item 7A – Consider Establishing the Process to Fill Board Vacancy Left by Director Andrew Lara’s Election to the City of Pico Rivera Council

Recommendation

To be considered at the Board Meeting.

Fiscal Impact

Minimal fiscal impact.

Background

See memo from Jim Ciampa.

Attachments

1. Memo for Jim Ciampa



MEMORANDUM

To: Mark J. Grajeda
From: Jim Ciampa
Date: December 30, 2020
Re: Filling of Board Vacancy

Director Andrew Lara won his election to serve on the City of Pico Rivera City Council. He was sworn in as City Council Member on December 8, 2020 and resigned his seat on the Pico Water District Board of Directors on December 16, 2020. As you may know, under the doctrine of incompatible offices, as codified at Government Code Section 1099, he would have forfeited his seat on the District's Board upon his taking of the incompatible City office, regardless of his resignation. Thus, a vacancy on the District's Board exists as of December 16, 2020, the day of his resignation.

Following is an outline of the required procedures that must be followed to fill that vacancy. Please feel free to call me with any questions.

1. **Effective Date of Vacancy (Govt. Code Section 1770)** – Pursuant to Govt. Code Section 1770(c), an office becomes vacant on the date of resignation of the incumbent; here, December 16, 2020.
2. **Filling of Vacancy (Govt. Code Section 1780)** – The District must notify the L.A. County Clerk of the vacancy within 15 days after the later of: (i) the date on which the Board is notified of the vacancy, or (ii) the effective date of the vacancy. I assume you notified the Board of vacancy as of the December 16, 2020 Board meeting, in which then former Director Lara participated as a member of the public. *Thus, the 15-day notice period begins to run on December 17, 2020 and will expire on December 31, 2020.*

The remaining Board members may fill the vacancy by appointment (Govt. Code Section 1780; Water Code Section 30504). An appointment to fill the vacancy must be made within 60 days immediately after the later of: (i) the date on which the Board is notified of the vacancy, or (ii) the effective date of

the vacancy (alternatively, within that 60 day period, the Board may call for an election instead of filling the vacancy by appointment). ***That 60-day period will begin to run on December 17 and, with the Presidents' Day holiday, will expire on February 16, 2021. A notice of the vacancy must be posted in 3 or more conspicuous places in the District at least 15 days before the appointment is made.*** The District must notify the L.A. County Clerk of the appointment within 15 days after the appointment is made.

If the vacancy is not filled within the 60-day period, or if the Board has not called for an election to fill the vacancy within that 60-day period, then because the District's entire service area is located within the City of Pico Rivera, the Pico Rivera City Council may fill the vacancy within 90 days after the later of: (i) the date on which the Board is notified of the vacancy, or (ii) the effective date of the vacancy, or the City Council can order the District to call an election to fill the vacancy.

3. **Length of Term to Fill Vacancy (Govt. Code Section 1780(h)(4))** – Because Director Lara is in the second half of his term, if the Board appoints someone to fill the vacancy, that person will fill the balance of Director Lara's unexpired term; i.e., through the November 2022 election.

Please let me know if you have any questions about this process.

OFFICERS
DAVID R. GONZALES, PRESIDENT
VICTOR CABALLERO, VICE PRESIDENT
MARK J. GRAJEDA, GEN. MGR./SECRETARY
LORRAINE D. LAIBLE, TREASURER

Pico Water District
P.O. BOX 758 4843 CHURCH ST.
PICO RIVERA, CALIFORNIA 90660
TEL: (562) 692-3756 FAX: (562) 695-5627
www.picowaterdistrict.net

DIRECTORS
VICTOR CABALLERO
DAVID R. GONZALES
ROBERT A. MARTINEZ
E. A. "PETE" RAMIREZ

December 30, 2020

Mr. Alex Olvera, Division Manager
Election Information & Preparation
Los Angeles County Registrar, Recorder and County Clerk
12400 Imperial Highway, Room 7020-B
Norwalk, CA 90650

Subject: Pico Water District Board Vacancy

Dear Mr. Olvera,

On November 3, 2020 Director Andrew Lara ran for Pico Rivera City Council and won his election to city council. On December 8, 2020 Mr. Lara was sworn in as City Council Member, and on December 16, 2020 formally resigned from the Pico Water District Board of Directors. The District is now notifying the Los Angeles County Clerk's office with this letter of this Board Vacancy. If you should have any questions, please contact me at (562) 692-3756 extension 14.

Sincerely,



Mark Grajeda
General Manager

Cc: Pico Water District Board of Directors
Lorrie Laible, Office Manager
File

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

6:00 P.M. Wednesday, January 13, 2021

AGENDA

7. ACTION/DISCUSSION ITEMS.

- B. Consider Joining with the Public Water Agencies Group to File for a Grant from the Hazard Mitigation Grant Program. *Recommended Action – that the Board approve participation in the Hazard Mitigation Grant Program with the Public Water Agencies Group.*

STAFF REPORT

To: Honorable Board of Directors
From: Mark Grajeda, General Manager
Meeting Date: January 13, 2021
Subject: Action Item 7B – Consider Hazard Mitigation Grant Program

Recommendation

That the Board approve participation in this HMPG process by authorizing the signing the “Letter of commitment” authorizing the General Manager to take such official action as may be reasonably necessary to carry out the proposed actions of the grant application and the plan.

Fiscal Impact

The grant amount being applied for is a maximum of \$250,000, of that amount, 25% (up to \$62,500) will be divided up (in a formula yet to be determined) amongst the ten participating PWAG members. Most of contributed cost match will be realized from in-kind participation, meeting attendance, travel costs, etc. However, some cash payment may be necessary. However, the District will receive the benefit of 75% of such hazard mitigation planning costs to be paid by the grant. The application deadline is January 27, 2021.

Background

In 1974, Congress enacted the Robert T. Stafford Disaster Relief and Emergency Act, commonly referred to as the Stafford Act. In 1988, Congress established the *Hazard Mitigation Grant Program* (HMGP) via Section 404 of the Stafford Act. The HMGP was developed to foster planning to mitigate damage that results from disasters.

Purpose

Hazard mitigation are activities designed to reduce or eliminate damages from future hazardous events. These activities can occur before, during, and after a disaster and overlap all phases of emergency management. Eligible applicants include state and local agencies, Indian tribes or other tribal organizations, and certain nonprofit organizations.

We are joining an effort with the Public Water Agencies Group (PWAG), of which we are a member, which is preparing a grant application for a multi-jurisdictional Hazard Mitigation Grant Program (Grant) among ten participating PWAG members. Rowland Water District will serve as the lead agency for this effort.

This Grant, if awarded, will fund preparation of a plan that will identify risks among the participating PWAG members and demonstrate ways to minimize damage resulting from natural and man-made disasters. That plan will be a comprehensive resource document that serves many purposes, such as: enhancing public awareness, creating a decision tool for management, promoting compliance with State and Federal program requirements, enhancing local policies for hazard mitigation capability, and providing inter-jurisdictional coordination.

Further, the federal Disaster Mitigation Act of 2000 requires all local governments to create such a disaster plan in order to qualify for hazard mitigation funding and eventually for emergency relief funding.

Attachments

1. Letter of Commitment

**LETTER OF COMMITMENT
(FOR MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLANS)**

January 13, 2021

California Governor's Office of
Emergency Services
c/o Rowland Water District
3021 Fullerton Road
Rowland Heights, CA 91748

RE: Letter of Commitment as Participating Jurisdiction in Rowland Water Multi-Jurisdictional Hazard Mitigation Planning Effort

Dear State Hazard Mitigation Officer:

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and recognize that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the Pico Water District is submitting this letter of commitment to confirm that Pico Water District has agreed to participate in the Rowland Water District Multi-jurisdictional Hazard Mitigation Planning effort.

Furthermore, as a condition of participation in the mitigation planning, Pico Water District, agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary, and in a timely manner, to the Rowland Water District to allow that district to complete the plan in conformance with FEMA requirements.

Pico Water District understands that it must engage in the following planning process, as more fully described in FEMA's Local Mitigation Planning Handbook, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan; and

- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I, David Gonzales, President of the Board of Directors, through action approved by the Pico Water District Board of Directors, commit Pico Water District to the Rowland Water District Multi-Jurisdictional Hazard Mitigation Planning effort.

This document is executed this 13th day of January, 2021.

Please contact Mark Grajeda at (562) 692-3756 & msgrajeda@picowaterdistrict.net with any questions.

Sincerely,

David R. Gonzales
President

Hazard Mitigation Grant Program

Update:

In response to PWAG's Sep 17, 2020 submission of our pre-application, and after a review by Cal OES, our application *was moved* from the Building Resilient Infrastructure and Communities program to the Hazard Mitigation Grant Program (HMGP) for consideration.

Our NOI will now be considered for funding under [PF-5293](#) with an application deadline of **January 27, 2021**.

- The goal of this program is to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on federal funding in future disasters. Mitigation planning is a key process used to break the cycle of disaster damage, reconstruction, and repeated damage.
- This program awards planning and project grants and provides opportunities for raising public awareness about reducing future losses before disaster strikes.
- Multi-jurisdiction plans are limited to a maximum federal share of \$250,000. There is a cost share requirement. FEMA provides up to 75 percent of the total amount of funds needed for mitigation projects. The remaining 25 percent can come from the state or local government.
- If a grant is awarded, the period of performance is the time when grant activities must be completed. The total amount of time (sometimes several years) during which the federal agency authorizes a grantee to complete the approved work of the project described in the application. Performance periods of more than 1 year are divided into budget periods.

Participating PWAG members include: *Bellflower Somerset Mutual Water Company, Kinneloa Irrigation District, La Puente Valley County Water District, Rowland Water District, San Gabriel County Water District, South Montebello Irrigation District, Three Valleys Municipal Water District, Valencia Heights Water Company, and, the Walnut Valley Water District.*

Additional Background—*California's Role in Administering these Federal Grants*

Cal OES has 'open funding' opportunities to assist in the development of LHMPs. Interested agencies are invited to submit a Notice of Interest (NOI) for eligible Hazard Mitigation projects and planning activities.

For additional background and information, please see [here](#), [here](#), and [here](#).

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

6:00 P.M. Wednesday, January 13, 2021

AGENDA

7. ACTION/DISCUSSION ITEMS.

- C. Consider Proposal from Kabbara Engineering to Extend the Eight-Inch Mainline in Burma Road Approximately 400 Lineal Feet to Rosemead Boulevard. *Recommended Action – that the Board approve the proposal from Kabbara Engineering.*

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: January 13, 2021

Subject: Action Item 7C – Consider Proposal from Kabbara Engineering to Extend the Eight-Inch Mainline in Burma Road Approximately 400 Lineal Feet to Rosemead Boulevard.

RECOMMENDATION

That the Board approve the Proposal from Kabbara Engineering of \$10,615.00, for civil engineering design services for the preparation of construction documents which include improvement plans, specifications and estimates as required for the replacement of the current undersized four-inch asbestos mainline in Burma Road from Bequette Avenue to Rosemead Boulevard by extending the current eight-inch main 400 linear feet west to Rosemead Boulevard and connecting all services currently supplied water service from the four-inch main over to the eight-inch main, and installing additional fire hydrants as needed to meet minimum Los Angeles County Fire Department Standards.

FISCAL IMPACT

Cost for engineering work will be \$10,615 and was not accounted for in the 2021 Budget, therefore this cost will come from reserves of general fund.

BACKGROUND

Building activity off Burma Road in Pico Rivera has begun to increase over the last few years, and the District has an existing eight-inch C-900 water main currently installed about half way into Burma Road (312 LF) off Bequette Avenue and also have an existing four-inch undersized asbestos main in Burma Road. In an effort to provide improved service and replace undersized mains, staff is recommending that the eight-inch main in Burma Road be extended all the way to Rosemead Boulevard. The work would also involve the connection of any services supplied by the four-inch main to be redirected to the eight-inch main, supply additional fire hydrants if needed and run new mains down two side streets currently supplying water to over 11 homes from two two-inch lines.

Attachment:
Kabbara Proposal Dated 1/6/21



January 6, 2021

Pico Water District

4843 South Church Street

Pico Rivera, California 90660

Attention: Mr. Mark Grajeda, DISTRICT MANAGER

Subject: Proposal for Professional Civil Engineering Design Services for Burma Road Water Main Replacement Project

Dear Mr. Grajeda:

Attached herewith for your review and consideration is our revised fee proposal per our attached Scope of Work and Man-Hour Fee Schedule for Professional Civil Engineering Design Services (only) for the subject water main improvement project in Burma Road from 400' west of Bequette Avenue to Rosemead Boulevard. The new 8" DIP main will replace the existing 4" ACP and extend from the existing 8" PVC main in Burma that currently serves the area. This proposal does not include plans for replacement and upgrade of the 2" and 4" service lines and meters in the private alleys at 9017 and 9045 Burma Road, and as requested, the District intends to work with the contractor during construction to replace/upgrade those lines. District to provide additional quantities and/or bid items in the bid to allow for said replacement and upgrade work. Since Burma Road is not currently on the City's moratorium list, we anticipate that a T-cut trench will be allowed, and that a paving/slurry seal plan will not be required for this project by the City, and a paving plan is not included in our scope. Our total revised fee proposal, is as follows:


Description	Total Fee
BURMA ROAD WATER MAIN REPLACEMENT PROJECT	
Kabbara Engineering	\$ 10,615.00
TOTAL FEE PROPOSAL	\$ 10,615.00

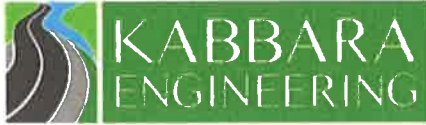
Please note that payment of any required permit or application fees, or utility/ agency fees for research, if required, and printing of the bid and construction sets of PS&E, is not included herewith and will be considered to be paid by the Pico Water District. We have also assumed that construction staking, and preparation of a traffic control plan, including the processing of an encroachment permit from the City of Pico Rivera, will be performed by the contractor, and will be included as bid items in the project specifications for the construction of this project.

Thank you for this opportunity to be of service. If you have any questions please contact me at (714) 744-9400, extension 22, or email at leah@kabbara.net.

Sincerely,

KABBARA ENGINEERING


Leah Kabbara, PE
PRINCIPAL ENGINEER



SCOPE OF WORK

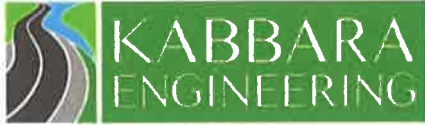
Project Limits		
Street Name	Description	Approximate Length
Burma Road <i>(from 400' West of Bequette to Rosemead)</i>	Replace Ex. 4" ACP and extend ex. 8" PVC with a new 8" DIP Water Main, including appurtenances in Burma Road within 20' wide PWD easement, from 400' west of Bequette Ave. to tie into ex. 8" main in Rosemead Blvd.	400 l.f.
Total Length		400 l.f.

A. Utility Coordination

1. Send Utility Notices, per District requirements, to utility companies and agencies with facilities located within the limits of the project. Identify possible conflicts and incorporate into design as appropriate. *District to provide potholing of existing utility conflicts, if required for design purposes.*

B. Bid Plans, Specifications and Estimates (PS&E) Design

1. Research, compile and review existing record documents and prepare 20 scale topographic base maps for the project limits (800l.f.), utilizing results of the field survey data (previously completed) and available record maps and City provided as-built improvement plans.
2. Prepare preliminary Water Improvement Plans and Profiles for Burma Road, from Bequette to Rosemead (approx. 400 l.f.) for construction of a new 8" DIP water main. Plan will be prepared at 1"=20' (H), and 1"=2' (V) scale for the proposed water line within the project limits. Includes plan view (only) of Burma Road from Bequette to 400' west of Bequette, as needed to tie in any existing services to the existing 8" C900 main, per District request. Includes construction notes and details.
3. Prepare preliminary opinion of probable construction costs.
4. Modify existing District special provisions including bid proposal and preliminary quantity estimates.



5. **Submit 90% Final Improvement Plans, Specifications and Estimates for review and comment by the District.**
6. Revise Preliminary and prepare Final Water Improvement Plans and Profiles, including title sheet and details as required.
7. Revise Preliminary and prepare final project special provisions (in District format) including bid proposal, final quantity estimates, and final opinion of probable construction costs.
8. **Revise 90% PS&E per District comments and submit 100% Final Improvement Plans, Specifications and Estimates in digital (pdf) format for approval by the Pico Water District. Assist PWD with preparation of bid results tabulations in Excel, if requested.**

Optional Services: (available upon request)

Water Plans and/or profiles for 2"-4" water line upgrades & meter replacements in 2 private alleys

Traffic Control Plans

City Encroachment Permit Processing

Slurry Seal/Pavement/Street Improvement Plans (if required by City)

Legal Descriptions and Exhibits for Easements

Construction Engineering Support Services

MAN-HOUR FEE SCHEDULE
For
PICO WATER DISTRICT
BURMA ROAD WATER MAINLINE REPLACEMENT PROJECT
(from Bequette Avenue to Rosemead Boulevard)

TASK	QUALITY ENGINEER	PRINCIPAL ENGINEER	LAND SURVEYOR	PROJECT ENGINEER	CIVIL DESIGNER	CAD DRAFTER	CLERICAL	SUBCONSULTANT ONPOINT LAND SURVEYING	TOTAL COST
Hourly Rate	\$120	\$165	\$180	\$150	\$100	\$75	\$65	\$	
A. UTILITY COORDINATION									
1. UTILITY NOTIFICATIONS, COORDINATION & UTILITY NOTIFICATION LOG				2			4		\$560
SUBTOTAL COST									\$560
B. BID PLANS, SPECIFICATIONS & ESTIMATES (PS&E) DESIGN									
1. RESEARCH, COMPILER & REVIEW EX. MAPS, PLANS AND DOCUMENTS AND PREPARE TOPOGRAPHIC BASE MAP (20 SCALE)					4	24			\$2,200
2. PREPARE PRELIMINARY WATER IMPROVEMENT PLAN & PROFILE (20 SCALE, EST. 4 SHEETS INCLUDING TITLE & DETAIL SHEET)				8	12	24			\$4,200
3. PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS & QUANTITY CALCULATIONS				1	2		1		\$415
4. PRELIMINARY PROJECT SPECIFICATIONS				2			4		\$560
5. SUBMIT PRELIMINARY WATER PS&E TO DISTRICT FOR REVIEW AND COMMENTS				2					\$300
6. REVISE PRELIMINARY PLANS AND PREPARE FINAL WATER IMPROVEMENT PLANS				4	2	8			\$1,400
7. FINAL PROJECT SPECIFICATIONS & FINAL OPINION OF PROBABLE CONSTRUCTION COSTS AND QUANTITY CALCULATIONS				1	1		1		\$315
8. FINALIZE PS&E ON BOND & DIGITAL PDF FORMAT FOR FINAL DISTRICT SUBMITTAL AND APPROVAL, INCLUDING BID RESULTS TABULATION				2		4	1		\$865
SUBTOTAL COST									\$10,055
TOTAL FEE PROPOSAL									\$10,615

