

**A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
AUGUST 21, 2019 AT 12:00 P.M.**

CALL TO ORDER

Mr. Marquez called the regular meeting of the San Gabriel Basin Water Quality Authority to order and reviewed the actions anticipated on the agenda for the meeting.

ROLL CALL OF BOARD MEMBERS

Jorge Marquez, Bob Kuhn, Tim Miller, Valerie Munoz, Mike Whitehead, Mark Paulson and Al Contreras (Alternate)

BOARD MEMBERS ABSENT

Ed Chavez

STAFF MEMBERS PRESENT

Ken Manning, Executive Director; Randy Schoellerman, Assistant Executive Director/Sr. Engineer; Mary Saenz, Director of Finance; Stephanie Moreno, Executive Assistant/Outreach Coordinator; Michelle Sanchez, Admin/Accounting Assistant; Dan Colby; Project Resource Manager; Richard Padilla, Legal Counsel

MEMBERS OF THE PUBLIC PRESENT

Jazmin Lopez, Valley County Water District; Lenet Pacheco, Valley County Water District; David Muse, Valley County Water District; Brian Bowcock, Three Valleys Municipal Water District; Paul DiMaggio, Suburban Water Systems; Jose Martinez, Valley County Water District; Carmen McColley, Resident; Maria Anne Perez, Resident

PUBLIC COMMENT

None.

ITEMS TOO LATE TO BE AGENDIZED

None.

PUBLIC HEARING

To Receive Comments on the Proposed 2019/2020 Fiscal Year \$12.00/Acre-Foot Assessment on Those Holding Prescriptive Water Pumping Rights in the San Gabriel Basin

Ms. Saenz gave a brief presentation on the \$12/Acre-foot assessment and noted that the assessment increase was directly tied to the 50% match requirement to secure Proposition 1 & 68 bond funding for cleanup projects.

Mr. Manning indicated that four protest letters were received from the general public regarding the increase in the assessment for prescriptive pumping rights holders. He indicated that, in general, they were concerned about the impact to their water rates. He noted that even though WQA has no direct control over water rates, WQA remains sensitive to ratepayers and increased the assessment to assure WQA has the 50% match available to secure additional state grant

funding.

Mr. Marquez opened the public hearing to receive comments. There being none, he closed the public hearing.

CONSENT CALENDAR

Mr. Miller moved to approve the consent calendar. Mr. Paulson seconded the motion and it was approved. Mr. Whitehead abstained from project demand Nos. E90649 and E90662

COMMITTEE REPORTS

Ms. Munoz entered the meeting.

Administrative/Finance Committee Report

Mr. Manning reported that the minutes for the committee meeting were enclosed for review.

Discussion/Action Regarding Affirmation of WQA Investment Policy and Guidelines

Mr. Manning reported that the WQA investment guidelines require WQA to invest its public funds in a manner which will provide the highest investment return while meeting the daily cash flow demands, maintaining an appropriate risk level and conforming to all state and local statutes. Procedure No. 26 itemizes the acceptable investment instruments for the WQA and includes a specific requirement that investments be limited to a 12-month term. He noted that the WQA Investment Policy was discussed briefly at the February 12, 2019 Administrative/Finance Committee meeting, and at that time the Committee agreed that the policy was acceptable as is and did not need to be modified.

After brief discussion, Mr. Miller moved to reaffirm the WQA investment policy and guidelines. Mr. Paulson seconded the motion and it was unanimously approved.

Report on Cash and Investments – 2nd Quarter 2019

Mr. Manning reported that the report on cash and investments for the 2nd quarter of 2019 was enclosed in the agenda packet for review.

Discussion/Action Regarding ACWA Region 8 Elections for 2020/2021

Mr. Manning reported that it was time to elect the 2020-2021 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. He indicated that the Region 8 Nominating Committee has recommended a slate of members, or individual members could be selected.

After some discussion, Mr. Kuhn made a motion to not accept the nominating committee's recommended slate and to vote for the following:

Chair – Steve Blois

Vice-Chair – Anthony Fellow

Board Members – Brian Bowcock, Anselmo Collins, William Cooper, Anthony Fellow, Leonard E. Polan

Mr. Whitehead seconded the motion and it was unanimously approved.

*Discussion/Action Regarding
ACWA Committee Appointments
for the 2019/2020 Term*

Mr. Manning reported that it was time to nominate members to ACWA Committees for the 2020/2021 term. He noted that currently the WQA committee appointments are:

Groundwater Committee – Ken Manning and Randy Schoellerman

Water Quality Committee – Randy Schoellerman

Communications Committee – Stephanie Moreno

Mr. Manning noted that staff was also recommending a new appointment of Stephanie Moreno to the Local Government Committee

After brief discussion, Ms. Munoz moved to approve the proposed ACWA Committee appointments, Mr. Contreras seconded the motion and it was unanimously approved.

*Discussion/Action Regarding
Proposal from CV Strategies for
Website Redesign*

Mr. Manning reported that the WQA web site has not been re-designed in more than 8 years and needs an updated look along with better organization and site navigation to make it more user-friendly. He indicated that staff had received a couple of quotes for the redesign and is recommending that the proposal from CV Strategies, in an amount not to exceed \$10,000, is approved.

After some discussion, Mr. Paulson moved to approve the proposal from CV Strategies for the WQA website redesign. Mr. Contreras seconded the motion and it was unanimously approved.

*Discussion Regarding Proposed
Services Provided by Civic
Publications*

- a. Public Outreach*
- b. Annual Report*
- c. Accounting Services*

Mr. Manning reported that Civic Publications has submitted proposals for three different services for the WQA.

He reported that the first proposal was for several WQA advertorials that Civic Publications produces and publishes in the Los Angeles Times and the San Gabriel Valley Newspaper Group. He indicated that the proposal was the same as last years in the amount of \$115,174.

The second proposal was for Civic Publications to produce the WQA's annual report. He indicated that Civic Publications works with staff all year long to produce the advertorials where much of that content would be included in the annual report. He noted that the \$13,275 proposal is lower than the current annual report cost, and it includes the cost for printing, which was not included in the current cost.

The third proposal was for accounting services in an amount not to exceed \$15,000. He indicated that Judy Lancaster, who is the President of Civic Publications, has a great deal of

experience in the public accounting field. He reminded the committee that in lieu of hiring a staff accountant as a permanent employee, the Board has authorized the engagement of an experienced professional accountant as a consultant to the WQA on an as needed basis. He reported that staff is requesting that the WQA enter into a contract with Civic Publications to provide accounting consulting services for the period of July 1, 2019 to June 30, 2020 in an amount not to exceed \$15,000. He noted that Ms. Lancaster has many years of experience in working with governmental agencies, including the WQA for which she consulted on a time study prepared for the Environmental Protection Agency. Finally, he explained that because of her experience and knowledge, staff was recommending the engagement of Ms. Lancaster as the accounting consultant for the fiscal year 19/20.

Mr. Contreras asked to confirm that there were no conflicts and that the three services would be invoiced separately. Mr. Manning indicated that the services would be invoice separately. Mr. Padilla indicated that there are no conflicts of interest in these proposals.

After some discussion, Mr. Kuhn moved to approve all three proposals from Civic Publications. Ms. Munoz seconded the motion and it was unanimously approved.

*Discussion/Action Regarding
Stetson Engineers Task Order for
DDW Policy 97-005 Guidance
Manual*

Mr. Manning reported that the WQA Board has authorized Task Orders to Stetson Engineers totaling \$25,000 to develop a Policy 97-005 Guidance Manual. He noted that at the time of approval staff noted that this amount fulfilled WQA's commitment to the effort and that other agencies had committed to fund the balance. He indicated that staff is requesting an increase of \$40,000 in the task order to Stetson to continue the preparation of the Policy 97-005 Guidance Manual while agreements to reimburse WQA are worked out. Lastly, he noted that in accordance with WQA procedures, staff is submitting a request for a budget line item transfer to increase the budget for General Discharge Permit activities by \$25,000 (from \$15,000 to \$40,000), and to decrease the budget for Database and Mapping by \$25,000 (from \$95,000 to \$70,000.)

Mr. Whitehead indicated that the San Gabriel Valley has numerous 97-005 projects and that WQA has an important role in this effort, especially with many changes and new technology becoming available.

Mr. Paulson noted it was possible that WQA might not get reimbursed for these costs. Mr. Manning agreed and indicated that WQA could absorb the costs if necessary.

After detailed discussion, Mr. Miller moved to approve the following:

- a. Increase of \$40,000 in a task order to Stetson Engineers
- b. Line Item Transfer Form- SGBWQA A-15
- c. Demand No. 7130

Ms. Munoz seconded the motion and it was unanimously approved.

Legislative Committee Report

Mr. Manning reported that the minutes for the committee meeting were enclosed for review.

OTHER ACTION/INFORMATION ITEMS

Adopt Resolution No. 19-007, A Resolution of the San Gabriel Basin Water Quality Authority Imposing an Annual Prescriptive Pumping Right Assessment to pay for the Authority Budget for Fiscal Year 2019/2020

Mr. Kuhn moved to adopt Resolution No. 19-007, a Resolution of the San Gabriel Basin Water Quality Authority Imposing an Annual Prescriptive Pumping Right Assessment to pay for the Authority budget for fiscal year 2019/2020. Ms. Munoz seconded the motion and it was adopted by the following roll call vote:

AYES: MARQUEZ, KUHN, MILLER, MUNOZ,
WHITEHEAD, PAULSON, CONTRERAS

NO: NONE

ENGINEER'S REPORT

Mr. Schoellerman gave a brief update on the Prop 1 Whitmore Project. He also reported that the guidelines for the Prop 68 funding were expected to be finalized soon.

ATTORNEY'S REPORT

Mr. Padilla reported that a closed session would be needed today.

EXECUTIVE DIRECTOR'S REPORT

Mr. Manning reported that staff has reviewed the first draft of the plume animation that Wildermuth Environmental had been working on. He noted that SB 413 (Rubio) would be on the Assembly floor for a vote the following day. Next, he reviewed a fact sheet on PFOA and PFOS. And lastly, he noted that the WQA had received a request for support for the nomination of an ACWA Vice Chairperson.

FUTURE AGENDA ITEMS

None.

FUTURE BOARD AND COMMITTEE MEETINGS

None.

BOARD MEMBERS' COMMENTS/ REPORTS

Mr. Contreras commented on the homeless issue near the riverbeds and questioned if it could cause a contamination issue.

Mr. Manning reported that it would be most likely a surface water issue and not a groundwater issue.

Ms. Munoz reported that she was able to attend a lot of meetings this month and noted that Bassett Unified School District was interested in doing a water certification program.

Mr. Miller reported that he was a speaker at the NGWA Conference in Washington, D.C.

Mr. Marquez reported that he had a very busy month with community meetings and tours.

CLOSED SESSION

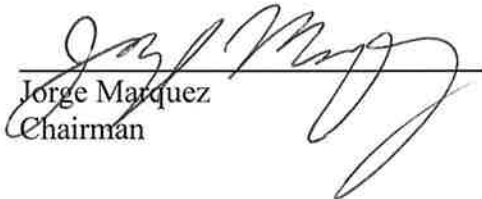
*Pursuant to Government Code
Section 54957(b)(1) – Public
Employment*

Title: Executive Director

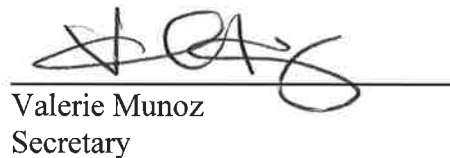
Mr. Padilla reported that a closed session was held. He indicated that general direction was given and no action was taken.

ADJOURNMENT

The Chairman asked if there were any other items of business to come before the Board. There being none, the meeting was adjourned in the memory of Norma Jean Manning to September 18, 2019.



Jorge Marquez
Chairman



Valerie Munoz
Secretary