

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
ADMINISTRATIVE/FINANCE COMMITTEE AND  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
AUGUST 13, 2019 AT 10:00 A.M.**

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**CALL TO ORDER**

Mr. Whitehead 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.

**COMMITTEE MEMBERS  
PRESENT**

Mike Whitehead, Bob Kuhn, and Mark Paulson,

**WATERMASTER LIASON**

Dave Michalko

**COMMITTEE MEMBERS  
ABSENT**

None.

**OTHER BOARD MEMBERS  
PRESENT**

Jorge Marquez

**STAFF MEMBERS PRESENT**

Ken Manning, Executive Director; Randy Schoellerman, Assistant Executive/Senior Engineer; Stephanie Moreno, Executive Assistant/Public Outreach Coordinator; Mary Saenz, Director of Finance; Michelle Sanchez, Accounting Assistant; Dan Colby, Project Resource Manager

**MEMBERS OF THE PUBLIC  
PRESENT**

Lenet Pacheco, Valley County Water District; Javier Vargas, Valley County Water District; Judy Lancaster, Civic Publications; Chris Lancaster, Civic Publications

**PUBLIC COMMENT**

None.

***Discussion 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 some discussion, the committee recommended that the investment policy go to the full Board for review and reaffirmation.

***Report on Cash and Investments –  
2<sup>nd</sup> Quarter 2019***

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

***Discussion 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, the committee recommended that the ballot for the ACWA Region 8 Election go to the full Board for review and selection.

***Discussion 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:

Ground Water Committee – Ken Manning and Randy Schoellerman

Water Quality Committee – Randy Schoellerman

Communications Committee – Stephanie Moreno

He indicated that staff was recommending a new appointment of Stephanie Moreno to the Local Government Committee

After brief discussion, the committee recommended that the proposed committee appointments go to the full board for approval.

***Discussion 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 is in need of an updated look along with better organization and site navigation for a more user-friendly experience. He indicated that staff has received a couple quotes for the redesign and is recommending that the proposal from CV Strategies, in an amount not to exceed \$10,000, is approved.

After brief discussion, the committee recommended that the proposal from CV Strategies for the WQA website redesign go to the full board for approval.

***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 the advertorials that are published 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 noted 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 also noted that the proposal was for \$13,275 which is lower than the current report cost and it also included 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 Ms. 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 consulting services for accounting for the period of July 1, 2019 to June 30, 2020 in an amount not to exceed \$15,000. He also 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. Because of her experience and knowledge, WQA staff wishes to engage Judy Lancaster as the accounting consultant for the fiscal year 19/20.

After general discussion, the committee recommended that all three proposals from Civic Publications go to the full board for approval.

***Discussion Regarding MOU with  
LADWP for 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 recommending approval of a Memorandum of Understanding (MOU) with the Los Angeles Department of Water and Power (LADWP) to reimburse WQA for costs incurred for Stetson's work on the Policy 97-005 Guidance Manual exceeding the \$25,000.

Mr. Whitehead noted concerns about the proposed reimbursement arrangement involving Proposition 1 funding awarded to LADWP. He also requested that legal counsel review the MOU.

Mr. Kuhn concurred with the concerns that Mr. Whitehead mentioned and recommended that WQA approve the task order to continue the work but to bring the MOU back to the committee after legal counsel review for further discussion.

Mr. Manning reported that staff will have legal counsel review the MOU and bring back to the committee at a later date

After detailed discussion, the committee recommended that the task order for Stetson Engineers in the amount of \$40,000 go to the full board for approval.

**EXECUTIVE DIRECTOR'S  
REPORT**

Mr. Manning reviewed with the committee the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020 and indicated that there was \$200M for groundwater sustainability projects. He reported that SB 413 was on the Assembly Appropriations Committee on consent calendar for approval. Additionally, as President of the California Groundwater Coalition he was asked to submit ideas about streamlining the state bond funding administration to members of the Governor's Climate Change Portfolio Task Force. He lastly noted that he would be the emcee at a Boy Scouts of America dinner honoring Dr. Tony Fellow as citizen of the year. He noted that if anyone was interested in attending to let staff know.

**ADJOURNMENT**

Mr. Whitehead asked if there were any other items of business to come before the Board. There being none, the Board meeting was adjourned.

  
Chairman

  
Secretary