



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

4843 S. Church Street  
Pico Rivera, California, 90660

**5:30 PM Wednesday, December 21, 2022**

**AGENDA**

Pursuant to the provisions of Government Code Section 54953(e), as amended by AB 361, 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.

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. Members of the public wishing to make a comment are asked to state their name for the record and will be provided three (3) minutes to comment, the Board secretary will alert those commenting when they only have 30 seconds remaining. All members of the public will be disconnected from the Zoom link immediately before the Board of Directors adjourns into Closed Session.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/9521779948?pwd=dGNxcXh3YitEc2NlVVdrUzVvNm4rZz09>

Join by Telephone: +1 669 900 6833

Meeting ID: 952 177 9948 Passcode: **421745**

- 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 of approval of December 07, 2022 Regular Board Meeting Minutes.

**7. ACTION/DISCUSSION ITEMS.**

- A. Consider Board Discussion and Approval of General Manager Contract Section 4 Benefits and Special Compensation (C) – The District to provide General Manager with a suitable vehicle for use at all times on District Business. Tabled from the Board Meeting Held on November 02, 2022 & November 16, 2022 – *Recommended action – that Board Discussion and Approve.*
- B. Consider Board Approval of Civiltec Engineering change order request of \$20,800.00 for additional work needed to finalize Pico Water District Water Master Plan. Tabled from the Board Meeting Held on December 07, 2022. *Recommended action – that the Board approve.*
- C. Consider Selection of New Board Officers – President, Vice President, Board Secretary, and Board Treasurer. *Recommended Action – To Be Considered at the Board Meeting*

**8. REPORTS.**

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

**9. INFORMATIONAL ITEMS**

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – December 14, 2022

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

**11. BOARD MEMBER COMMENTS.**

- A. Report on Meetings Attended/Comments.

**12. CLOSED SESSION.**

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
[Government Code Section 54956.9(d)(1)]: *Pico Water District v. City of Pico Rivera*, Los Angeles County Superior Court Case No. 22NWCV00967.
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
[Government Code Section 54956.9(d)(1)]: *Rita Hernandez v. Pico Water District*, Los Angeles County Superior Court Case No. 22BFSC01410.

**13. CLOSED SESSION REPORT.**

**14. ADJOURNMENT.**

**AGENDA POSTED ON:** December 15, 2022

**Next regularly scheduled meeting:** January 04, 2023

***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  
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**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 approval of December 07, 2022 Regular Board Meeting Minutes.



## 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 7, 2022, at 5:30 p.m.

Mr. Jim Ciampa, Legal Counsel, swore in new Director David Angelo.

The District's General Manager, Mr. Joe Basulto proceeded with the roll call of the attending Board members. Present from the beginning of the meeting was Director David Angelo, Director David Gonzales, Director Victor Caballero, Vice President Raymond Rodriguez, and President Pete Ramirez. Mr. Jim Ciampa, Legal Counsel for the District was also present.

President Ramirez led everyone in the Pledge of Allegiance.

President Ramirez gave the invocation.

President Ramirez spoke in remembrance of those who lost their lives on December 7, 1941 in Pearl Harbor.

President Ramirez proceeded to the next item on the Agenda, Public Comments. There were none.

President Ramirez proceeded to the adoption of the Agenda. Vice President Rodriguez made the motion to adopt the agenda and President Ramirez seconded the motion. The General Manager announced the motion passed 5 – 0.

President Ramirez proceeded to the next item on the Agenda, approval of Consent Calendar. Director Gonzales made the motion to approve and it was seconded by Director Caballero. The General Manager announced that the motion passed, 4 – 0 – 1, with Director Angelo abstaining.

President Ramirez proceeded to the next item on the Agenda, consider approval of Resolution 237-R proclaiming a state of emergency persists, re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom, and authorizing continued remote teleconference meetings. Director Caballero made the motion to approve and Vice President Ramirez seconded the motion. The General Manager announced that the motion passed by roll-call vote 5 – 0.

President Ramirez proceeded to the next item on the Agenda, consider the Proposed 2023 Operating Budget and Capital Improvement Projects. The General Manager reviewed the main points with the Board. Director Caballero made the motion to approve and it was seconded by Vice President Rodriguez. The General Manager announced the motion passed 4 – 0 – 1, with Director Angelo abstaining.

President Ramirez proceeded to the next item on the Agenda, consider approval of Resolution No. 238-R revising the Pico Water District Fiscal Year to begin July 1 of every year and ending June 30 of the following year. The General Manager informed the Board that a revision is a more common practice in the business world, would put us in line with our pumping rights, government reporting, accounting and auditing practices, and would eliminate newly elected Board members feeling the need to abstain from approval as they are unfamiliar with the matter. Director Gonzalez made the motion to approve and Director Angelo seconded the motion. The General Manager announced that the motion passed by roll-call vote 5 – 0.

President Ramirez proceeded to the next item on the Agenda, consider approval of change order request from Civiltec Engineering in the amount of \$20,800 for additional work required to finalize Pico Water District Water Master Plan (WMP). The General Manager informed the Board that Civiltec has requested a change order to complete the WMP in order to complete further modeling based on the amount of information and data District staff provided to them. After a brief discussion the Board requested that Civiltec provide a more detailed accounting of what work will be performed. Vice President Rodriguez made a motion to table the matter until the next meeting, December 21, 2022 and Director Gonzales seconded the motion. The General Manager announced that the motion passed by a vote of 5 – 0.

President Ramirez proceeded to the next item on the Agenda, General Manager Report. The General Manager informed the Board that office and field staff are continuing business as usual; the first business day of every month all staff meets to discuss upcoming projects, schedules and discuss any issues that need to be addressed. Both the Office Manager and Field Superintendent give a report to staff and the General Manager keeps all staff informed of District activities; RC Foster continues to work at Well 11 currently excavating, grading and laying pipe and would like to take the Board to see the construction also would like to set up in January for Director Angelo to visit District facilities; the District Employee Appreciation event is December 15, 2022 at 6:00 p.m. at the Steak and Stein, the cost is \$50 per person; Former Director Henrietta Salazar passed away on November 26, 2022, service is scheduled for November 15, 2022 at Queen of the Heaven Cemetery, viewing 10:00 – 12:30, Rosary 12:30 and Mass at 1:00 p.m.

President Ramirez proceeded to the next item on the Agenda, Legal Counsel Report. Legal Counsel welcomed Director Angelo and informed him that after the first of the year he will set up new Director orientation to familiarize him with some of the matters concerning the District, along with ethics training for Directors.

President Ramirez proceeded to the next item on the Agenda, Future Agenda Items. Vice President Rodriguez requested that the General Manager auto reimbursement matter be placed on the December 21, 2022 agenda.

President Ramirez proceeded to the next item on the Agenda, Board Member Comments. President Ramirez informed the Board that WRD is funding \$6 million plus for South Montebello Irrigation District.

The Board retreated to closed session at 6:48 p.m. regarding two matters:

Existing Litigation pursuant to Government Code Section 54956.9 (d) (1) – *Pico Water District v. City of Pico Rivera*, Los Angeles County Superior Court Case NO. 22NWCV00967; and

Existing Litigation pursuant to Government Code Section 54956.9 (d) (1) – *Rita Hernandez v. Pico Water District*, Los Angeles Superior Court Case No. 22BFSC01410.

The Board reconvened at 7:02 p.m. Legal Counsel stated that the Board held a conference with Legal Counsel regarding matter one, Existing Litigation pursuant to Government Code Section 54956.9 (d) (1) – *Pico Water District v. City of Pico Rivera*, Los Angeles County Superior Court Case NO. 22NWCV00967, the Board was briefed on the facts and circumstances of that case and no reportable action was taken;

Legal Counsel stated that the Board held a conference with Legal Counsel regarding matter two, Existing Litigation pursuant to Government Code Section 54956.9 (d) (1) - *Rita Hernandez v. Pico Water District*, Los Angeles Superior Court Case No. 22BFSC01410, the Board was briefed on the facts and circumstances of that case and no reportable action was taken.

There being no further business to come before the Board, the Board meeting adjourned in memory of Henrietta Salazar at 7:05 p.m.

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Elpidio Ramirez, President

Attest:

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Joe D. Basulto, Secretary  
(Seal)



## **ACTION/DISCUSSION ITEMS**

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**AGENDA**

**7. ACTION/DISCUSSION ITEMS.**

- A. Consider Board Discussion and Approval of General Manager Contract Section 4 Benefits and Special Compensation (C) – The District to provide General Manager with a suitable vehicle for use at all times on District Business. Tabled from the Board Meeting Held on November 02, 2022 and November 16, 2022 – *Recommended action – that Board Discussion and Approve.*

## ***STAFF REPORT***

**To:** Honorable Board of Directors

**From:** Joe D. Basulto, General Manager

**Meeting Date:** December 21, 2022

**Subject:** Action Item 7A – Consider Board Discussion and Approval of General Manager Contract Section 4 Benefits and Special Compensation (C) – The District to provide General Manager with a suitable vehicle for use at all times on District Business. – *Recommended action – that Board Discussion and Approve*

### **Recommendation**

To be discuss / considered at the Board Meeting for Approval

### **Fiscal Impact**

Salaries Car Allowance -

### **Background**

Per previous meeting, it was decided and acknowledge by both parties we would revisit this subdivision after staffing changes are implemented that would necessitate the use of current vehicle to another District employee.

On November 7<sup>th</sup> our new Field Superintendent began employment with the Pico Water District and we did provide a vehicle for him to conduct District business during and after hours, in response to emergencies as well. Therefore, I relinquish my District vehicle to the new Field Superintendent.

As the duties of the General Manager require travel to meetings and conferences and other locations in connection with District business. I would like to discuss monthly compensation for General Manager for automobile allowance, which is intended to cover all the operating and maintenance expenses associated with use of the General Manager's vehicle for District business, including registration and license fees, maintenance, repairs, gasoline, insurance, and normal wear and tear.

Recommend allowance of \$500.00 – \$700.00 (Negotiable)

Prior General Manager received \$500.00 per month for Vehicle Compensation.

Other agencies within the PWAG organization receive from \$500.00 - \$900.00 or they are given a Vehicle from company.

This is in my contract and once approved I would like to also, request that compensation be retroactive from November 7<sup>th</sup>



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**7. ACTION/DISCUSSION ITEMS.**

- B. Consider Board Approval of Civiltec Engineering change order request of \$20,800.00 for additional work needed to finalize Pico Water District Water Master Plan. Tabled from the Board Meeting Held on December 07, 2022.  
*Recommended action – that the Board approve.*

## ***STAFF REPORT***

**To:** Honorable Board of Directors

**From:** Joe D. Basulto, General Manager

**Meeting Date:** December 21, 2022

**Subject:** Action Item 7B – Consider Board Approval of Civiltec Engineering change order request for additional work needed to finalize Pico Water District Water Master Plan.

### **Recommendation**

That the Board approve Civiltec Engineering Change Order for a cost of \$20,800.00

### **Fiscal Impact**

CIP- Budget 2023 – Water Master Plan

### **Background**

In November of 2020 the Board Approved Civiltec to provide the District with an updated Water Master Plan. The analysis of the data which covers 10years required more additional time to analyze and the hydraulic model required more time to update as the last time it was revised was in 2008.

The importance of the Water Master Plan is to provide a long-term dynamic planning layout to guide future growth and development. It provides information about the District current water infrastructure, establishes a coarse for efficiency improvements, conservation activities / water reduction goals, this would help us plan for our current and future needs.

The hydraulic model shows where our most vital areas in our system needing improvements based on flow data and longevity of infrastructure.

Last time our water master plan was completed was in 2008, going forward we would revisit every 10years and stay up to date to address our future needs.

Original Contract was for \$89,890.00 we paid \$55,737.50 of that amount and the pending \$32,545 amount was paid from invoices in September & October 2021, totaling \$88,282.50 from original contract, with a balance of \$1,607.50 remaining from original contract.

We also, budgeted \$94,300 for the water master plan completion, which would cover change this change order request. Which is needed to finalize the Districts Water Master Plan

## Remaining Work Needed for Completion:

The WMP Consists of the The WMP consists of the following:

0. Executive Summary
  1. Introduction
  2. Existing Facilities
  3. Water Supply
  4. Land Usage, Population and Water Requirements
  5. Existing System Analysis
  6. Computer Model
  7. Analysis and Proposed Improvements
- They have submitted Chapters 2 thru 5 as a draft for review. Myself and staff have reviewed, added comments and corrections.
  - Civiltec will need time update and calibrate the water model and prepare the recommended improvements that consist of cyclical improvements and capital improvements. An accurate model is needed to simulate the water system under maximum day plus fire flow demand scenarios to understand where the deficiencies in the system are.
  - Typically, fire flow governs the size of the distribution mains due to the large flows.
  - Civiltec will see where these deficiencies are where fire flows are less than 1,250 gpm which typically occur in residential areas or where velocities are very high. Mains chosen for capital improvements will be determined through a scoring matrix where there is a hydraulic restriction, beyond its service life (age) or has a history of leaks.
  - Civiltec will also evaluate cyclical improvements of the reservoir, generators and pumps based on age as well as evaluate pumps based on efficiency which was determined through the Edison test reports. Lastly, we will compile all the new analysis work and prepare the remaining chapters for completion.

Attached is breakdown of Change Order request:



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

November 30, 2022

Joe D. Basulto  
Pico Water District  
4843 Church Street  
Pico Rivera, CA 90660

RE: Change Order #1 for Water Master Plan

Dear Mr. Basulto:

**Civiltec** would like to present Change Order #1 that requests a budget amendment for the subject project. Additional budget is needed to prepare final Water Master Plan. A breakdown of manhours and costs is attached to this request.

The contract amount is revised as follows:

- Original Contract Amount: \$89,890.00
- Change Order #1: \$20,800.00
- **Revised Contract Amount: \$110,690.00**

Please return the attached form signed and dated if Change Order #1 is acceptable. Contact the undersigned directly with any questions.

Sincerely,

**CIVILTEC engineering, inc.**

A handwritten signature in blue ink, appearing to read 'David Song'.

David Song, P.E.  
Principal, Senior Project Manager



**CLIENT ACCEPTANCE CERTIFICATION OF CHANGE ORDER #1**

Receipt of Change Order #1 for PWD Water Master Plan is hereby acknowledged and all conditions contained therein are accepted.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## PWD 2021 Water Master Plan

Engineering Services Manhour and Cost Estimate

Date: November 30, 2022

	HOURS BY PIC	HOURS BY PrE	HOURS BY SE	Total Fee	Hours
RATE	\$	\$	\$	BUDGET	HOURS
<b>TASK 9 – PREPARE WATER MASTER PLAN (WMP)</b>				<b>\$ 20,800.00</b>	<b>112</b>
9.1 Draft WMP Report	8	32	16	\$ 10,400.00	56
9.2 Final WMP Report	8	32	16	\$ 10,400.00	56
<b>TOTAL HOURS (with Options)</b>	<b>16</b>	<b>64</b>	<b>32</b>		<b>112</b>
<b>TOTAL BUDGET (with Options)</b>	<b>\$ 3,840.00</b>	<b>\$ 12,160.00</b>	<b>\$ 4,800.00</b>	<b>\$ 20,800.00</b>	

PIC = Principal-in-Charge    PrEE = Principal Electrical Engineer  
 PM = Project Manager    PrE = Project Engineer  
 SE = Staff Engineer    DD = Designer Drafter  
 CT = CAD Technician    PT = Planning Technician



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**7. ACTION/DISCUSSION ITEMS.**

- C. Consider Selection of New Board Officers – President, Vice President, Board Secretary, and Board Treasurer. *Recommended Action – To Be Considered at the Board Meeting*

## ***STAFF REPORT***

**To:** Honorable Board of Directors

**From:** Joe D. Basulto, General Manager

**Meeting Date:** December 21, 2022

**Subject:** Action/Discussion Item 7C – Consider Selection of New Board Officers – President, Vice President, Board Secretary, and Board Treasurer.  
*Recommended Action – To Be Considered at the Board Meeting*

### **RECOMMENDATION**

To be discussed at the Board Meeting.

### **FISCAL IMPACT**

No impact.

### **SUMMARY**

#### **Pico Water District Rules & Regulations Article 14.3 Officers of the Board:**

The officers of the Board shall be President, Vice President, Treasure, and Board Secretary, to be elected by the Board annually at the second regular Board meeting in the month of December. The term of office of officers of the Board shall commence immediately following the election of such officers.

The Board will choose from amongst fellow Board members for these officers.

For Board Secretary the Board normally Nominate the General Manager for Board Secretary

For Treasurer the Board normally Nominate a member of office staff; I would like to recommend the Office Manager – Lorraine Laible. Mrs. Laible is currently our Treasurer and has been for many years, and is qualified for such a role, that entails financial oversight, planning, budgeting, banking, book keeping, record keeping, managing incoming and outgoing funds.

**PICO WATER DISTRICT  
ELECTION OF OFFICERS – 12/21/2022**

**PRESIDENT**

**Nominee:** \_\_\_\_\_

**First:** \_\_\_\_\_

**Second:** \_\_\_\_\_

Angelo	YES	NO	ABSTAIN
Ramirez	YES	NO	ABSTAIN
Rodriguez	YES	NO	ABSTAIN
Caballero	YES	NO	ABSTAIN
Gonzales	YES	NO	ABSTAIN

**Nominee:** \_\_\_\_\_

**First:** \_\_\_\_\_

**Second:** \_\_\_\_\_

Angelo	YES	NO	ABSTAIN
Ramirez	YES	NO	ABSTAIN
Rodriguez	YES	NO	ABSTAIN
Caballero	YES	NO	ABSTAIN
Gonzales	YES	NO	ABSTAIN

**VICE PRESIDENT**

**Nominee:** \_\_\_\_\_

**First:** \_\_\_\_\_

**Second:** \_\_\_\_\_

Angelo	YES	NO	ABSTAIN
Ramirez	YES	NO	ABSTAIN
Rodriguez	YES	NO	ABSTAIN
Caballero	YES	NO	ABSTAIN
Gonzales	YES	NO	ABSTAIN

**Nominee:** \_\_\_\_\_

**First:** \_\_\_\_\_

**Second:** \_\_\_\_\_

Angelo	YES	NO	ABSTAIN
Ramirez	YES	NO	ABSTAIN
Rodriguez	YES	NO	ABSTAIN
Caballero	YES	NO	ABSTAIN
Gonzales	YES	NO	ABSTAIN

**SECRETARY**

**Nominee:** \_\_\_\_\_

**First:** \_\_\_\_\_

**Second:** \_\_\_\_\_

Angelo	YES	NO	ABSTAIN
Ramirez	YES	NO	ABSTAIN
Rodriguez	YES	NO	ABSTAIN
Caballero	YES	NO	ABSTAIN
Gonzales	YES	NO	ABSTAIN

**TREASURER**

**Nominee:** \_\_\_\_\_

**First:** \_\_\_\_\_

**Second:** \_\_\_\_\_

Angelo	YES	NO	ABSTAIN
Ramirez	YES	NO	ABSTAIN
Rodriguez	YES	NO	ABSTAIN
Caballero	YES	NO	ABSTAIN
Gonzales	YES	NO	ABSTAIN

# **INFORMATIONAL ITEMS**

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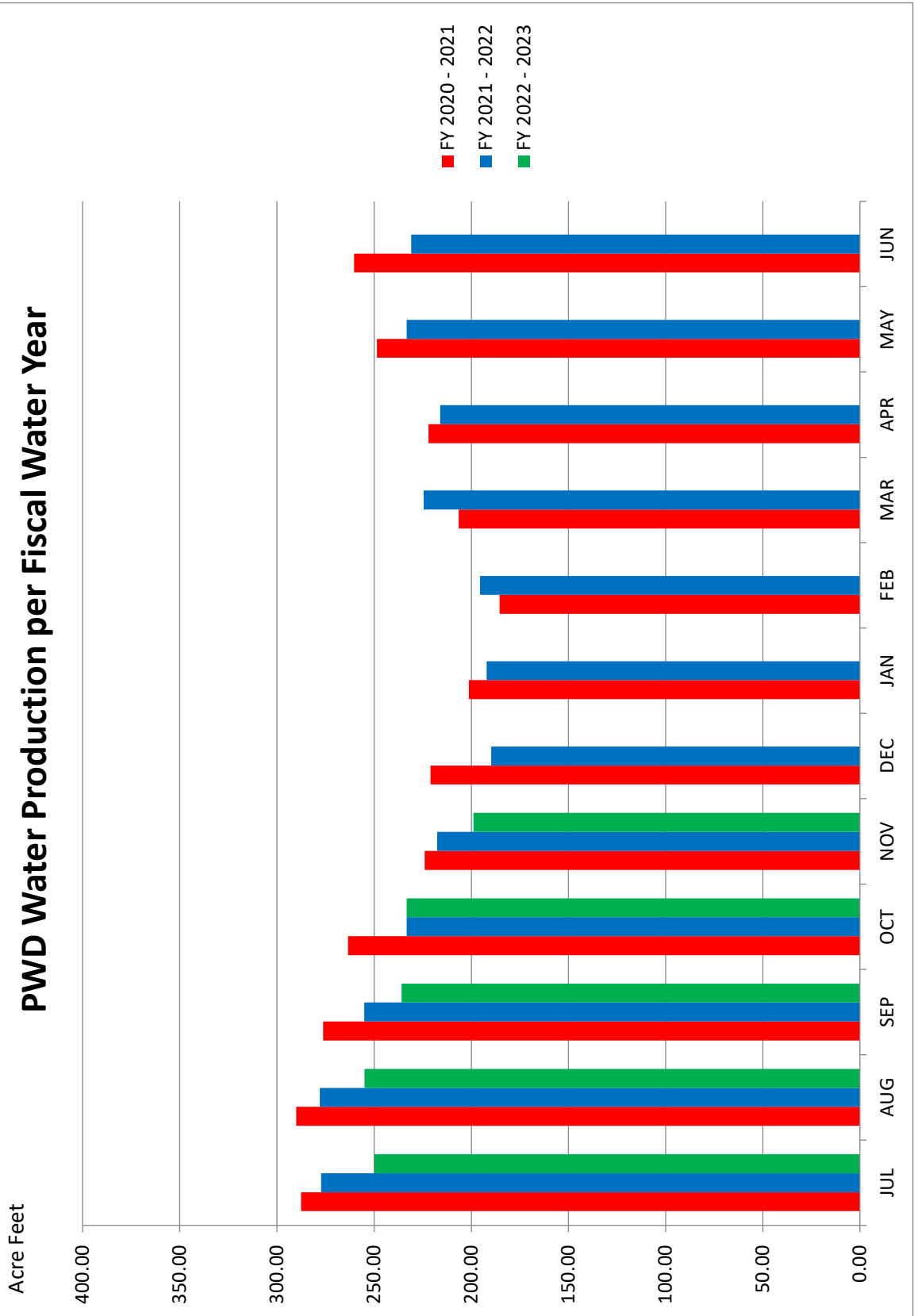
**AGENDA**

**9. INFORMATIONAL ITEMS**

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – December 14, 2022



# PWD Water Production per Fiscal Water Year



## WATER LEVELS REPORT

### Water Levels for November 2022

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). As this report is specific to the Central Basin, we are only showing the Central Basin Monitoring Well results below.

	November 2022	November 2021
Central Basin 1601T	79.90	80.30
Carson Well	64.20	38.89

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

	November 2022		November 2021		Well Info:	
	<u>Static</u>	<u>Pumping</u>	<u>Static</u>	<u>Pumping</u>	<u>Well Depth</u>	<u>Pump Depth</u>
Well #4	102	N/A	89	N/A	420	150
Well #5	123	144	118	133	917	242
Well #8	118	137	102	N/A	445	243
Well #10	96	109	81	99	500	182
Well #11	120	130	104	122	1150	312

NOTE:



# Annual Activity Report

[illegible][illegible][illegible]





# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - December 14, 2022

### CURRENT CONDITIONS

