



**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT**

4843 S. Church Street
Pico Rivera, California, 90660

6:00 P.M. Wednesday, November 18, 2020

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/93634127068?pwd=cW5lcW5LamJFZmw4L3FIWXFCWUVKQT09>

Meeting ID: 936 3412 7068 Passcode: 181511
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. To ensure that any public comments are audible on the recording of the meeting, all speakers must address the Board from the podium, and state their name. 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.

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 October 26, 2020 Special Board Meeting Minutes.
- B. Consider November 4, 2020 Regular Board Meeting Minutes.
- C. Consider the 2020 October Financial Statement.
- D. Consider ACWA 2020 Fall Virtual Conference and Exhibition taking place on December 2 and 3, 2020.

7. **ACTION ITEMS.**

- A. Consider District Requested Proposals for a New Water Master Plan. *Recommended Action – to be discussed at the Board meeting.*
- B. Consider Adoption of Resolution No. 213-R to Revise Appendix D to the District's Rules and Regulations regarding Miscellaneous Charges. *Recommended Action that the Board approve staff recommendations.*

8. **DISCUSSION ITEMS.**

- A. Discuss Impact of COVID-19 on District Revenues.

9. **REPORTS.**

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

10. **INFORMATIONAL ITEMS.**

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – October 13, 2020 and November 11, 2020

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

12. **BOARD MEMBER COMMENTS.**

- A. Report on Meetings Attended.
- B. Other comments.

13. **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.

14. **CLOSED SESSION REPORT.**

15. **ADJOURNMENT.**

AGENDA POSTED ON: November 12, 2020

Next regularly scheduled meeting: December 2, 2020

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

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

6:00 P.M. Wednesday, November 18, 2020

AGENDA

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- B. Consider November 4, 2020 Regular Board Meeting Minutes.
- C. Consider the 2020 October Financial Statement.
- D. Consider ACWA 2020 Fall Virtual Conference and Exhibition taking place on December 2 and 3, 2020.

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 November 4, 2020, 6:04 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 Victor Caballero, and Vice President Lara appeared telephonically and Director Rapisarda appeared electronically, in adherence to social distancing. Mr. Jim Ciampa, Legal Counsel for the District appeared electronically. Members of the public, Ms. Leticia Vasquez Wilson and Ms. Martha Camacho Rodriguez appeared telephonically while Mr. Juan Martinez appeared electronically.

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

Vice President Lara gave the invocation.

President Gonzales inquired if there were any public comments. Ms. Vasquez stated that she is concerned of the costs involved to treat PFOS/PFOA and would like to facilitate a meeting with the District and Metropolitan Water District (MWD) to explore funding opportunities for the District to tie-in to MWD as an alternative to installing their own treatment systems. Ms. Camacho Rodriguez stated that she would like to see the water agencies come together to explore solutions for treating contaminated wells throughout the Central Basin. Mr. Juan Martinez congratulated Vice President Lara on his election to the City Council of Pico Rivera (City) and asked that he consider the conflict of interest of being on the District Board as well and he further stated that he would like to see the District work closer with the CBMWD on bringing clean water to its customers.

President Gonzales proceeded to the adoption of the Agenda. Director Martinez made the motion to adopt the Agenda and Director Rapisarda 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 Rapisarda made the motion to approve and Director Martinez 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 Kabbara Engineering proposal providing civil engineering design services for Stephens Street Water Mainline Replacement Project. The General Manager reiterated to the Board that due to the Durfee Grade Separation Project as part of that project some sections of Stephens Street are being repaved and the District should take advantage of replacing its undersized main in this street before the entire street is repaved and a street moratorium is in place. The District has discussed this project with the pipeline contractor working on the Grade Separation and they would be interested in performing this work, therefore staff is requesting that the Board approve the proposal by Kabbara

Engineering to provide the District with construction plans to construct and install a new eight0inch mainline. Time is of the essence as, weather permitting, we have until February to complete the work. After a brief discussion Director Martinez made the motion to accept Kabbara Engineering's proposal for design services for Stephens Street Mainline Replacement Project in the amount of \$29,290.00 and Director Rapisarda seconded the motion. The General Manager announced the motion passed by roll-call vote of 5 – 0.

President Gonzales proceeded to the next item on the Agenda, General Manager's report. The General Manager reported that the District is still working Well 11's approval with the Department of Drinking Water, the plaque for the site has been completed and delivered and hopefully will be installed in the next week, leaving it covered until the Board can participate in its unveiling; Staff has worked on the proposed 2021 budget and will be discussing with the various committees over the next couple of weeks with presentation to the Board for approval at the first meeting in December; DeSigio should have their encroachment permit from the City shortly for the Beverly Blvd and Layman projects; Notification to the Whittier Daily News for announcement of the academic scholarship recipients was sent to Bradley Bermont; the City is moving forward with the strip mall behind Norm's Restaurant and no longer considering to close Arma Street.

President Gonzales proceeded to the next item on the Agenda, Legal Counsel report. Legal Counsel suggested that until the District opens to the public that the full agenda be posted onto the website. He also addressed Mr. Juan Martinez's public comments regarding Vice President Lara's apparent election to the City Council creates an incompatible office and he is aware that he would have to relinquish his position on the Pico Water District Board and that should not be an issue.

The General Manager addressed Ms. Vazquez-Wilson concerns regarding candidate Lara's virtual meeting with City Councilman Tercero, and her quoted \$30 million cost to provide PFAS/PFOA treatment to District facilities. We have currently determined District costs to be approximately \$4-5 million with funding coming from WRD's PFAS Program. He further stated that he is happy to meet with CBMWD and MWD to discuss logistics that would include the total costs of installation and delivery of imported water compared to the cost of groundwater.

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. Gonzales stated there would be a community update meeting on the Beverly Crossing Mall project on November 18, 2020, the same day as the PWD Board Meeting, and if anyone was interested in attending, he would entertain moving the PWD Board Meeting. Director Rapisarda reported on Linda Sanchez's State of the Nation addressing the CARES and HEROES Acts during the pandemic and discussed cyber bullying and the 2020 Census. Director Martinez congratulated and wished Vice President Lara the best on his pending election to City Council and President Gonzales' reelection. Director Caballero thanked President Gonzales as President of the Board and congratulated him on being reelected to the Board and also congratulated Vice President Lara. President Gonzales congratulated Vice President Lara as well. Vice President Lara thanked

everyone for the kind words and support. He also stated that he has complete faith in the Pico Water District Board.

There being no updates for Closed Session by either the General Manager or Legal Counsel, it was cancelled.

There being no further business to come before the Board, the Board meeting adjourned at 6:37 p.m.

David R. Gonzales, President

Attest:

Mark J. Grajeda, Secretary

(Seal)

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

A special 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 Monday, October 26, 2020 at 10:33 a.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 Victor Caballero, Director Barbara K. Rapisarda and Vice President Andrew C. Lara appeared telephonically, in adherence to social distancing and Mr. Jim Ciampa, Legal Counsel for the District appeared electronically. Mr. Erik Helgeson, Senior Consultant with Bartle Wells Associates was also present electronically.

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

Director Rapisarda gave the invocation.

President Gonzales inquired if there were any public comments. There were none.

President Gonzales proceeded to the adoption of the Agenda. Director Martinez made the motion to adopt the Agenda and Director Rapisarda 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 second review of Bartle Wells Associates 2020 Draft Water Rate Study and Capacity Charge Study presentation by Mr. Erik Helgeson, Senior Consultant. The General Manager informed the Board that he chose to discuss this item again as he is unsure of how much the new PFAS/PFOA treatment system will impact the District and Mr. Helgeson has drafted a third scenario of a 6% annual increase for 5 years with a future pass-through rate increase adjustment based on the Water Replenishment District's (WRD) increasing their costs greater than 6% annually. Mr. Helgeson explained that the major goals (reasons) for increasing water rates were for financial stability, legal compliance and customer focus. He reiterated Prop 218 compliance with notification and public hearing, financing needs, and pass-through adjustments for WRD whenever their increases went above 6% per year. The General Manager added that the money the District has applied for through WRD for PFAS/PFOA treatment will not be considered "debt service" but will be paid back by increases to WRD's Replenishment Assessment (RA). Mr. Helgeson and the Board participated in a question and answer period.

President Gonzales proceeded to the next item on the Agenda, consider action to preliminary approve rate adjustments, approve Proposition 218 Notice and Set a Date for a Public Hearing on Rate Adjustments. Director Caballero made the motion to preliminarily approve the rate increase, Prop 218 Notice language for delivery to customers in both English and Spanish, and set December 16, 2020 at 6:00 p.m. for the Public Hearing regarding the rate increase. Vice President Lara 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, Director comments. Director Rapisarda contributed her full stipend to St. Hillary's Church to be used for their food bank. She also asked about including a public service announcement in our water bill reminding residents to be mindful about what they dump down the curb. Vice President Lara added that we should also add information regarding dropping items down the drains, i.e. pharmaceuticals and the like. Director Martinez added that we might want to make a comment in the Pico Rivera Profile as well.

There being no further business to come before the Board, the Board meeting adjourned at 11:22 a.m.

David R. Gonzales, President

Attest:

Mark J. Grajeda, Secretary

(Seal)

PICO WATER DISTRICT

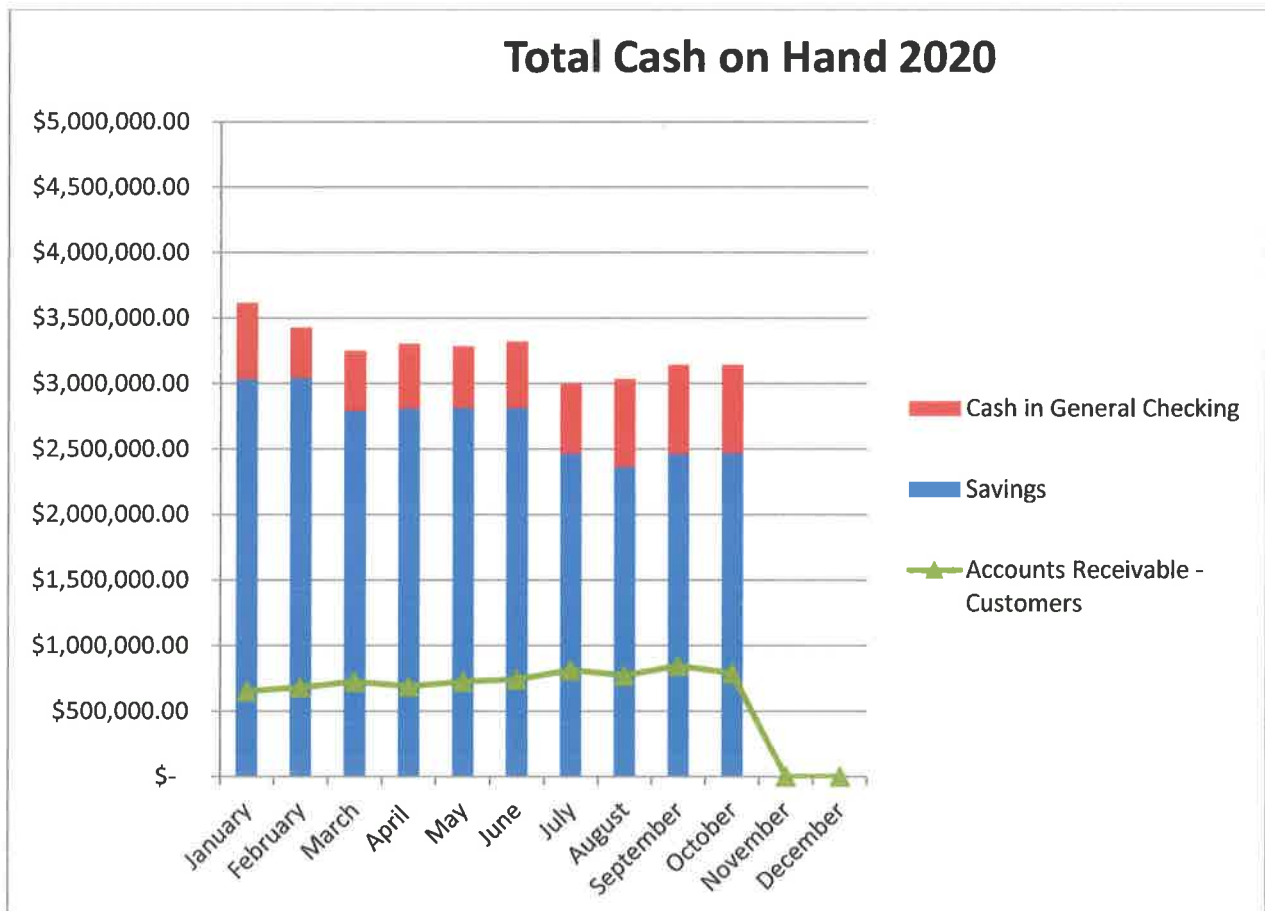
FINANCIAL STATEMENT SUMMARY

The October 2020 Financial Statement reflects that the District has \$2,157,293 deposited in the Local Area Investment Fund; \$309,275 invested with Cantella & Co., Inc. \$1,603,731 on deposit as Restricted Cash with Fiscal Agent (IBank loan); \$169,647 on deposit as Restricted Cash in the Infrastructure Account for the IBank loan payments; and has \$676,694 deposited in our General, Business, and Payroll accounts.

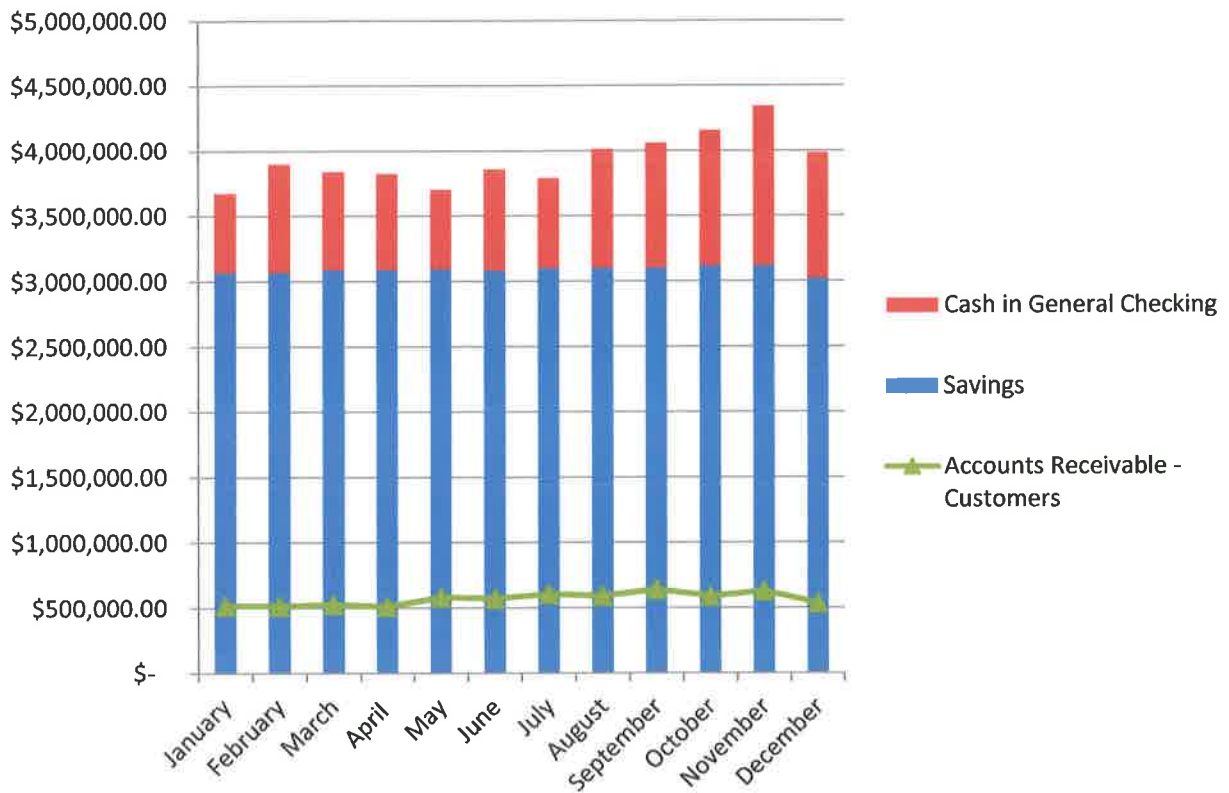
The Financial Statement also reflects that we collected \$357,484 in Total Operating Revenues, and that we incurred \$295,549 in Total Operating Expenses, which left us with a Net Profit for the month of October of \$82,402 before contributed capital and depreciation (Net Income also includes non-operating income and non-operating expense).

The District's year-to-date Net Income is \$464,543 before contributed capital and depreciation, and has spent year-to-date a total of \$1,269,723 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

	October 2020
1 ASSETS	
2 Cash and Investments	
3 Cash on Hand in Banks	\$ 676,694
4 LAIF Investment	2,157,293
5 Cantella CDs	309,275
6 Total Cash and Investments	3,143,262
7 Cash and Investments - Restricted	
8 Restricted Cash with Fiscal Agent [IBank]	1,603,731
9 Restricted Cash - Infrastructure Acct [IBank]	169,647
10 Total Cash and Investments - Restricted	1,773,378
11 Other Current Assets	
12 Accounts Receivable-Customers-Net	789,887
13 Accounts Receivable-Other	54,286
14 Inventory-Materials and Supplies	75,502
15 Prepaid Expenses	53,821
16 Total Other Current Assets	973,495
17 Fixed Assets	
18 Utility Plant	27,239,734
19 Less: Accumulated Depreciation	(11,625,113)
20 Fixed Assets Total	15,614,622
21 Deferred Outflows of Resources (DOR)	310,346
22 TOTAL ASSETS & DOR	\$ 21,815,103
23 LIABILITIES	
24 Current Liabilities	
25 Accounts Payable	\$ 606,854
26 Accrued Interest	61,513
27 Refundable Deposits	472,269
28 Security Deposit - Rental House	2,250
29 Total Current Liabilities	1,142,887
30 Long-Term Liabilities	
31 Note Payable - IBank	6,691,719
32 OPEB Liability	1,058,247
33 Net Pension Liability	431,937
34 Total Long-Term Liabilities	8,181,902
35 TOTAL LIABILITIES	9,324,790
36 FUND BALANCE	
37 Retained Earnings	12,187,836
38 TOTAL FUND BALANCE	12,187,836
39 Deferred Inflows of Resources (DIR)	302,477
40 TOTAL LIABILITIES, FUND BALANCE & DIR	\$ 21,815,103

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



Pico Water District

Financial Statements

Profit & Loss

	October 2020	YTD 2020	Budget 2020	YTD Budget 83%
1 OPERATING REVENUES				
2 WS 1 - Potable Water Charges	\$ 202,963	\$ 1,741,005	\$ 1,847,500	94%
3 WS 2 - Recycled Water Charges	12,590	86,389	46,000	188%
4 MS 1 - Meter Charges	93,891	1,022,816	1,220,700	84%
5 MS 2 - Multi Unit Charges	9,150	91,495	109,000	84%
6 MS 3 - Fire Protection Charges	4,977	49,985	55,000	91%
7 Infrastructure Surcharge [RESTRICTED]	31,280	346,692	410,000	85%
8 <u>Misc. Charges</u>				
9 Water Other-Hydrant Surcharge/Setup	-	330	500	66%
10 Application Charges	250	2,900	5,500	53%
11 Reconnection Charges	135	1,590	6,000	27%
12 NSF Check Charges	45	435	525	83%
13 Late Fee Charges	-	9,168	45,000	20%
14 Damage/Lock Charges	-	-	200	0%
15 Testing-Mtr/Flow/Sample Charges	250	1,500	500	300%
16 Backflow Program	1,953	19,485	22,000	89%
17 Water Rights Income	-	90,000	144,000	63%
18 TOTAL OPERATING REVENUES	357,484	3,463,790	3,912,425	89%
19 OPERATING EXPENSE				
20 Source of Supply	113,935	994,283	999,470	99%
21 Pumping	48,193	388,480	447,640	87%
22 Water Treatment	6,628	95,872	106,100	90%
23 Transmission & Distribution	22,709	162,351	198,300	82%
24 Customer Accounts	15,775	157,504	213,370	74%
25 General & Administrative	88,290	1,003,271	1,376,520	73%
26 COVID-19 Salaries	-	87,276	-	0%
27 COVID-19 Miscellaneous	19	4,126	-	0%
28 TOTAL OPERATING EXPENSE	295,549	2,893,162	3,341,400	87%
29 OPERATING INCOME (LOSS)	61,936	570,628	571,025	100%
30 NON-OPERATING INCOME				
31 Interest - LAIF & Infrastructure Acct	4,714	26,244	55,000	48%
32 Investment Income	-	4,931	9,000	55%
33 Unrealized Gain / (Loss)	-	3,257	-	0%
34 Other Income	-	32,908	2,000	1645%
35 House Rental Income	1,700	17,000	20,400	83%
36 TOTAL NON-OPERATING INCOME	6,414	84,340	86,400	98%
37 NON-OPERATING EXPENSE				
38 Interest Expense / (Income)	(15,649)	173,428	251,645	69%
39 Annual Loan Fee Expense	1,597	16,996	20,533	83%
40 Other Non-Operating Expense	-	-	100	0%
41 Rental House Expense	-	-	2,500	0%
42 TOTAL NON-OPERATING EXPENSE	(14,053)	190,425	274,778	69%
43 NET INCOME / (LOSS) BEFORE CAPITAL CONTR. & DEPR.	82,402	464,543	382,647	121%
44 Contributed Capital	-	-	-	0%
45 Depreciation	(43,750)	(437,500)	(525,000)	83%
46 NET INCOME / (LOSS)	\$ 38,652	\$ 27,043	\$ (142,353)	

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Pico Water District

Financial Statements

Operating Expense Detail

	October 2020	YTD 2020	Budget 2020	YTD Budget 83%
1 OPERATING EXPENSE				
2 SOURCE OF SUPPLY				
3 Salaries & Wages	\$ 7,417	\$ 64,267	\$ 69,870	92%
4 Recycled Water	5,403	37,075	45,600	81%
5 Ground Water Replenishment	101,115	892,941	884,000	101%
6 TOTAL SOURCE OF SUPPLY	113,935	994,283	999,470	99%
7 PUMPING				
8 Salaries & Wages	18,154	145,592	180,240	81%
9 Maintenance	3,348	49,122	32,000	154%
10 Fuel or Power	26,691	193,767	235,400	82%
11 TOTAL PUMPING	48,193	388,480	447,640	87%
12 WATER TREATMENT				
13 Salaries & Wages	177	4,460	4,100	109%
14 Maintenance	-	14,993	22,000	68%
15 Water Treatment Regulations	6,452	76,420	80,000	96%
16 TOTAL WATER TREATMENT	6,628	95,872	106,100	90%
17 TRANSMISSION & DISTRIBUTION				
18 Salaries & Wages	9,902	73,653	107,100	69%
19 Maintenance	10,616	74,827	71,000	105%
20 Vehicle Maintenance	2,191	13,871	20,200	69%
21 TOTAL TRANSMISSION & DISTRIBUTION	22,709	162,351	198,300	82%
22 CUSTOMER ACCOUNTS				
23 Meter Reading Labor	1,109	17,389	24,480	71%
24 Billing/Customer Service Salaries & Wages	10,191	88,337	137,190	64%
25 Supplies	4,476	51,778	51,700	100%
26 TOTAL CUSTOMER ACCOUNTS	15,775	157,504	213,370	74%
27 GENERAL & ADMINISTRATIVE				
28 Salaries	16,725	155,593	233,860	67%
29 Directors Compensation	2,250	26,295	33,000	80%
30 Travel & Meetings (Board)	-	2,496	21,200	12%
31 Travel & Meetings (Staff)	-	69	2,500	3%
32 Board Room Expenses	895	1,258	1,500	84%
33 Office Supplies	478	9,688	13,000	75%
34 Office Utilities	1,403	18,577	23,000	81%
35 Professional Services				
36 Accounting	4,334	43,006	45,000	96%
37 Computer	980	4,643	3,000	155%
38 Engineering	-	7,923	4,500	176%
39 Legal	-	27,735	55,000	50%
40 Miscellaneous	122	1,471	3,500	42%
41 PWAG - Emergency Services Coordinator	-	7,295	12,000	61%
42 Tyler Technologies Licensing and Support	1,051	11,056	13,250	83%
43 Nobel Systems - GIS Program	1,350	13,500	16,500	82%
44 Insurance	24,482	242,732	303,410	80%
45 Payroll Taxes	5,368	57,823	68,210	85%
46 Pension	12,882	145,152	152,460	95%
47 OPEB Expense	7,500	75,000	90,000	83%
48 Maintenance	1,321	24,059	20,400	118%
49 Dues & Meetings	1,609	13,602	15,000	91%
50 Noticing	-	5,070	8,500	60%



Pico Water District

Financial Statements

Operating Expense Detail

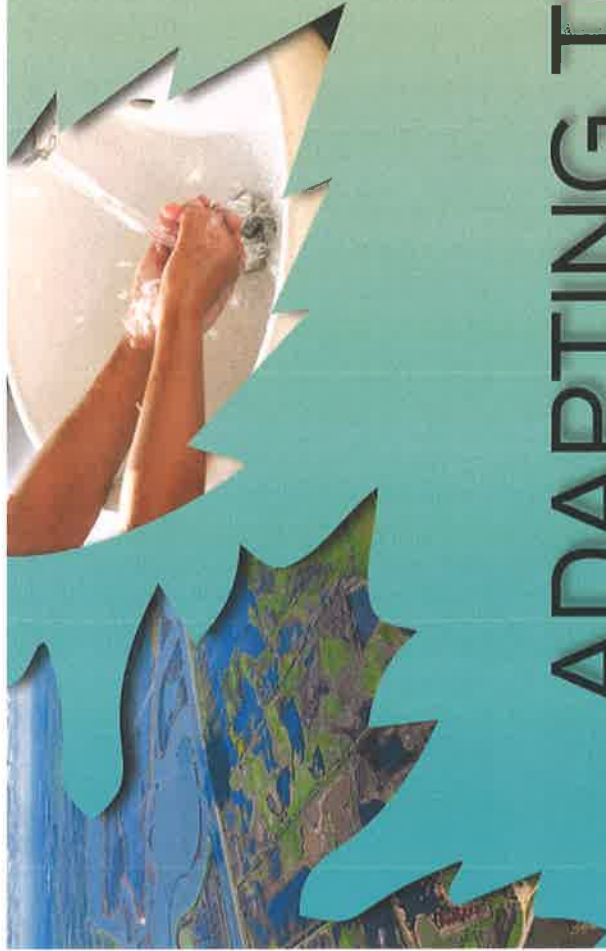
		October 2020	YTD 2020	Budget 2020	YTD Budget 83%
51	Education Expense	-	568	3,000	19%
52	Conservation Expense	-	22,793	25,000	91%
53	Grant Program	-	-	15,000	0%
54	Other Operating Expenses	-	-	1,200	0%
55	CBMWD Retail Meter Charge	-	8,093	10,800	75%
56	Election Expense	-	-	40,000	0%
57	Vacation/Holiday/Other Payroll	5,542	77,773	142,730	54%
58	TOTAL GENERAL & ADMINISTRATIVE	88,290	1,003,271	1,376,520	73%
59	TOTAL OPERATING EXPENSE	\$ 295,529	\$ 2,801,761	\$ 3,341,400	84%

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

Pico Water District
2020 Work In Progress (CIP)

10-000-1890		2020 CIP Budget	October	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	3,138.87	3,138.87
	2 Two (2) UPS Battery Backup for Servers	4,000	2,027.50	2,027.50
	2 One (1) Field Ipad	1,000	0.00	0.00
	Sub-total	7,500	5,166.37	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		599.50	67,816.67
	Sub-total	0	599.50	67,816.67
	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	0.00
	Sub-total	8,000	0.00	0.00
V	Consulting Services			
	1 Water Master Plan Upgrade	150,000	0.00	165.31
	2 Long Term Architectural Services Planning	50,000	0.00	0.00
	3 New Development Charge/Fee		4,810.00	25,187.00
	4 PFAS/PFOA Treatment		18,101.50	24,880.50
	Sub-total	200,000	22,911.50	50,232.81
VI	Well Rehabilitation & Equipment Upgrade			
	1 Purchase New Diesel Generator	200,000	0.00	183,101.50
	2 Abandon/Destroy Well 6 & Pump Bldg	35,000	0.00	0.00
	3 Recondition Standby 40HP/150HP Motors	25,000	0.00	0.00
	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	31,583.02 Note 7
	Sub-total	280,000	31,583.02	295,913.90
	Total	533,500	60,260.39	413,963.38
	City of Pico Rivera Hotspots Project			8,610.00 Note 3
	Well 2 - 4852 Lot Split			4,000.00 Note 6
VII	IBank Projects			
	1 New Well 11	125,000	0.00	686,513.17
	2 Union/Walnut/Olympic	1,170,460	0.00	0.00
	3 Layman	310,187	200.00	11,800.03
	Whittier Blvd.			157,366.80 Note 4
	Durfee Avenue			-17,697.25 Note 5
	IBank CIP Sub-total	1,605,647	200.00	837,982.75
	Grand Total	2,139,147	60,460.39	1,269,722.50

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



ADAPTING TO CHANGE

DECEMBER 2 - 3
ACWA 2020 Fall Virtual
Conference & Exhibition



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, November 18, 2020

AGENDA

7. ACTION ITEMS.

- A. Consider District Requested Proposals for a New Water Master Plan.
Recommended Action – to be discussed at the Board meeting.

STAFF REPORT

To: Honorable Board of Directors
From: Mark Grajeda, General Manager
Meeting Date: November 18, 2020
Subject: Action Item 7A – Consider District Requested Proposals for a New Water Master Plan

RECOMMENDATION

As staff received the proposals on Tuesday November 10, 2020, staff will be presenting their recommendation at the Board meeting for the Board to consider.

FISCAL IMPACT

Funding for this work was planned and a budget of \$150,000 was approved by the Board.

BACKGROUND

Utilities request Master Plans be performed to provide the utility guidance on what work is needed to help improve the performance of that utility, generally master plans review both the utilities source of water supply and distribution system, and the last time the District had a master plan performed was in 2008. Over the past ten years the District has performed a great deal of work to make its wells more reliable and efficient, and has addressed numerous areas where our distribution system was deficient. Based upon the work we have completed to date and the work planned to install treatment for the removal of PFAS chemicals detected in some of the District's wells it is time to have another Water Master Plan performed to see how our system is performing.

Staff sent out requests for Water Master Plan proposals (RFP) to three engineering companies AKM Consulting Engineers, Civiltec Engineering Inc., and Stetson Engineering Inc, and received a proposal from all three. The proposal amounts were the following:

AKM Consulting	\$148,700.00
Civiltec Engineering	\$ 89,890.00
Stetson Engineering	\$184,818.00

The proposals were due on Monday November 9, 2020 at 3:30 PM and were opened at that time in the Boardroom with the proposal fee announced and taken down. At the time of preparing this staff report I can only account for the proposals all meeting the minimum requirements, however

I will be reviewing the proposals for their individual responses and then calling each engineering firm to discuss how they planned to perform the work.

Attached: -
Bid opening spreadsheet
Request for Proposal



PICO WATER DISTRICT

REQUEST FOR PROPOSAL FOR A WATER MASTER PLAN

Pico Water District
4843 Church Street
Pico Rivera, CA 90660
Phone: 562-692-3756 | Fax: 562-695-5627

**Prepared By: Mark Grajeda
September 23, 2020**

I. INTRODUCTION:

Pico Water District (the "District") is issuing this RFP for the development and preparation of a Water Master Plan (Plan) for the District's water distribution and transmission system. The District's service area of approximately 2.8 square miles is entirely situated within the City of Pico Rivera's boundaries. The District is a water retailer that currently has over 5,400 residential and commercial connections servicing approximately 25,000 people. Land use within the District's service area is 75% residential, 17% commercial and 8% governmental.

The District's water system consists of approximately 52 miles of pipelines ranging in size from 4 to 14 inches in diameter; one reservoir with a total storage capacity of 1.25 million gallons; treatment currently only consists of chlorination facilities, however the District is working to install new treatment to address high levels of Poly and perfluoroalkyl substances detected in the wells; a total of seven wells 4 active, two inactive, one new well currently being placed into operation; and 3 booster pumps. The District produces only groundwater and does not have access to any surface water. The District also provides recycled which it purchases from the Central Basin Municipal Water District.

II. OBJECTIVES OF WATER MASTER PLAN:

The District performed their last Water Master Plan in 2008 and therefore has worked towards meeting the recommendations cited in that 2008 Plan. In preparing for this request, the bidder should address the following with the understanding that the District has been working on those recommendations as cited in the 2008 Master Plan:

1. Provide a comprehensive plan ensuring that the District's water system will not only meet future demands, but also addresses current infrastructure replacement needs. The plan should clearly identify what the system must accomplish in order to meet anticipated future water service requirements.
2. Review and update the District's current hydraulic model, provide the District with a copy of the model and provide the District with a software system in which the District could run some minor reports on their own should they wish to do so.
3. Analyze fire suppression needs and point out areas where water mains are inadequate to meet current California Fire Code requirements as adopted by the Los Angeles County Fire Department for fire suppression protection. Provide a plan and recommendation for all areas found to be inadequate to meet current the Los Angeles County Fire Department Standards. Also, provide the location and size of proposed new recommended water mains for replacement.

4. Provide recommendations for power demand reductions (solar power, battery storage) keeping in mind that the District does not have any elevated reservoirs and as such utilizes its wells to provide system pressure.

III. SCOPE OF WORK:

Task 1 – Review Existing Reports and Data

The consultant shall meet with District management and field staff to obtain existing documents, reports and data which may assist the consultant in developing the new Water Master Plan. Such data acquisition shall include, but is not limited to, the following:

1. 2008 Water Master Plan
2. 2015 Urban Water Management Plan
3. Water GIS
4. Standard Specifications
5. Vulnerability Assessment and Emergency Response Plan
6. Water production data
7. Water consumption data
8. System Atlas Maps
9. Plans for existing facilities
10. Well data, including any pump tests performed by Southern California Edison and Southern California Gas Company
11. Land use plans (need to consult with City of Pico Rivera); expected upcoming redevelopment projects; historical and projected population data (City of Pico Rivera and Southern California Association of Governments); and zoning and land use plans

Task 2 – Evaluate Existing System

1. Evaluate all Task 1 data and determine the accuracy and completeness of the information furnished to comprehensively evaluate the system.
2. Evaluate existing facilities to assess their condition and become thoroughly familiar with system operations.

Task 3 – Development of Computer Model

1. Develop a computer model of the existing system on Innovyze InfoWater Pro Software and determine nodal demands for existing land use. Calibrate the existing system model using field-testing and adjust to benchmark results as required.

2. Develop the computer model which the District will receive a full copy of and develop a copy of that model which the District can run some reports on their current computer hardware. Consultant shall also include a proposal in which the consultant hosts and maintains the model and which the District can call upon the consultant to run scenarios when needed. Consultant shall include a cost for this service when requested.

Task 4 – Perform Engineering Study and System Analysis

1. Compute existing water requirements, and verify with existing production records and District furnished water usage data.
2. Determine pressure, flow criteria, and establish peaking factors and emergency requirements.
3. Review pump efficiency testing to evaluate existing pump curves.
4. Perform a computer hydraulic analysis of the existing system for present average day, maximum day, low demand period, and peak hour flows. Meet with District staff to discuss and verify results of hydraulic analysis.
5. Complete final hydraulic analysis of existing system under maximum day, maximum day demand plus fire flow, peak hour, minimum flow and fire flow conditions.
6. Determine and itemize elements of the system that do not meet design criteria.
7. Determine system deficiencies and develop a ranking system to judge severity of deficiencies.

Task 5 – Analyze Ultimate System Requirements

1. Optimize proposed improvements with computer network analysis and test the ultimate system under critical conditions.
2. Determine size and locations of needed transmission and distribution mains which would meet necessary peak hour or maximum day plus fire flow requirements.
3. Generate comprehensive cost estimates for recommended improvements.

Task 6 – Prioritize Improvements

1. Prioritize any improvements identified under Tasks 5 and provide alternative implementation of such improvements over 2, 5 and 7-year time periods.

Task 8 – Review Water Quality

1. Review water quality at various locations throughout the District to determine the causes of any water quality complaints.
2. Review pipeline conditions within the District system as required to determine a need for replacement piping.
3. Make recommendations with respect to replacement of water mains.

IV. CONTENT OF PROPOSAL:

The proposal shall be submitted on double-sided pages and shall include the following:

1. Statement of project understanding containing any suggestions to expedite the project or special concerns of which the District should be made aware. The proposal should include any additional work tasks the consultant feels are necessary for the successful completion of the project.
2. A project team organization chart identifying those persons who will actually perform the work and a brief resume of each team member, including similar type projects in which they have been directly involved. Identify the Project Manager and the Project Professional proposed for this project. The Project Manager will be the primary contact person to represent the consultant and to conduct the presentation, if invited for an interview. Sub-consultants, if any, shall be identified in the proposal with the same requirements as for the prime consultant.
3. A list of similar projects that the consultant has completed within the last five (5) years. Information on the completed projects should include project name and description, agency and client name, along with the person to contact and telephone number, year completed, contract fee, and final project cost.
4. An explanation of how the project will be accomplished and completed and verification that the consultant has the ability to perform the required services in a timely manner.

5. A Fee Proposal and Schedule of Performance in a separately sealed envelope (see Item VII).

V. DELIVERABLES:

1. Eight (8) copies of Final Water Master Plan binder and one copy via PDF on a UBS flash drive to include, but not be limited to the following information:
 - A. Water Master Plan report, including all tasks identified in this request for proposal, recommendations, maps, hydraulic models and comprehensive documentation of the study.
 - B. Cost estimates for implementation of the Water Master Plan and prioritized list of improvements to be implemented under the plan for 2, 5, 7 years and beyond depending on financing limitations.
 - C. Electronic files in Microsoft Excel, Microsoft Word, or PDF formats for all other maps, graphics, tables and hydraulic models, etc.
 - D. Final Water Master Plan should include an Executive Summary at the beginning of the Plan.

VI. CONSULTANT SELECTION:

1. The District will evaluate all submitted proposals. The District will select a consultant based on the merits of the proposal including project concept, scope of work, cost, qualifications, experience, reference checks and other information, which may be gathered independently. No specific weighting system will be used for the above factors. Criteria for evaluating proposals may include, but is not limited to, the following:
 - A. Completeness of proposal.
 - B. Consultant's and key project team members' experience in performing similar work.
 - C. Consultant's and key project team members' experience in working with applicable state and federal water quality regulations.
 - D. Consultant's and key project team members' record in accomplishing work assignments for similar projects.
 - E. Consultant's demonstrated understanding of the scope of work.

- F. Quality of work previously performed by the consultant, as verified by reference checks.
 - G. Relevant project experience.
 - H. Verification that consultant can complete all tasks and submit a final Water Master Plan within 9 months after receiving a Notice to Proceed from the District.
2. In addition to the written proposal, each proposing entity may be asked to make an oral presentation to the District's Board of Directors. The consultant should have available the project manager and key project personnel to discuss the following:
- A. The major elements of the proposal and clarification of any parts of its proposal.
 - B. A description of previously related experience for key project team members. Work sample exhibits may also be used.
 - C. The proposed project schedules.
 - D. The proposed personnel resource.
3. The District reserves the right to reject any or all proposals submitted, and no representation is made hereby that a contract will be issued pursuant to this request for proposal or otherwise. The District also reserves the right to award a portion or portions of the work.
4. All costs incurred by a consultant in the preparation of a proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the consultant submitting the proposal, and the District shall not be responsible for any cost or obligation of any kind which may be incurred by a consultant submitting a responsive proposal.

VII. FEE PROPOSAL:

- 1. Two copies of the consultant's proposed fee and Schedule of Performance for Water Master Plan shall be submitted in a separate sealed envelope plainly labeled "Fee Proposal" with the name of the consultant and the project title.
- 2. "Fee Proposal" should include, but not be limited to, the lump sum or not-to-exceed fee proposed by the consultant, the name of the designated project manager and a list of subconsultants, if any, to be used on the project, and the

name of the consultant's representative empowered to sign contracts on its behalf.

3. The Schedule of Performance shall set forth individual project tasks, and basic hourly rates for specific personnel to be used on the project. Personnel hourly rates will reflect all costs for office overhead, including direct and indirect costs. The proposal shall include a breakdown of the estimated number of hours, by personnel category, needed to complete each task. In addition, the fee shall reflect all anticipated fee increases during the contract duration.
4. The terms and conditions for obtaining "reimbursable costs" shall be identified in the proposal.

VIII. PROFESSIONAL SERVICES AGREEMENT:

The selected consultant shall be responsible for completing the specified services in accordance with the District's standard "Professional Services Agreement," which will be prepared by the District, a copy of which is enclosed for your review. Services specified in this agreement shall be taken directly from the Consultant's accepted proposal and from this RFP, if applicable.

The District will require the consultant to maintain workers' compensation insurance in accordance with California law. The District will also require employer's liability, comprehensive commercial general liability insurance, and professional liability (errors and omissions) insurance coverage, each with a combined single limit of at least \$1,000,000 per occurrence and comprehensive business automobile liability insurance with a combined single limit of at least \$1,000,000 per occurrence (such automobile insurance shall include coverage for owned, hired and non-owned automobiles). Also, the District must be named as additional insured on such policies and such insurance policies shall not be terminated or canceled without thirty (30) days prior written notice to the District.

IX. SUBMITTAL OF PROPOSAL:

Please mail the one original and five (5) copies of your proposal in a sealed envelope plainly marked on the outside, "PROPOSAL FOR 2020 WATER MASTER PLAN – DO NOT OPEN WITH REGULAR MAIL." The sealed envelope shall also have clearly marked on the outside the consultant's name and address.

Proposals may be mailed, delivered by overnight delivery or personally delivered to: Pico Water District, 4843 South Church Street, Pico Rivera, California 90660, Attn: Mark J. Grajeda, General Manager. All proposals must be received at the District by 3:30 p.m. on November 9, 2020.

Pico Water District
Request for Proposal
September 23, 2020
Page 9

Project Administration: All questions relative to this project shall be directed in writing, at least five (5) days prior to the opening of bids, to the Owner/Owner Representative for the project at the address shown below:

Pico Water District
4843 Church Street
P.O. Box 758 (mailing address)
Pico Rivera, CA 90660
Phone: (562) 692-3756 extension 14
Facsimile: (562) 695-5627
Email: Msgrajeda@picowaterdistrict.net
Attention: Mark Grajeda, General Manager

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

6:00 P.M. Wednesday, November 18, 2020

AGENDA

7. ACTION ITEMS.

- B. Consider Adoption of Resolution No. 213-R to Revise Appendix D to the District's Rules and Regulations regarding Miscellaneous Charges. *Recommended Action that the Board approve staff recommendations.*

STAFF REPORT

To: Honorable Board of Directors
From: Mark Grajeda, General Manager
Meeting Date: November 18, 2020
Subject: Action Item 7B – Consider Revisions to Appendix D Miscellaneous Charges

RECOMMENDATION

That the Board approve staff recommendations for increases to the District's Miscellaneous Charges as presented in Appendix D.

FISCAL IMPACT

No negative impact.

BACKGROUND

The District has setup Miscellaneous Charges for various services the District provides to the public for both residential and commercial customers, to developers and engineers, and for many of these charges the District has not adjusted the fees since 2016. Over the past four years the District has been impacted by increases in labor costs, energy costs, regulatory costs, diminished water sales and other costs that the District has to pay. In an effort to make sure that the fees the District charges covers our costs the District should review our charges at least once every two years.

As can be seen with a review of Resolution 173-R (attached) our fees have not been changed since 2016 and the cost increases staff is recommending are minimum at best and not large increases. Perhaps the largest increase is the "fire flow charge" with an increase of \$50 per request, however staff believes that should the Board approve staff's recommendations the District will be better off going forward when it comes to performing these services. Also, the Administrative Standing Committee met to consider staff's revisions to the District's Miscellaneous Fees and recommended that the increases be placed on the next Regularly Scheduled Board Meeting for the full Board to consider without making any adjustments to staff's revisions.

Attached:
Resolution 173-R
New Resolution
Appendix D

RESOLUTION NO. 213R
RESOLUTION OF THE BOARD OF DIRECTORS OF
PICO WATER DISTRICT
REVISING DISTRICT MISCELLANEOUS CHARGES

WHEREAS, the Board of Directors of Pico Water District (the “District”) has previously adopted certain Miscellaneous Charges, as set forth in Appendix D of the Pico Water District Rules and Regulations; and

WHEREAS, the District’s Board of Directors now desires to adjust the Miscellaneous Charges set forth in Appendix D to the District’s Rules and Regulations, as provided in Exhibit 1 to this Resolution,

NOW, THEREFORE, BE IT RESOLVED that, the Board of Directors of Pico Water District hereby revises Appendix D to the District’s Rules and Regulations to provide as set forth in the attached Exhibit 1, which is incorporated herein by this reference, which shall replace the Miscellaneous Charges, as adopted by Resolution No. 173-R, and rescinds any prior Resolution regarding those Miscellaneous Charges.

BE IT FURTHER RESOLVED that the District’s Board of Directors hereby finds that the above-referenced revisions, are statutorily exempt from compliance with the California Environmental Quality Act (Public Resources Code sections 21000 et seq.) pursuant to CEQA Guidelines section 15273 as the revisions constitute a modification of the District’s charges and apply only to charges to obtain funds necessary to meet the District’s operating expenses, or to purchase or lease equipment supplies or materials.

CERTIFICATION:

I hereby certify that the foregoing Resolution No. 213R was duly and regularly adopted by the Board of Directors of the Pico Water District at the meeting thereof held on the 18th day of November, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David R. Gonzales, President

ATTEST:

Mark J. Grajeda, Secretary

RESOLUTION NO. 173-R

**RESOLUTION OF THE BOARD OF DIRECTORS OF
PICO WATER DISTRICT
REVISING DISTRICT MISCELLANEOUS CHARGES**

WHEREAS, the Board of Directors of Pico Water District (the "District") has previously adopted certain Miscellaneous Charges, as set forth in Appendix D of the Pico Water District Rules and Regulations; and

WHEREAS, at its meeting on March 19, 2014, the District's Board of Directors discussed the possibility of reducing the late charge the District imposes when District customers do not timely pay their water bills, and approved the reduction of the District's late charge, as shown on Exhibit 1 hereto; and

WHEREAS, the District's Board of Directors now desires to memorialize its action taken on March 19, 2014 to reduce the District's late charge through this resolution to effectuate the amendment of Appendix D to the District's Rules and Regulations,

NOW, THEREFORE, BE IT RESOLVED that, the Board of Directors of Pico Water District hereby revises Appendix D to the District's Rules and Regulations to provide as set forth in the attached Exhibit 1, which is incorporated herein by this reference, to reduce the District's late charge, as set forth in said Exhibit 1.

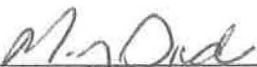
BE IT FURTHER RESOLVED that the District's Board of Directors hereby finds that the above-referenced revisions, are statutorily exempt from compliance with the California Environmental Quality Act (Public Resources Code sections 21000 et seq.) pursuant to CEQA Guidelines section 15273 as the revisions constitute a modification of the District's charges and apply only to charges to obtain funds necessary to meet the District's operating expenses, or to purchase or lease equipment supplies or materials.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Pico Water District this 21st day of May, 2014.



Andrew C. Lara, President

ATTEST:



Mark J. Grajeda, Secretary

(Seal)

1	SERVICE & METER INSTALLATION CHARGES	
	5/8" & 3/4"	Actual cost [Deposit \$1,070]
	1"	Actual cost [Deposit \$1,380]
	1 1/2"	Actual cost [Deposit \$2,050]
	2"	Actual cost [Deposit \$2,270]
	Greater than 2"	Actual cost [Deposit per GM]
2	CONSTRUCTION METER REQUEST	
	Refundable Deposit	\$ 1,000.00
	Administrative charge - non-refundable	\$ 25.00
	Installation Charge	\$ 85.00
	Water Rate - charged at the highest tier rate approved by the Board.	\$ 1.69
	Relocation Fee. First request will be at no charge.	\$ 25.00
	Monthly Charge - pro-rated to no less than half a month or no less than \$25 per month.	\$ 50.00
	RECONNECTION CHARGE & TEMPORARY TURN-ONS OR TURN-OFFS	
3	8:00 TO 4:00 PM	\$ 25.00
	After 4:00 PM	\$ 60.00
4	REMOVAL & REINSTALLATION OF METERS	\$ 200.00
5	CHANGE OF METER LOCATION OR SIZE	Actual cost to District
6	RETURNED CHECK CHARGE	\$ 15.00
	METER TEST CHARGE	\$ 75.00
	If the meter is found to be over 2% fast, then the \$75 charge will be refunded to the customer.	
	TESTING FOR PRIVATE WATER PRESSURE OR VOLUME	
8	TESTING	\$ 45.00
	The will be no charge for the first test, however requests for further testing may lead to a charge which shall be at the General Manager's discretion whether to waive the charge or require the	
9	WATER SAMPLING TEST	Actual cost to District
10	FIRE HYDRANT FLOW TEST	\$ 125.00
11	UNAUTHORIZED WATER USE	
	First offense	\$ 150.00
	Second offense	\$ 300.00
	Third offense	\$ 600.00
12	LATE CHARGE	\$ 12.00
	REPAIR/REPLACE DAMAGES to METER, METER LOCK, ANGLE	
13	METER STOP/STRAIGHT STOP (AMS/SS)	
	Cost for cut or removed lock	\$ 25.00
	Cost to replace damaged Meter Stop (AMS/SS)	\$ 150.00
	Cost for damage to the meter	Actual cost
14	DISTRICT ADMINISTRATIVE CHARGE	
	Per Article 11.11.D	15%
15	Backflow Program charge	\$ 70.00
	Charge is an annual fee per device.	



APPENDIX D MISCELLANEOUS CHARGES

		Current Charges	Recommended Changes/revisions
1. Annual Backflow Program Charge Per Device		\$ 70.00	\$ 100.00 \$30.00 annually. Increase charge by
	*Billed Monthly	\$ 5.83	
2. Construction Meter Charges			
Application			\$ 30.00 \$5.00 per Increase charge by
Fee	\$ 25.00		
Installation Fee	\$ 85.00		
Deposit (refundable)	\$ 1,000.00		
Relocation Fee - First request will be at no charge.	\$ 25.00		\$ 61.16 Increase matches actual two-inch potable meter charge.
*Monthly Rate	\$ 50.00		
Water Rate will be charged at Tier 3 per CCF	\$ 2.05		
Subject to change pursuant to Appendix C			
3. Delinquent (LATE) Charge		\$ 12.00	
4. District Administrative Charge		15%	
5. Fire Flow Test Charge		\$ 125.00	\$ 275.00 Increase charge by \$50.00 per request.
6. Lien Processing Charges			
Recording of Lien	\$ 25.00		
Release of Lien	County Recording Fees plus	\$ 25.00	
Accrued Interest	As allowed under state law		
7. Meter Relocation or Size Change		Actual Charge	
8. Meter Test Charge		\$ 75.00	
If meter is found to be over 2% fast, meter test charge will be refunded			
9. New Customer Application Charge (all meter sizes)		\$ 25.00	\$ 30.00 Increase charge by \$5.00 per application.
10. New Service Line & Meter Installation		Actual Charge	
11. Private Water Pressure Test Charge		\$ 45.00	
First pressure test request will be at no charge, however further requests may lead to a charge which shall be at the General Manager's discretion			
12. Property Damage (District Materials)			
Cut or Removed Lock Fee	\$ 25.00		
Broken Meter Stop	\$ 150.00		
Damaged Meter	Actual Charge		



APPENDIX D MISCELLANEOUS CHARGES

13. Reconnection Charge

8:00 AM to 4:00 PM

\$ 25.00 \$

After 4:00 PM

\$ 60.00 \$

Increase charge by
\$10.00 per

35.00 request.
Increase charge by

\$10.00 per

70.00 request.

14. Reinstallation of Meter (Pulled Meter)

\$ 200.00

15. Returned Check Charge/Auto Bill Payment Rejection

\$ 15.00

16. Unauthorized Water Use Charge

First offense

\$ 150.00

Second offense

\$ 300.00

Third offense

\$ 600.00

17. Water Conservation Penalties

Third Violation

\$ 100.00

Fourth Violation

\$ 200.00

Fifth and Subsequent Violations

\$ 500.00

18. Water Sampling Test Charge

Actual Charge

19. Water System Design and Plan Check Deposit

\$ 700.00

***Monthly fixed charges shall be pro-rated based on a 30-day billing cycle determined by the actual start and stop date of service.**

DISCUSSION ITEMS

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

6:00 P.M. Wednesday, November 18, 2020

AGENDA

8. DISCUSSION ITEMS.

- A. Discuss Impact of COVID-19 on District Revenues.

STAFF REPORT

To: Honorable Board of Directors
From: Mark Grajeda, General Manager
Meeting Date: November 18, 2020
Subject: Action Item 8A – Discuss Impact of COVID-19 on District Revenues

SUMMARY

Due to the negative financial impacts on individuals required to stay home and quarantine due to COVID-19, the District as well as other utilities have been ordered by the state not to discontinue service due to non-payment of their utility bill. The state has ordered that utility companies work through this pandemic until it has passed and as such the District's revenues have been negatively impacted overall by approximately 9.63%, this percentage is based on a combination of factors such as unbilled late fees, disconnection fees and unpaid water bills.

Although overall usage went up this year by 7.5%, our delinquent accounts have increased by 44% overall with the commercial accounts making up 75% of this increase. Clearly our commercial accounts are being impacted the most. When COVID-19 first hit and the state placed everyone on quarantine the District did not send out delinquent notices, however after a few months we began sending out notices which helped remind our customers to pay their bills, and more recently office staff have begun making office calls to those individuals severely in the rears. So far staff has been able to recover about 77% of the overall amount that was not paid when the bill was due. Lorrie Laible, Office Manager will go thru her chart presentation during this discussion item.

Attached:
Revenue and Receipts Charts

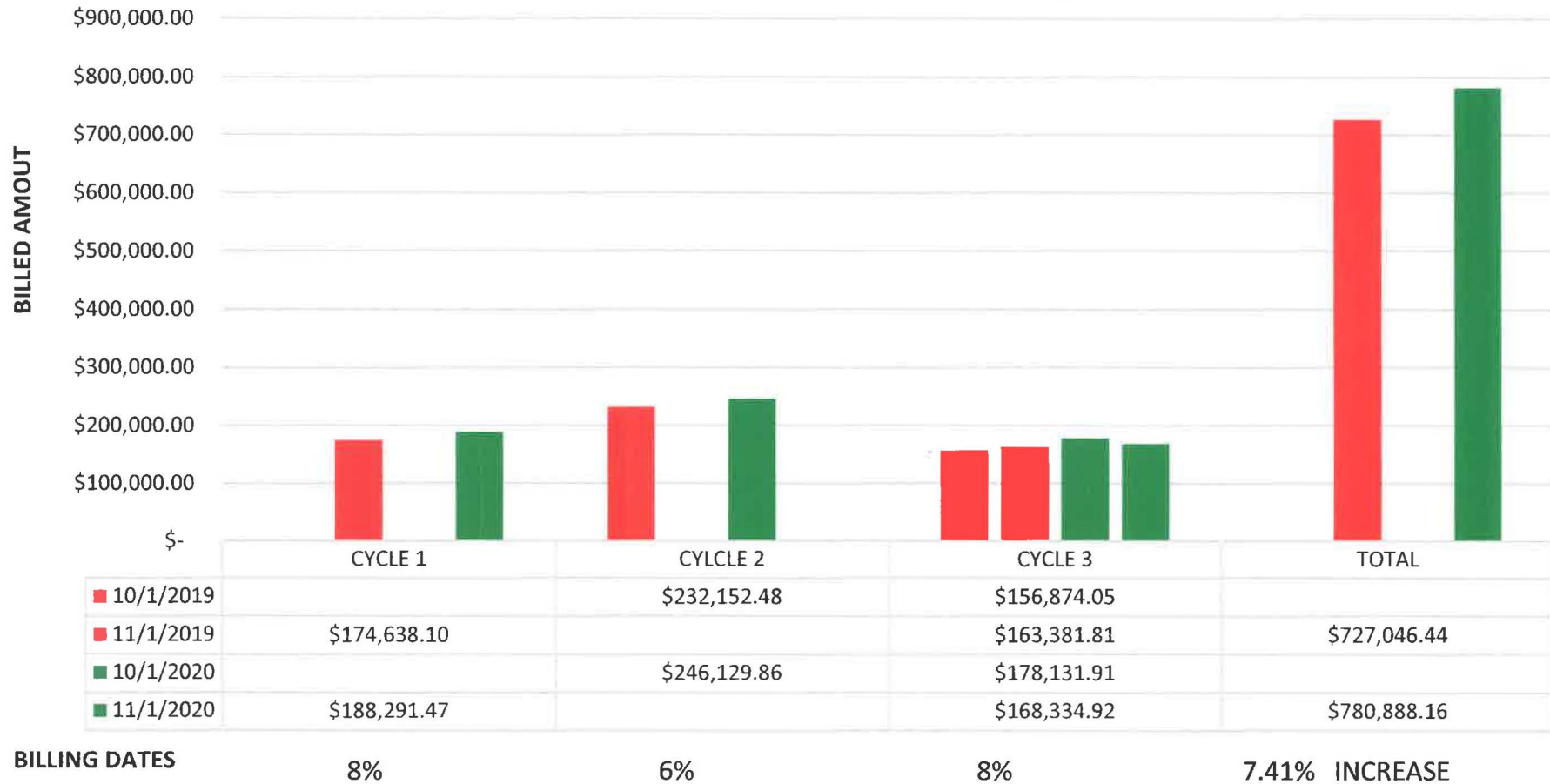
TABLE 1**REVENUE COMPARISONS
OCT-NOV 2019/2020**

TABLE 2

CASH RECEIPTS

SEPT-OCT 2019/2020

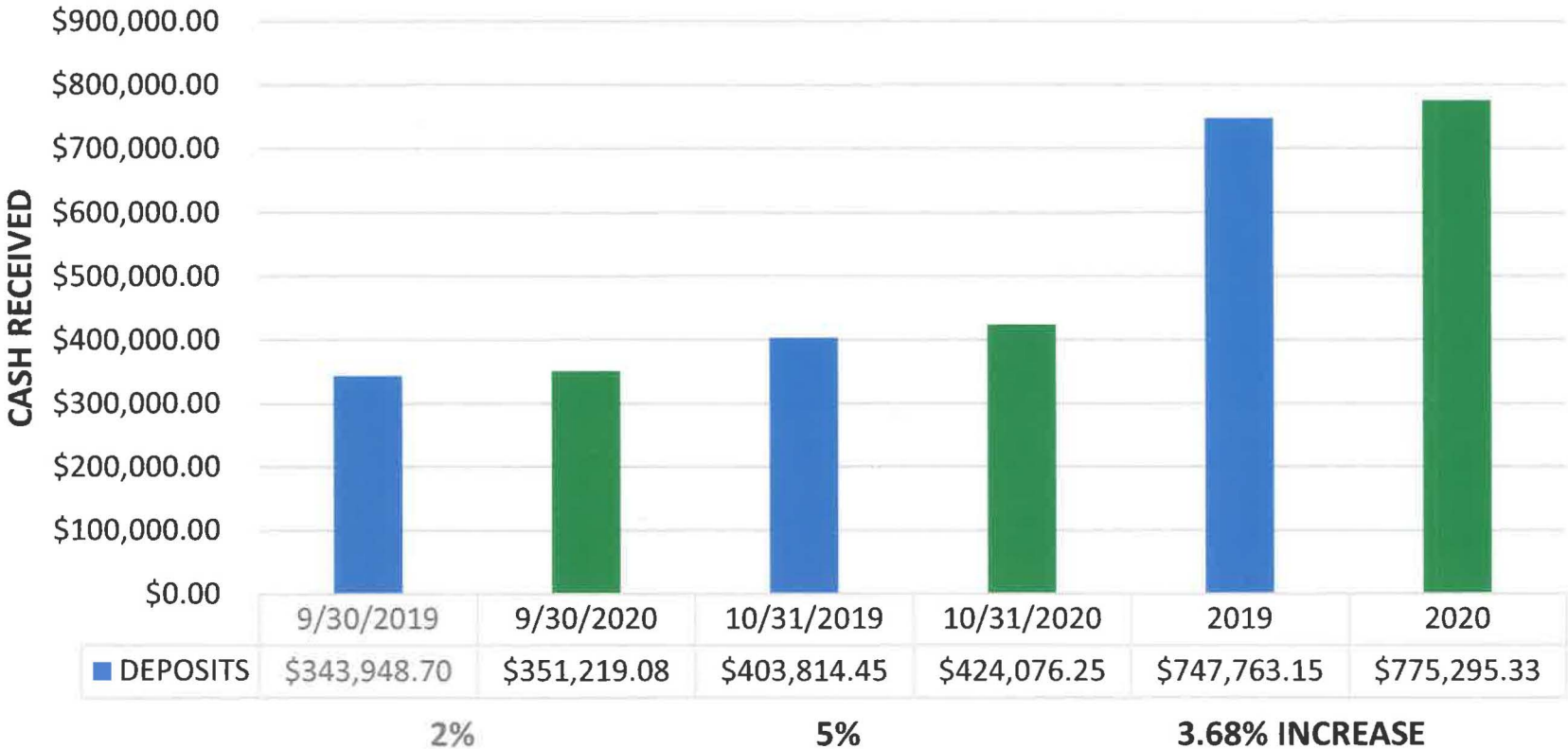


TABLE 3

DELINQUENT AMOUNTS COMPARISON SEPT-OCT 2019/2020

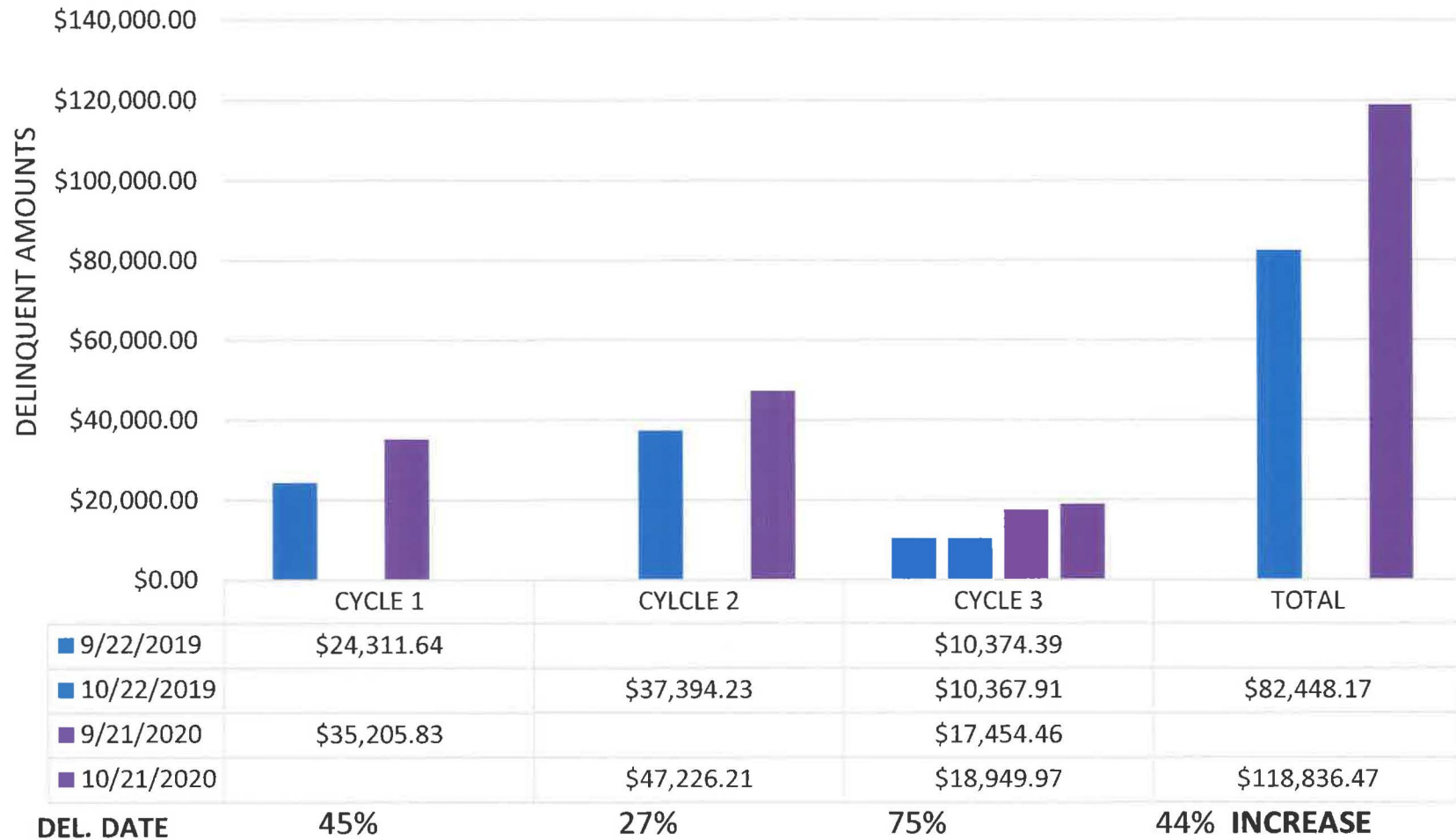
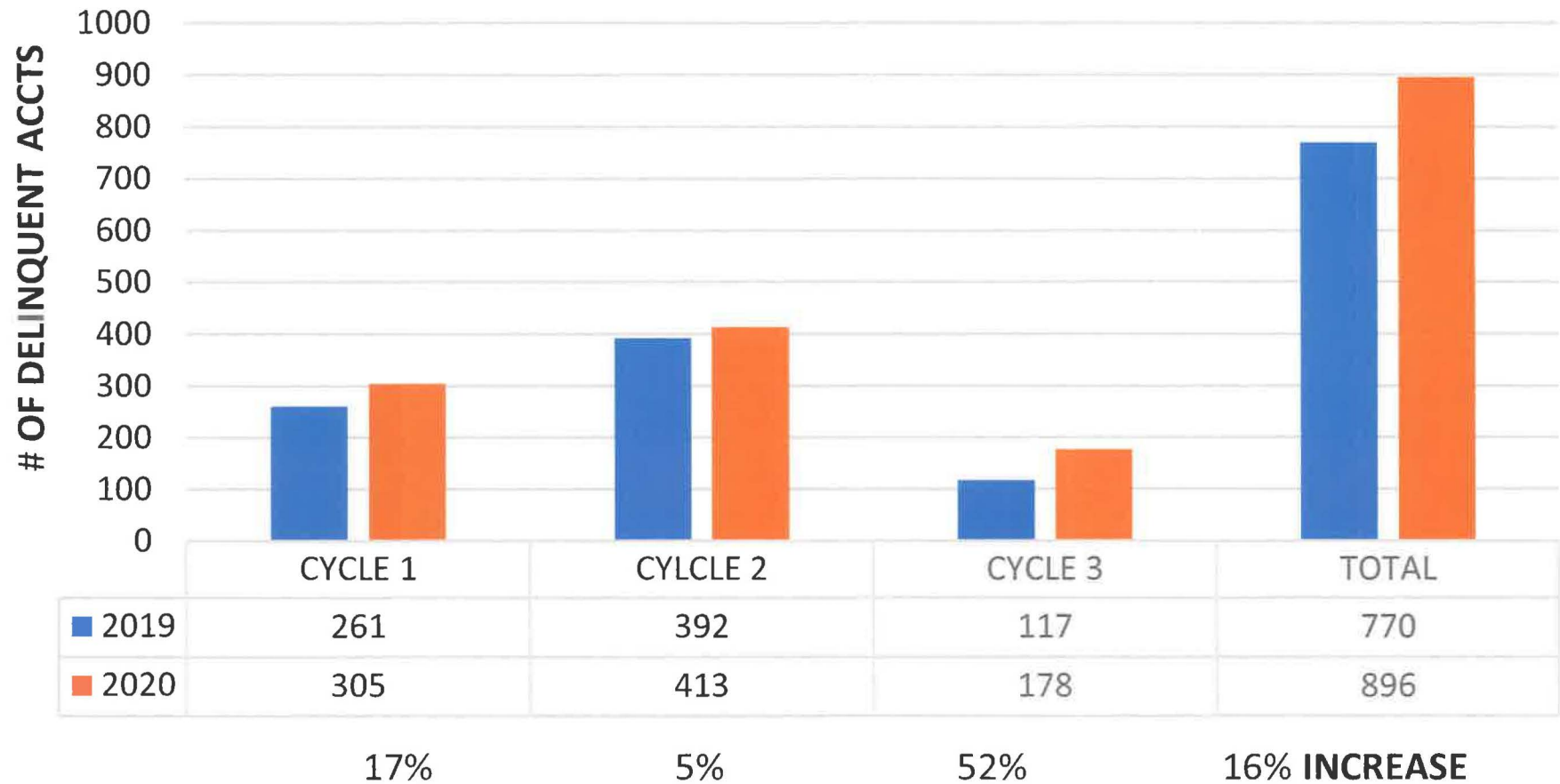


TABLE 4

DELINQUENT CUSTOMERS COMPARISON SEPT-OCT 2019/2020



INFORMATIONAL ITEMS

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT**

4843 S. Church Street
Pico Rivera, California, 90660

6:00 P.M. Wednesday, November 18, 2020

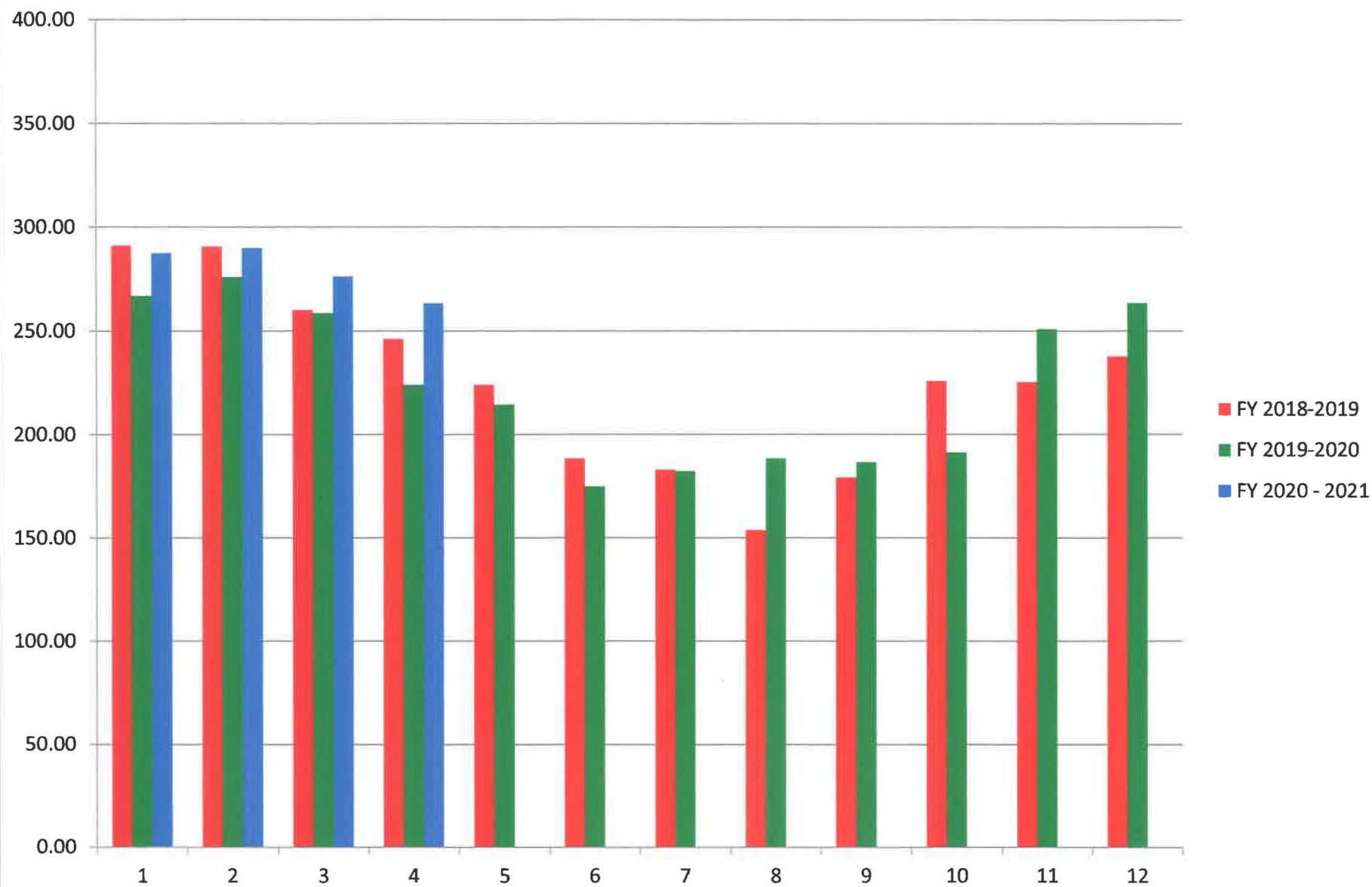
AGENDA

9. INFORMATIONAL ITEMS.

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – October 13, 2020 and November 11, 2020.

Acre Feet

PWD Water Production per Fiscal Water Year



WATER LEVELS REPORT

Water Levels for October 2020

Listed below are the water levels for the two key monitoring wells used by the Water Replenishment District of Southern California (WRD), and the District's active wells.

WRD is charged with monitoring the water levels in both the Central Basin and West Coast Basin, and with making sure both basins are replenished annually. As a means of monitoring the levels in both basins WRD measures the depth of water in two specific wells, 1601T located in between the San Gabriel River and the Rio Hondo spreading grounds, and the second Carson #1 located in the City of Carson. WRD compares the levels of these two wells month to month, and year to year as a means of gaging the reliability of both basins (levels listed are in feet below surface).

	October 2020	October 2019
Central Basin 1601T	86.1	94.8
West Basin Carson #1	64.84	62.93

Listed below are the static and pumping levels (in feet below surface) for the District's four active wells, and pump settings (depth).

	October 2020		October 2019		
	<u>Static</u>	<u>Pumping</u>	<u>Static</u>	<u>Pumping</u>	<u>Pump depth</u>
Well #4	64	128	84	130	150
Well #5	94	103	115	132	242
Well #8	96	116	107	125	243
Well #10	58	77	68	101	182
Well #11	79	111	NA	NA	

NOTE:

Annual Activity Report

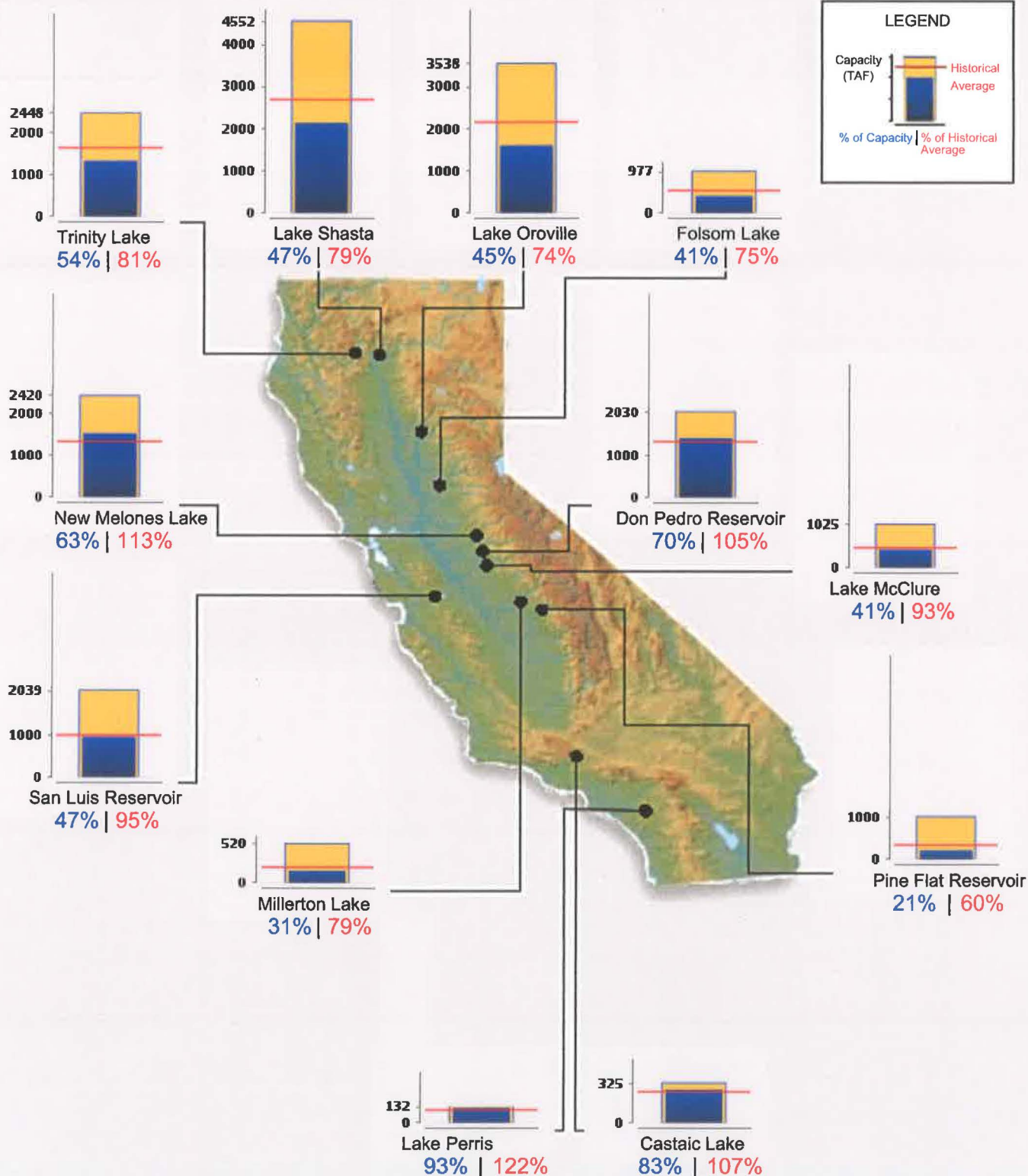
[illegible][illegible]



Reservoir Conditions

Ending At Midnight - October 13, 2020

CURRENT RESERVOIR CONDITIONS





Reservoir Conditions

Ending At Midnight - November 11, 2020

CURRENT RESERVOIR CONDITIONS

