

**A REGULAR MEETING  
OF THE  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
AT  
1720 W. CAMERON AVENUE, SUITE 100  
WEST COVINA, CALIFORNIA  
WEDNESDAY, AUGUST 21, 2019 AT 12:00 P.M.**

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**AGENDA**

**I. CALL TO ORDER** **MARQUEZ**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL OF BOARD/COMMITTEE MEMBERS** **MORENO**

Jorge Marquez	_____	_____	(alt)
Bob Kuhn	_____	_____	(alt)
Tim Miller	_____	_____	(alt)
Valerie Munoz	_____	_____	(alt)
Mike Whitehead	_____	_____	(alt)
Mark Paulson	_____	_____	(alt)
Ed Chavez	_____	_____	(alt)

**IV. PUBLIC COMMENTS (Agendized Matters Only):** **MARQUEZ**  
As provided under Government Code Section 54954.3, this time has been set aside for persons in the audience to provide comment or make inquiries on matters appearing on this Special Meeting agenda only. Please complete the appropriate request card and submit it to the Secretary, prior to the item being heard. A five-minute time limit on remarks is requested.

**V. ITEMS TOO LATE TO BE AGENDIZED - Recommended Action:** **MARQUEZ**  
Approve motion determining need to take action on item(s) which arose subsequent to posting of the Agenda (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board or, if less than two-thirds of Board members are present, a unanimous vote)

**VI. PUBLIC HEARING** **MARQUEZ**

***“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”***

## **VII. CONSENT CALENDAR**

**MARQUEZ**

(Consent items may all be approved by single motion) [enc]

- (a) Minutes for 6/19/19 Regular Board Meeting
- (b) Minutes for 7/30/19 Special Board Meeting
- (c) Minutes for 8/13/19 Administrative/Finance Committee – Special Joint Meeting
- (d) Minutes for 8/14/19 Legislative/Public Information Committee – Special Joint Meeting
- (e) Ratification of Demands on Administrative Fund for July 2019
- (f) Ratification of Demands on Project Fund for July 2019
- (g) Demands on Administrative Fund
- (h) Demands on Project Fund

## **VIII. COMMITTEE REPORTS**

(These items may require action)

- (a) Administrative/Finance Committee Report
  - 1. Discussion/Action Regarding Affirmation of WQA Investment Policy and Guidelines [enc]
  - 2. Report on Cash and Investments – 2<sup>nd</sup> Quarter 2019 [enc]
  - 3. Discussion/Action Regarding ACWA Region 8 Elections for 2020/2021 [enc]
  - 4. Discussion/Action Regarding ACWA Committee Appointments for the 2019/2020 Term [enc]
  - 5. Discussion/Action Regarding Proposal from CV Strategies for Website Redesign [enc]
  - 6. Discussion/Action Regarding Proposed Services Provided by Civic Publications [enc]
    - a. Public Outreach
    - b. Annual Report
    - c. Accounting Services
  - 7. Discussion/Action Regarding Stetson Engineers Task Order for DDW Policy 97-005 Guidance Manual
    - a. Approve Task Order for Stetson Engineers [enc]
    - b. Approve Line Item Transfer [enc]
    - c. Approved Demand No. 7130

**IX. ACTION/INFORMATION ITEMS**

**MARQUEZ**

(These items may require action)

- (a) 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 [enc]

**X. ENGINEER'S REPORT**

**SCHOELLERMAN**

- (a) Project Updates:

	<u>Status</u>
1. Baldwin Park Operable Unit	
• Arrow/Lante Well (Subarea 1)	Operational
• Monrovia Wells	Operational
• SGVWC B6 Plant	Operational
• SGVWC B5 Plant	Operational
• CDWC Well No. 14	Operational
• La Puente Valley County Water District	Operational
2. El Monte Operable Unit	
• Eastern Shallow Zone	Operational
• Eastern Deep Zone	Operational
• GSWC Encinita Plant	Operational
• Western Shallow Zone	Operational
3. South El Monte Operable Unit	
• Whitmore Street. Ground Water Remediation Treatment Facility	Operational
• City of M.P. Well No. 5 VOC Treatment Facility	Operational
• City of M.P. Well No. 12 VOC Treatment Facility	Operational
• City of M.P. Well No. 15	Operational
• City of M.P. Well Nos. 1, 3, 10 VOC Treatment Facility	Operational
• GSWC Wells SG-1 & SG-2	Operational
• SGVWC Plant No. 8	Operational
4. Puente Valley Operable Unit	
• Shallow Zone	Design
• Deep Zone	Construction
5. Area 3 Operable Unit	
• City of Alhambra Phase 1	Operational
• City of Alhambra Phase 2	Operational
• City of South Pasadena Wilson Treatment	Operational

- |  |                |
|--|----------------|
| <b>XI. ATTORNEY'S REPORT</b>   | <b>PADILLA</b> |
| <b>XII. EXECUTIVE DIRECTOR'S REPORT</b>  | <b>MANNING</b> |
| <b>XIII. FUTURE AGENDA ITEMS</b>   | <b>MARQUEZ</b> |
| <b>XIV. INFORMATION ITEMS [enc]</b>  | <b>MARQUEZ</b> |
| (a) San Gabriel Basin Water Calendar   |                |
| <b>XV. FUTURE BOARD/COMMITTEE MEETINGS</b>   | <b>MARQUEZ</b> |
| (a) The next Administrative/Finance Committee meeting will be held on Tuesday, September 10, 2019 at 10:00 P.M. at WQA           |                |
| (b) The next Engineering Committee meeting will be held on Tuesday, September 10, 2019 at 11:00 A.M. at WQA                      |                |
| (c) The next Legislative/Public Information Committee meeting will be held on Wednesday, September 11, 2019 at 11:00 A.M. at WQA |                |
| (d) The next WQA Board meeting will be held on Wednesday, September 18, 2019 at 12:00 P.M. at WQA                                |                |
| <b>XVI. BOARD MEMBERS' COMMENTS/REPORTS</b>  | <b>MARQUEZ</b> |
| <b>XVII. CLOSED SESSION</b>  | <b>MARQUEZ</b> |
| (a) Pursuant to Government Code Section 54957(b)(1) – Public Employment  |                |
| Title: Executive Director  |                |
| <b>XVIII. ADJOURNMENT</b>  | <b>MARQUEZ</b> |

*Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the Authority's business office located at 1720 W. Cameron Ave., Suite 100, West Covina, CA 91790, during regular business hours. When practical, these public records will also be made available on the Authority's internet web site, accessible at [www.wqa.com](http://www.wqa.com).*

# DRAFT

## A REGULAR MEETING OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY JUNE 19, 2019 AT 12:00 P.M.

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### 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, Mike Whitehead, and Valerie Munoz

### BOARD MEMBERS ABSENT

Mark Paulson and Ed Chavez

### STAFF MEMBERS PRESENT

Ken Manning, Executive Director; 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; Chris Lancaster, Civic Publications; Lenet Pacheco, Valley County Water District; David Muse, Valley County Water District; Denise Dolor, Orchard Dale Water District; Richard Gonzales, City of Monterey Park

### PUBLIC COMMENT

None.

### ITEMS TOO LATE TO BE AGENDIZED

None.

### CONSENT CALENDAR

Mr. Miller moved to approve the consent calendar. Ms. Munoz seconded the motion and it was approved. Mr. Whitehead abstained from project demand no. E900640

### COMMITTEE REPORTS

None

### OTHER ACTION/INFORMATION ITEMS

#### *Discussion/Action Regarding Cost of Living Adjustment ("COLA") for Exempt and Non-Exempt Staff*

Mr. Manning reported that Procedure 40 establishes the Cost of Living Adjustment (COLA) procedures for WQA Employees and that the COLA increase is based on the April Consumer Price Index for All Urban Consumers ("CPI-U"). He indicated that the policy differentiates between Exempt and Non-Exempt employees, as shown below.

- 1) *Exempt employees*: provides for an increase in the

salary ranges by the April CPI-U.

- 2) *Non-Exempt employees*: provides for an increase in both the salary ranges and the actual salaries by the April CPI-U.

He noted that the CPI-U percentage increase from April 2018 to April 2019 is 3.3% and was accounted for within the budget for this next fiscal year.

Mr. Kuhn moved to approve the following:

- Increase the salary ranges for both Exempt and Non-Exempt employees by 3.3%.
- Increase the salaries of the Non-Exempt employees by 3.3%.

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

#### **ENGINEER'S REPORT**

Mr. Colby reported that the Hydropunch and CPT field work for WQA's Proposition 1 Whitmore Street Treatment Facility Expanded Site Investigation Planning Grant had been completed successfully. He indicated that a draft report containing an analysis of the data collected would be completed by mid-July.

#### **ATTORNEY'S REPORT**

Mr. Padilla reported that a closed session was needed today.

#### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Manning wished Ms. Munoz a Happy Birthday. He reported that the WQA has reserved a table at the San Gabriel Valley Public Affairs Network luncheon for Senator Susan Rubio. He noted that staff Senator Archuleta requested a briefing and tour. He also reminded everyone that staff has scheduled a briefing and tour for the City of Covina for July 11, 2019. He also reported that the Civic Alliance has scheduled a Safe Drinking Water Discussion that will take place on June 28, 2019 at 10:30 a.m. at El Monte City Hall. He lastly reported that his mother passed away and the funeral services were held on Tuesday, June 18th at Rose Hills.

#### **FUTURE AGENDA ITEMS**

None.

#### **FUTURE BOARD AND COMMITTEE MEETINGS**

The Board cancelled all meetings for the month of July.

#### **BOARD MEMBERS' COMMENTS/REPORTS**

Ms. Munoz expressed her condolences to Mr. Manning and the passing of his mother. She reported that she attended the Temple City Council meeting and that a councilwoman from the city of Rosemead has requested a presentation be made to their council. She asked if Mr. Marquez could assist since the City of Rosemead council meetings are the same day as her

council meetings. She lastly noted that she also attended the La Puente Valley County Water District Board Meeting.

Mr. Miller reported that he is on the ACWA Water Quality Committee Meeting and they have discussed the numerous perflourinated compound bills that are in congress.

Mr. Marquez also expressed his condolences to Mr. Manning and noted that the meeting would be adjourned in her honor.

## **CLOSED SESSION**

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

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

***Title: Executive Director***

## **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 August 21, 2019.

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Jorge Marquez  
Chairman

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Valerie Munoz  
Secretary

# DRAFT

## A SPECIAL MEETING OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY JULY 30, 2019 AT 12:00 P.M.

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### 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 (via phone), Tim Miller, Mike Whitehead, and Mark Paulson

### BOARD MEMBERS ABSENT

Ed Chavez and Valerie Munoz

### STAFF MEMBERS PRESENT

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

### MEMBERS OF THE PUBLIC PRESENT

Margarita Vargas, Valley County Water District; Dave Ramey, Kadesh & Associates; Mark Kadesh, Kadesh & Associates; Chris Kierig, Kadesh & Associates

### PUBLIC COMMENT

None.

### ACTION ITEMS

#### *Discussion Regarding Federal Lobbying Strategy*

Mr. Manning introduced Mr. Kadesh and his associates to the Board. He provided a brief background on the lobbying firm.

Mr. Kadesh introduced himself to the Board. He thanked the Board for the opportunity to work with them and to represent them in Washington, D.C. He gave a brief background on his lobbying firm and their experience that they have.

Mr. Kierig reviewed with the Board the earmark issue and the proposed plan that could hopefully get passed this obstacle. He indicated that they have worked with WQA staff on language that would provide funding to the U.S. Bureau of Reclamation for groundwater quality and groundwater cleanup. They have been successful in working with the local Congressional delegation to have the language inserted in the current House Energy and Water Development Appropriations bill. They are also working on similar language with members of the Senate.

Mr. Kadesh was optimistic this process could be successful and



noted they have other alternatives if needed.

Mr. Ramey provided a brief update on the appropriations bills.

**EXECUTIVE DIRECTOR'S  
REPORT**

None.

**BOARD MEMBERS'  
COMMENTS/  
REPORTS**

None.

**ADJOURNMENT**

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

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Jorge Marquez  
Chairman

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Valerie Munoz  
Secretary

# DRAFT

**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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<b>CALL TO ORDER</b>	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.
<b>COMMITTEE MEMBERS PRESENT</b>	Mike Whitehead, Bob Kuhn, and Mark Paulson,
<b>WATERMASTER LIASON</b>	Dave Michalko
<b>COMMITTEE MEMBERS ABSENT</b>	None.
<b>OTHER BOARD MEMBERS PRESENT</b>	Jorge Marquez
<b>STAFF MEMBERS PRESENT</b>	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
<b>MEMBERS OF THE PUBLIC PRESENT</b>	Lenet Pacheco, Valley County Water District; Javier Vargas, Valley County Water District; Judy Lancaster, Civic Publications; Chris Lancaster, Civic Publications
<b>PUBLIC COMMENT</b>	None.
<b><i>Discussion Regarding Affirmation of WQA Investment Policy and Guidelines</i></b>	<p>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.</p> <p>After some discussion, the committee recommended that the investment policy go to the full Board for review and reaffirmation.</p>

***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.

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Chairman

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Secretary

# **DRAFT**

## **SAN GABRIEL BASIN WATER QUALITY AUTHORITY LEGISLATIVE/PUBLIC INFORMATION COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS AUGUST 14, 2019 AT 11:00 A.M.**

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<b>CALL TO ORDER</b>	The Chairman 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.
<b>COMMITTEE MEMBERS PRESENT</b>	Jorge Marquez and Valerie Munoz
<b>WATERMASTER LIASON</b>	None.
<b>COMMITTEE MEMBERS ABSENT</b>	Bob Kuhn
<b>OTHER BOARD MEMBERS PRESENT</b>	None.
<b>STAFF MEMBERS PRESENT</b>	Ken Manning, Executive Director; Stephanie Moreno, Executive Assistant/Public Outreach Coordinator; Michelle Sanchez, Accounting Assistant; Dan Colby, Project Resource Manager; Randy Schoellerman, Assistant Executive Director/Sr. Engineer
<b>MEMBERS OF THE PUBLIC PRESENT</b>	Chris Lancaster, Civic Publications
<b>PUBLIC COMMENT</b>	None.
<i>Discussion Regarding Next Advertorial</i>	<p>Mr. Manning reported that advertorial that was just completed was the California Water Advertorial that would be published next week.</p> <p>He indicated that the next ad would be in the Sustainable Living section that would be published in late November or early December. He asked the committee if there were any topics they would like to see in the next ad.</p> <p>Ms. Moreno commented that staff should receive information on the application that was submitted for the National Ground Water Association Award in the next few weeks. She noted that if WQA is a winner of the award it could be highlighted in the next ad.</p> <p>Ms. Munoz commented that she spoke to Bassett Unified School District and their Adult Education was interested in</p>

coordinating something with the WQA within their new Water Education curriculum. Mr. Manning noted that staff would welcome the opportunity to participate.

***Legislative Activities/Reports***

**State**

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.

**EXECUTIVE DIRECTOR'S  
REPORT**

Mr. Manning reported that he would be the emcee at the 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**

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

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Chairman

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Secretary

# DRAFT

## RESOLUTION 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**

**WHEREAS**, the San Gabriel Basin Water Quality Authority ("Authority") is authorized pursuant to Section 605 of the San Gabriel Basin Water Quality Authority Act, to impose an annual pumping right assessment, not to exceed ten dollars (\$10) per acre foot;

**WHEREAS**, the Authority reserves the right and is authorized pursuant to section 608 of the San Gabriel Basin Water Quality Authority Act to annually adjust the assessment rate by an amount not to exceed the percentage change in the LA/Long Beach/Anaheim Consumer Price Index from 2004 to 2018, which would currently represent a maximum assessment of \$14.13 per acre foot;

**WHEREAS**, on January 22, 2019, the Board of the Authority adopted an Amended San Gabriel Basin Groundwater Quality Management and Remediation Plan identifying several capital projects that include the Authority's participation and are reflected in the adopted Authority Budget for the 2019/2020 fiscal year authorizing the expenditure of funds;

**WHEREAS**, the Authority has determined that the annual pumping right assessment of twelve dollars (\$12) per acre foot of prescriptive pumping rights imposed upon the holders of such rights will generate sufficient funds to meet the Authority Budget for the 2019/2020 fiscal year;

**WHEREAS**, notice of the time and place of the public hearing on the proposed pumping right assessment has been mailed to all interested parties who have requested notice and has been posted and published substantially in accordance with paragraph (2) of subdivision (c) of Section 609 of Senate Bill 1679;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the San Gabriel Basin Water Quality Authority as follows:

Section 1: Findings

The Board of the Authority finds and determines:

- a. That an annual pumping right assessment in the sum of twelve dollars (\$12) per acre foot of the prescriptive pumping rights assessed against the holders of such



rights will yield revenues sufficient to meet the requirement of the Authority Budget for the 2019/2020 fiscal year.

- b. That notice of the public hearing to consider the adoption of the pumping right assessment was duly given and a public hearing was duly held.
- c. The Board has considered all input and has determined that the proposed assessment supports the mission and goals of the Authority for fiscal year 2019/2020.

Section 2: Pumping Right Assessment

A pumping right assessment is hereby adopted for the 2019/2020 fiscal year in the amount of twelve dollars (\$12) for each acre foot of prescriptive pumping right. Said assessment shall be imposed upon each holder of prescriptive pumping rights as determined under the judgment.

Section 3: Collection

The Executive Director is directed to cause the pumping right assessment to be assessed, billed and collected as provided by Resolution No. 19-006.

The Authority shall collect only from prescriptive pumping right holders who own a total of 5 or more acre-feet.

Section 4: Effective Date

The resolution shall take effect immediately upon its adoption.

The undersigned Chairman of the Authority, hereby certifies that the foregoing, is a full, true and correct copy of the Resolution of the Board of said Authority duly adopted at the meeting thereof held on August 21, 2019 and that said Resolution has not been amended, modified or revoked by said Board.

PASSED AND ADOPTED AUGUST 21, 2019

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Jorge Marquez  
Chairman

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Valerie Munoz  
Secretary

**DRAFT \*RATIFICATION\***

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 17, 2019.

Check No.	Payable to	Description	Amount
D01547	Bob Kuhn	Board Member Compensation for June 2019	
		4 Days WQA Business	597.72
		Meeting/Travel Expenses/Other	46.40
		Less Deferred Compensation	(551.99)
		Less Taxes Withheld	(45.73)
			46.40
D01548	Michael Whitehead	Board Member Compensation for June 2019	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01549	Ed Chavez	Board Member Compensation for June 2019	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(68.59)
			827.99
D01550	Jorge Marquez	Board Member Compensation for June 2019	
		4 Days WQA Business	597.72
		Meeting/Travel Expenses/Other	46.98
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(266.89)
			377.81
D01551	Valerie Munoz	Board Member Compensation for June 2019	
		4 Days WQA Business	597.72
		Meeting/Travel Expenses/Other	14.50
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(45.73)
			566.49
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund for June 2019	
		Staff Payroll	82,459.34
		Board Deferred Compensation-Lincoln Life	551.99
		Board Payroll Taxes - Federal & State	655.58
			83,666.91
		<b>Total replenishment to payroll fund</b>	<b>85,623.60</b>
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 06/01/19 to 06/30/19 disbursements	
		Computer Systems O&M	379.98
		Equipment Lease	411.72
		Group Insurance	1,191.25
		Meeting & Conferences	346.00
		Misc. Office Expense	40.00
		Outside Services: Computer Consultant	2,383.37
		Subscriptions	410.00
		Telephone Service	375.33
		Project Costs	750.00
			6,287.65
7098	ACWA/JPIA	Invoice No. 619076, Medical and life insurance premiums for August 1, 2019 to September 1, 2019	8,492.43
7099	ACWA/JPIA	Invoice No. 2019/2020, For property program renewal for July 1, 2019 to June 30, 2020	1,896.05
7100	Accent Computer Solutions, Inc.	Invoice No. 128810, Professional IT services for July 2019	1,328.99

*mb*  
7-16-19

**DRAFT \*RATIFICATION\***

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 17, 2019.

Check No.	Payable to	Description	Amount
7101	ACI Consulting	Invoice No. 42642, Professional consulting services for accounting software for June 2019	1,147.50
7102	Bank of America	Invoice No. '19-06Jun-RS', Credit Card Expenses incurred for 06/01/19 to 06/30/19 Office Equipment - Server Upgrade 8,984.86 Computer Systems O&M 432.88 Internet Service 29.95 Travel & Mileage 695.46 Meetings & Conferences 348.00 Project Costs 170.00	10,661.15
7103	Bank of America	Invoice No. '19-06Jun-SM', Credit Card Expenses incurred for 06/01/19 to 06/30/19 Office Supplies 43.97 Misc. Office Expense 191.60 Meetings & Conferences 90.00	325.57
7104	BlueWater Strategies, LLC	Invoice No. 3525, Professional consulting services for June 2019	10,000.00
7105	CBE Office Solutions	Invoice No. 2163214, Copier machine O&M	473.04
7106	Emerald Isle	Invoice No. '19-07Jul', Plant Maintenance for July 2019	197.10
7107	The Gualco Group	Invoice No '19-06Jun', Professional consulting services for June 2019	5,874.10
7108	Kadesh & Associates, LLC	Invoice No. 7-19, Professional consulting services for June 2019	15,000.00
7109	The Monares Group, LLC	Invoice No. '19-08Aug', Professional consulting services for August 2019	16,000.00
7110	Nestle Pure Life Direct	Invoice No. 19F0013610332, for June 2019 services	50.33
7111	Olivarez Madruga Lemieux O'Neill, LLP	Invoice No. 7435, Professional legal services for May 2019	1,485.82
7112	Pitney Bowes	Invoice No. 3103253616, Postage machine lease	431.65
7113	Ruffle Properties, LLC	Office lease, CAM, and Storage for August 2019 Invoice No. '19-08Aug', Office lease 6,845.79 Invoice No. '19-08Aug-CAM', Electricity charges 643.20 Invoice No. '19-08Aug-Storage', Storage Room 150.00	7,638.99
7114	Security Engineering	Invoice No. 6208, Security system for July thru September 2019	285.00
7115	Stetson Engineers, Inc.	Invoice No. 1609-222-03, Professional services for May 2019	5,243.00
7116	Wildermuth Environmental, Inc.	Invoice No. 2019163, Professional services for May 2019	11,137.10
<b>TOTAL</b>			<b>189,579.07</b>

7/16/19



**Board Member Per Diem**  
 \$149.43 per meeting, 6 meeting maximum per month  
 Mileage Rate: \$0.58 per mile (updated January 2019)

## EXPENSE SHEET

NAME: Bob Kuhn June Jul-05

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
6/6/19	Glendora Chamber of Commerce Legislative Committee	4	1	\$149.43
6/19/19	WQA Board Meeting	26	1	\$149.43
6/20/19	SGV-COG	24	1	\$149.43
6/26/19	SGVEP Legislative Committee	26	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>4</b>	<b>\$597.72</b>
<b>Total Mileage (at \$0.58 per mile)</b>		<b>80</b>		<b>\$46.40</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>
<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>		<b>\$644.12</b>
457	Deferred Compensation Amount (enter a positive number)	597.72
<b>TOTAL</b>		<b>\$46.40</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
 SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Signature \_\_\_\_\_

**Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.**



Board Member Per Diem  
 \$149.43 per meeting, 6 meeting maximum per month  
 Mileage Rate: \$0.58 per mile (updated January 2019)

## EXPENSE SHEET

NAME: Michael Whitehead MONTH/YEAR: Jun-19

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
6/19/19	Board Meeting		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>1</b>	<b>\$149.43</b>
<b>Total Mileage (at \$0.58 per mile)</b>		<b>0</b>		<b>\$0.00</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>

<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>			<b>\$149.43</b>
457	Deferred Compensation Amount (enter a positive number)		
<b>TOTAL</b>			<b>\$149.43</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
 SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Signature \_\_\_\_\_

*Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required,*



**\$149.43 per meeting, 6 meeting maximum per month**

(updated January 2019)

## EXPENSE SHEET

NAME: Edward L. Chavez

**MONTH/YEAR:** Jun-19

DATE		MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
	6/6/19	San Gabriel Council of Governments Board Meeting		1	\$149.43
	6/10/19	La Puente Valley County Water District Board of Directors' Meeting		1	\$149.43
	6/11/19	San Gabriel County Water District Board of Directors' Meeting		1	\$149.43
	6/12/19	Inwindale City Council Meeting		1	\$149.43
	6/19/19	Baldwin Park City Council Meeting		1	\$149.43
	6/20/19	Meeting with Gloria Olmos, Mayor - City of South El Monte		1	\$149.43
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>Total Meetings</b>				<b>6</b>	<b>\$896.58</b>
<b>Total Mileage (at \$0.58 per mile)</b>			<b>0</b>		<b>\$0.00</b>
<b>DATE</b>		<b>Expense Reimbursement Description (receipts required)</b>			<b>Amount</b>
		<b>TOTAL Expenses</b>			<b>\$0.00</b>
		<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>			<b>\$896.58</b>
457		<b>Deferred Compensation Amount (enter a positive number)</b>			
			<b>TOTAL</b>	<b>\$896.58</b>	

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Signature

***Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.***



Water Quality Authority

# Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.58 per mile

(updated January 2019)

## EXPENSE SHEET

NAME: Jorge Marquez

MONTH/YEAR: Jun-19

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 8)	\$149.43 PER DIEM
6/10/19	Regional Chamber of Commerce GOVERNEMENT COMMITTEE Meeting (WQA Member) - WALNUT	20	1	\$149.43
6/19/19	WQA - Board Meeting - WEST COVINA	0	1	\$149.43
6/25/19	Rosemead City Council Meeting Presentation under Public Comments - ROSEMEAD	26	1	\$149.43
6/28/19	Safe Drinking Water Forum with Assemblymembers Rubio & Bloom - EL MONTE	20	1	\$149.43
6/28/19	Regional Chamber of Commerce Installation (WQA Member) Inducted as VP of Business Advocacy - INDUSTRY	15	0	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>4</b>	<b>\$597.72</b>
<b>Total Mileage (at \$0.58 per mile)</b>		<b>81</b>		<b>\$46.98</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>

<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>		<b>\$644.70</b>
457	Deferred Compensation Amount (enter a positive number)	
<b>TOTAL</b>		<b>\$644.70</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

**Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.**



Water Quality Authority

**Board Member Per Diem**

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.545 per mile

(updated January 2018)

.58

## EXPENSE SHEET

NAME:

Valerie Munoz

MONTH/YEAR:

Jun-19

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
6/19/19	WQA Board Meeting	6	1	\$149.43
6/26/19	Meeting with HUSD Board Member Anthony Duarte	3	1	\$149.43
6/27/19	City of Industry Council Meeting	4	1	\$149.43
06/28/2019	Safe Drinking Water for All California Forum	12	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>4</b>	<b>\$597.72</b>
<b>Total Mileage (at \$0.545 per mile) .58</b>		<b>25</b>		<b>\$13.63</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
	<b>TOTAL Expenses</b>	<b>\$0.00</b>

	<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>	<b>612.22</b>	<b>\$611.35</b>
457	Deferred Compensation Amount (enter a positive number)		
<b>TOTAL</b>		<b>612.22</b>	<b>\$611.35</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.



**DRAFT \*RATIFICATION\***

The following demands on the Project Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 17, 2019.

Check No.	Payable to	Description	Amount	Funding Sources
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**BALDWIN PARK OPERABLE UNIT**

4673	RC Foster Corporation	Invoice No. 02-19-030, Project spare parts costs for July 2019	725.71	CR's
4674	State Water Resources Control Board	Annual loan payment for VCWD SA-1 project		
		Principal	363,790.36	
		Interest	<u>63,058.23</u>	CR's
			426,848.59	

**SOUTH EL MONTE OPERABLE UNIT**

4675	Avocet Environmental Inc.	Project costs for Whitmore Groundwater Treatment system/Hydropunch activities		
		Invoice No. 5734 -Whitmore GW Treatment System	9,162.03	
		Invoice No. 5735 - Round 1 Prop 1-Whitmore Hydropunch	<u>66,635.72</u>	
			75,797.75	WQA/Prop 1

**Total Project Costs** 503,372.05

*ml*  
7-16-19

**DRAFT \*RATIFICATION\***

The following demands on the Project Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 17, 2019. Subsequent release of the demands was expected to be on July 30, 2019, subject to approval and availability of funds pursuant to the BPOU Project Agreement Section 4.7 Payment of Invoices.

Check No.	Payable to	Description	Amount	Funding Sources
<b><u>BALDWIN PARK OPERABLE UNIT</u></b>				
E90648	La Puente Valley County WD	Invoice No. 4-2019-06, Project T&R costs for June 2019	145,536.80	CR's
4676	Main San Gabriel Basin Watermaster	Invoice No. 02-209, Administrative Project Costs for June 2019		
		Administrative costs	43,152.39	
		T&R costs	<u>13,887.75</u>	57,040.14 CR's
4677	Suburban Water Systems	Invoice No. 59880619, for project T&R costs for June 2019	127,426.50	CR's
4678	Valley County Water District	Project costs for June 2019		
		Invoice No. 394, Capital costs	185.00	
		Invoice No. 394, T&R costs	228,152.02	
		Invoice No. 395, T&R costs	<u>15,299.06</u>	243,636.08 CR's
4679	California Domestic Water Co.	Project costs for June 2019		
		Invoice No. 3282, T&R costs for Perchlorate	18,919.11	
		Invoice No. 3283, T&R costs for NDMA & VOC's	<u>122,322.51</u>	141,241.62 CR's
E90649	San Gabriel Valley Water Co.	Project costs for May 2019		
		Invoice No. 19-06188, B5 T&R costs	153,221.22	
		Invoice No. 19-06191, B6 T&R costs	213,994.65	
		Invoice No. 19-06185, B6 Capital costs-UV Flex Treatment Plant	<u>30,838.02</u>	398,053.89 CRs
<b>Total BPOU Project Costs</b>			<u><u>1,112,935.03</u></u>	

*md*  
7-16-19

**DRAFT**

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for payment.

Check No.	Payable to	Description	Amount
D01560	Bob Kuhn	Board Member Compensation for July 2019	
		2 Days WQA Business	298.86
		Meeting/Travel Expenses/Other	15.08
		Less Deferred Compensation	(276.00)
		Less Taxes Withheld	(22.86)
			15.08
D01561	Michael Whitehead	Board Member Compensation for July 2019	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01562	Ed Chavez	Board Member Compensation for July 2019	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(68.59)
			827.99
D01563	Jorge Marquez	Board Member Compensation for July 2019	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	37.70
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(400.33)
			533.95
D01564	Valerie Munoz	Board Member Compensation for July 2019	
		4 Days WQA Business	597.72
		Meeting/Travel Expenses/Other	14.50
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(45.73)
			566.49
D01565	Mark Paulson	Board Member Compensation for July 2019	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	14.44
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			152.44
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund for July 2019	
		Staff Payroll	79,887.10
		Board Deferred Compensation-Lincoln Life	276.00
		Board Payroll Taxes - Federal & State	789.00
			80,952.10
		<b>Total replenishment to payroll fund</b>	<b>83,186.05</b>
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 07/01/19 to 07/31/19 disbursements	
		Office Equipment	382.50
		Computer Systems O&M	284.99
		Copier Machine	411.72
		Group Insurance	3,386.75
		Worker's Compensation Insurance	1,242.12
		Legal - General	350.00
		Meeting & Conferences	119.44
		Misc. Office Expense	405.00
		Office Supplies	95.23
		Outside Services: Computer Consultant	467.37
		Postage Machine O&M	158.21
		Public Relations	2,817.00
		Subscriptions	277.00
		Telephone Service	198.82
		Project Costs	2,895.86
			13,492.01
7117	ACWA/JPIA	Invoice No. 623366, Medical and life insurance premiums for September 1, 2019 to October 1, 2019	8,492.43

*mub*  
8-15-19

**DRAFT**

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for payment.

Check No.	Payable to	Description	Amount
7118	Accent Computer Solutions, Inc.	Invoice No. 129415, Professional IT services for August 2019	1,325.52
7119	Bank of America	Invoice No. '19-07Jul-KM', Credit Card Expenses incurred for 07/01/19 to 07/31/19	
		Misc. Office Expense	13.00
		Meetings & Conferences	1,270.00
		Project Costs	<u>58.00</u>
			1,341.00
7120	Bank of America	Invoice No. '19-07Jul-RS', Credit Card Expenses incurred for 07/01/19 to 07/31/19	
		Office Equipment	3,693.03
		Office Supplies	376.55
		Internet Service	29.95
		Subscription	475.00
		Training	275.00
		Travel & Mileage	15.00
		Meetings & Conferences	881.00
		Project Costs	<u>154.00</u>
			5,899.53
Voided	BlueWater Strategies, LLC	Stop payment issued of Check #7104 dated 7/17/19	(10,000.00)
7121	BlueWater Strategies, LLC	Replacement check for voided check #7104	10,000.00
7122	Emerald Isle	Invoice No. '19-08Aug', Plant Maintenance for August 2019	197.10
7123	The Gualco Group	Invoice No '19-07Jul', Professional consulting services for July 2019	5,140.00
7124	Kadesh & Associates, LLC	Invoice No. 8-19, Professional consulting services for July 2019	15,000.00
7125	The Monares Group, LLC	Invoice No. '19-09Sep', Professional consulting services for September 2019	16,000.00
7126	Nestle Pure Life Direct	Invoice No. 09G0013610332, for July 2019 services	16.41
7127	Ruffle Properties, LLC	Office lease, CAM, and Storage for September 2019	
		Invoice No. '19-09Sep', Office lease	6,845.79
		Invoice No. '19-09Sep-CAM', Electricity charges	643.20
		Invoice No. '19-09Sep-Storage', Storage Room	<u>150.00</u>
			7,638.99
7128	Vasquez & Company LLP	Invoice No. 2190698, Annual audit of Financial Statements for FY 6/30/19 - Progress Billing	5,000.00
7129	Wildermuth Environmental, Inc.	Invoice No. 2019163, Professional services for June 2019	4,301.10
<b>TOTAL</b>			<u><b>167,030.14</b></u>

7/26  
8-15-19



Board Member Per Diem  
\$149.43 per meeting, 6 meeting maximum per month  
Mileage Rate: \$0.58 per mile (updated January 2019)

## EXPENSE SHEET

NAME: Bob Kuhn MONTH/YEAR: \_\_\_\_\_

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
7/17/19	WQA's July Demands (sign checks)	26	1	\$149.43
7/30/19	WQA Special Board Meeting	0	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>2</b>	<b>\$298.86</b>
<b>Total Mileage (at \$0.58 per mile)</b>		<b>26</b>		<b>\$15.08</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
	<b>TOTAL Expenses</b>	<b>\$0.00</b>
	<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>	<b>\$313.94</b>
457	Deferred Compensation Amount (enter a positive number)	298.86
<b>TOTAL</b>		<b>\$15.08</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.



Water Quality Authority

Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.575 per mile

Updated January 2013

## EXPENSE SHEET

NAME: Michael Whitehead

MONTH/YEAR: Jul-19

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
7/30/19	WQA Board Meeting		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			1	\$149.43
Total Mileage (at \$0.575 per mile)		0		\$0.00

DATE	Expense Reimbursement Description	Amount	Receipt Attached
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
	TOTAL Expenses	\$0.00	
	TOTAL MEETINGS, MILEAGE, EXPENSES	\$149.43	
457	Deferred Compensation Amount (enter a positive number)		
	TOTAL	\$149.43	

I hereby certify that I have incurred and paid all of the above expenses on  
behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY



**\$149.43 per meeting, 6 meeting maximum per month**

(updated January 2019)

## EXPENSE SHEET

NAME: Edward L. Chavez

MONTH/YEAR: Jul-19

DATE		MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
	7/2/19	Meeting with Bob Nicholson, President - San Gabriel Valley Water Company		1	\$149.43
	7/8/19	Water Planning & Stewardship Committee - Metropolitan Water District of Southern California		1	\$149.43
	7/9/19	Metropolitan Water District of Southern California Board Meeting		1	\$149.43
	7/11/19	South El Monte Recycled Water System Dedication Ceremony		1	\$149.43
	7/15/19	WQA Briefing and Tour with State Senator Bob Archuleta		1	\$149.43
	7/17/19	San Gabriel Valley Public Affairs Network Luncheon		1	\$149.43
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>Total Meetings</b>				<b>6</b>	<b>\$896.58</b>
<b>Total Mileage (at \$0.58 per mile)</b>			<b>0</b>		<b>\$0.00</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>

<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>		<b>\$896.58</b>
457	Deferred Compensation Amount (enter a positive number)	
<b>TOTAL</b>		<b>\$896.58</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Signature

***Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.***



Water Quality Authority

## Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.58 per mile (updated January 2019)

# EXPENSE SHEET

NAME: JORGE A MARQUEZ

MONTH/YEAR: JULY '19

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
7/3/19	WQA - Congressman Cisneros Tour of WQA/BPOU - WEST COVINA	0	1	\$149.43
7/8/19	Regional Chamber of Commerce Government Committee (WQA Membership) - WALNUT	26	1	\$149.43
7/11/19	WQA - Community Education Tour of WQA/BPOU - WEST COVINA	0	1	\$149.43
7/15/19	WQA - State Senator Archuleta Tour of WQA/BPOU - WEST COVINA	0	1	\$149.43
7/17/19	Public Affairs Network Event - State Senator Rubio - BALDWIN PARK	13	1	\$149.43
7/30/19	WQA - Special Board Meeting - WEST COVINA	0	1	\$149.43
	**** ADDITIONAL MEETING NO PER DIEM ****			\$0.00
7/16/19	WQA - Meeting with Staff and Administrative Work (Signings)	14	0	\$0.00
7/18/19	Regional Chamber of Commerce Executive Meeting (WQA Membership) - INDUSTRY	12	0	\$0.00
				\$0.00
<b>Total Meetings</b>			<b>6</b>	<b>\$896.58</b>
<b>Total Mileage (at \$0.58 per mile)</b>		<b>65</b>		<b>\$37.70</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>

<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>		<b>\$934.28</b>
457	Deferred Compensation Amount (enter a positive number)	
<b>TOTAL</b>		<b>\$934.28</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.





Water Quality Authority

# Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month  
 Mileage Rate: \$0.58 per mile (updated January 2019)

## EXPENSE SHEET

NAME:

Valerie Munoz

MONTH/YEAR:

Jul-19

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
7/11/19	WQA Community Briefing Tour hosted by Board Chair Jorge Marquez	6	1	\$149.43
7/15/19	WQA Briefing with Senator Bob Archuleta	6	1	\$149.43
7/17/19	Meeting with Bassett USD Board Member Paul Solano	0	1	\$149.43
7/18/19	Community Leaders Water Briefing	13	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>4</b>	<b>\$597.72</b>
<b>Total Mileage (at \$0.58 per mile)</b>		<b>25</b>		<b>\$14.50</b>

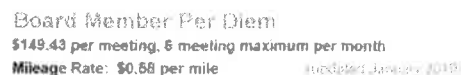
DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>

<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>			<b>\$612.22</b>
457	Deferred Compensation Amount (enter a positive number)		
<b>TOTAL</b>			<b>\$612.22</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
 SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.

NAME: Mark Paulson MONTH/YEAR: Jul-19

I hereby certify that I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY

San Gabriel Basin WQA  
Board Member's Expense Sheet  
edited for AB 1234 January 2017

**DRAFT**

The following demands on the Project Fund Account at Bank of the West are hereby submitted for payment.

Check No.	Payable to	Description	Amount	Funding Sources
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**BALDWIN PARK OPERABLE UNIT**

4680	RC Foster Corporation	Invoice No. 02-19-032, Project spare parts costs for August 2019	725.71	CR's
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**SOUTH EL MONTE OPERABLE UNIT**

4681	Avocet Environmental Inc.	Project costs for Whitmore Groundwater Treatment system/Hydropunch activities		
		Invoice No. 5774 -Whitmore GW Treatment System	4,993.03	
		Invoice No. 5775 - Round 1 Prop 1-Whitmore Hydropunch	<u>12,030.00</u>	
			17,023.03	WQA/Prop 1

**Total Project Costs** 17,748.74

mlb  
8-15-19

**DRAFT**

The following demands on the Project Fund Account at Bank of the West are hereby submitted for payment. Subsequent release of the demands is expected to be on August 27, 2019, subject to approval and availability of funds pursuant to the BPOU Project Agreement Section 4.7 Payment of Invoices.

Check No.	Payable to	Description	Amount	Funding Sources
<b><u>BALDWIN PARK OPERABLE UNIT</u></b>				
E90661	La Puente Valley County WD	Invoice No. 4-2019-07, Project T&R costs for July 2019	99,617.73	CR's
4682	Main San Gabriel Basin Watermaster	Invoice No. 02-210, Administrative Project Costs for July 2019		
		Administrative costs	56,810.00	
		T&R costs	<u>15,851.88</u>	72,661.88 CR's
4683	Suburban Water Systems	Invoice No. 59880719, for project T&R costs for July 2019	183,067.07	CR's
4684	Valley County Water District	Project costs for July 2019		
		Invoice No. 396, Capital costs	1,218.70	
		Invoice No. 396, T&R costs	171,642.33	
		Invoice No. 397, T&R costs	<u>36,983.12</u>	209,844.15 CR's
4685	California Domestic Water Co.	Project costs for July 2019		
		Invoice No. 3286, T&R costs for Perchlorate	19,982.19	
		Invoice No. 3287, T&R costs for NDMA & VOC's	<u>75,639.52</u>	95,621.71 CR's
E90662	San Gabriel Valley Water Co.	Project costs for June 2019		
		Invoice No. 19-07221, B5 T&R costs	257,368.21	
		Invoice No. 19-07222, B6 T&R costs	292,889.88	
		Invoice No. 19-07236, B6 Capital costs-UV Flex Treatment Plant	<u>77,138.03</u>	627,396.12 CRs
<b>Total BPOU Project Costs</b>			<u><u>1,288,208.66</u></u>	

7/16  
8-15-19



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** Affirm WQA Investment Policy and Guidelines

---

### **Recommendation / Proposed Action**

The Administrative/Finance Committee is recommending that Administrative Procedure No. 26, Investment Policy and Guidelines be affirmed as of August 21, 2019 as part of the procedures for the current fiscal year 19/20.

### **Discussion**

WQA's Administrative Procedure No. 26, Investment Policy and Guidelines was last updated on September 25, 2013 in accordance with the relevant Government Code Sections and the Local Agency Investment Guidelines. Procedure No. 26 was affirmed by the Board last fiscal year on June 20, 2018.

The investment guidelines require that WQA 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.

The WQA Investment Policy was discussed briefly at the February 12 Administrative/Finance Committee meeting. The discussion arose during the presentation of the audited financial statements for the fiscal year 18/19 and was not a separate discussion item for that meeting. At that time, the Committee agreed that the policy was acceptable as is, and did not need to be modified.

### **Attachments:**

*Administrative Procedure No. 26*

SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
Policy and Procedure Manual

ADMINISTRATIVE PROCEDURES

No. 26

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Date: 6/19/95 Revised: 9/25/13 Affirmed: 6/21/17 Affirmed: 6/20/18

INVESTMENT POLICY AND GUIDELINES

Approve: \_\_\_\_\_

POLICY

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.

The legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Section 53601.

It is the policy of the San Gabriel Basin Water Quality Authority (WQA) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands and conforming to all statutes governing the investment of public funds.

PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the WQA, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. WQA's Board of Directors, acting in accordance with WQA written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## SCOPE

WQA's Board of Directors may invest that portion of WQA funds not required for immediate expenditure as is deemed wise or expedient and in compliance with the governing provision of law as set forth in this investment policy.

Any reference to portfolio shall mean the total of the WQA's cash and securities under management by WQA's Board of Directors. Those securities held in trust or escrow by a trustee or escrow agent on behalf of the WQA are invested under the direction of WQA's Board of Directors and the authority and terms of the specific trust agreements and indentures related to those securities.

## OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing WQA funds, the primary objectives, in priority order, of the investment activities shall be:

- a. **Safety:** Safety and preservation of principal is the foremost objective of the investment program. Investments of the WQA shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification and maturity limitations are required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the WQA to meet all operating requirements which might be reasonably anticipated. Securities should mature concurrent with cash needs to meet anticipated demands.
- c. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk restrictions and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives.

## INVESTMENT AUTHORITY

The authority of WQA's Board of Directors to invest funds is derived from Section 53601 of the California Government Code. WQA's Board of Directors shall establish procedures for the management of investment activities, including the activities of WQA staff in strict accordance with this policy. WQA's Board of Directors may retain the services of an outside investment advisor or manager to assist it with WQA's investment program. Any investment advisor selected shall make all investment decisions and transactions in strict accordance with State law, and this policy.

## ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall not engage in any personal business activity which could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Executive Director shall maintain a list of approved security broker/dealers who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by federal and state laws

For broker/dealers of government securities and other investments, the WQA shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, WQA's Board of Directors shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the WQA's account with that firm has reviewed this investment policy and that the firm understands the policy and intends to present investment recommendations and transactions to the WQA that are appropriate under the terms and conditions of this investment policy.

## ACCEPTABLE INVESTMENT INSTRUMENTS

Funds required to meet daily cash flow demands shall be held in checking accounts (interest bearing and/or non-interest bearing) of a nationally or state chartered bank or a state or federal association located within the State of California. The account balances are to be secured by federal insurance and maintained at levels that are considered necessary for the purposes for which the accounts were established.

The classes of investments, as listed below, that most adequately meet the above-mentioned criteria shall be allowed for purchase. Adequate diversification, when appropriate, from the range of authorized instruments and acceptable institutions shall be applied to these investments. For purposes of diversification, pooled-type investment funds are acceptable and the liquidity of assets in case of immediate requirements as well as the marketability of the security should be considered at the time of purchase. The investments specifically identified below which are authorized by the Government Code are allowed to be included in the WQA investment portfolio. Other types of investments that are authorized by the Government Code can be added as an amendment to the approved policy if conditions ever warrant their use.

Investments under this policy are restricted to a term of 12 months or less. Long-term investments (over one year) can be added as an amendment to the approved policy.



For each category of investment set forth below, information is first provided regarding the portfolio and maturity limitations established by California law and is then followed by the portfolio and maturity limitations that are permitted under this policy.

A. STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF) (California Government Code Section 16429.1)

State law: No portfolio percentage or maturity limitations.  
This policy: No portfolio percentage or maturity limitations.

B. NEGOTIABLE CERTIFICATES OF DEPOSITS (California Government Code Section 53601(i))

State law: 30% portfolio limitation, 5 year maturity limitation.  
This policy: 30% portfolio limitation, 1 year maturity limitation.

Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by California Financial Code Section 5102), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of WQA's funds that may be invested pursuant to Government Code Section 53601. WQA's Board of Directors is prohibited from investing WQA funds, or funds in the custody of WQA in negotiable certificates of deposit issued by a state or federal credit union if a member of WQA's Board of Directors or a person with investment decision-making authority at WQA also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

C. U.S. TREASURIES (California Government Code Section 53601(b))

State Law: No portfolio percentage limitation, 5 year maturity limitation.  
This Policy: No portfolio percentage limitation, 1 year maturity limitation.

United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

D. U.S. AGENCIES (California Government Code Section 53601(f))

State Law: No portfolio percentage limitation, 5 year maturity limitation.  
This policy: No portfolio percentage limitation, 1 year maturity limitation.

Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to

principal and interest by federal agencies or United States government-sponsored enterprises.

#### SAFEKEEPING AND CUSTODY

All security transactions entered into by the WQA shall be conducted on a delivery-vs.-payment basis. All securities purchased or acquired shall be delivered to the WQA by book entry, physical delivery or by third party custodial agreement.



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** Report on Cash and Investments – 2nd Quarter 2019

---

### Discussion

Attached for your review is the quarterly report on cash and investments as of June 30, 2019. The LAIF yield for the quarter of April to June 2019 was 2.57%, with interest totaling \$53,045.

The following schedule summarizes the interest for the current fiscal year ended 6/30/19 and the prior year ended 6/30/18. Overall, annual interest from LAIF increased by \$61,922, with \$44,024 allocated to the WQA General LAIF account and \$17,898 allocated to the SEMOU Funds held in LAIF.

	<u>Total</u> <u>Interest</u>	<u>WQA</u> <u>General</u> <u>LAIF</u>	<u>SEMOU</u> <u>LAIF</u>
FY 17-18	\$147,506	\$111,518	\$35,988
FY 18-19	\$209,428	\$155,542	\$53,886
Increase	\$61,922	\$44,024	\$17,898

### Recommendation / Proposed Action

For information only.

### Enclosures

*Cash Report*

*LAIF Interest Statement*

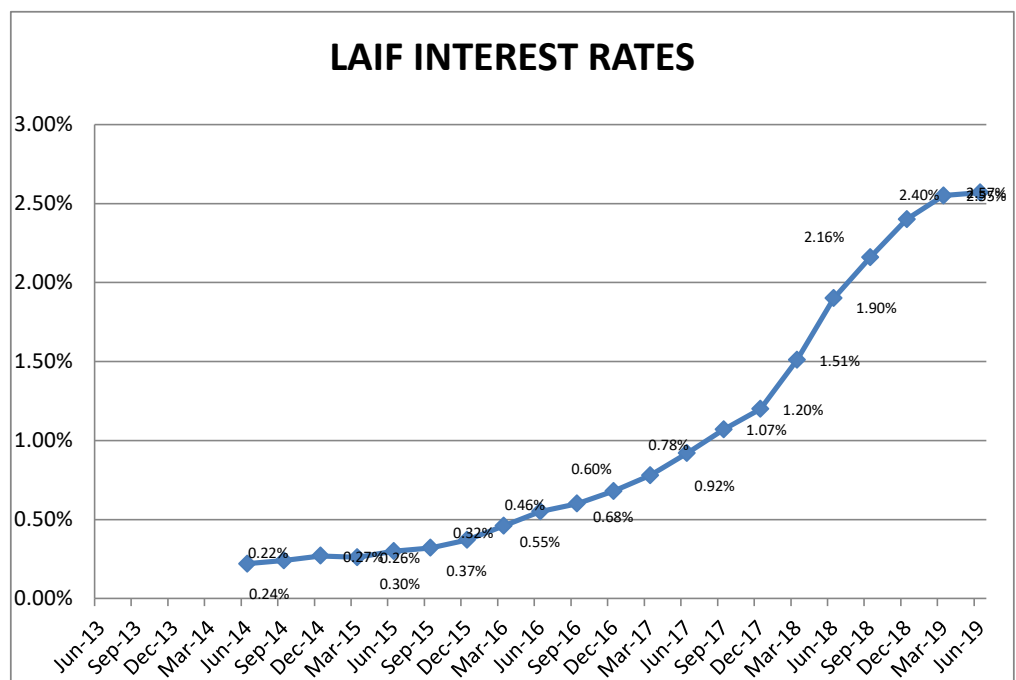
**San Gabriel Basin Water Quality Authority**  
**SUMMARY OF CASH AND INVESTMENTS**  
 June 2019  
**DRAFT**

DESCRIPTION	BALANCE
<b><u>CASH AND BANK ACCOUNTS</u></b>	
Cash on Hand	\$ 250
<b><u>Bank of the West Checking Accounts</u></b>	
General Account	1,050
Revolving Account	18,697
Payroll Account	41,000
Project Account	459,509
Pooled Money Market Account - Project/Admin	11,920
Federal Funding Account	1,000
Total Cash and Bank Accounts	<u>533,426</u>
<b><u>Trustee Accounts</u></b>	
<b><u>Bank of the West</u></b>	<u>6,543</u>
South El Monte Operable Unit (SEMOU) Checking Account	<u>6,543</u>
<b><u>Investment Accounts</u></b>	
California Treasurer's Office	
Local Agency Investment Fund (LAIF)	
WQA General	5,821,597
SEMOU RP's	2,040,390
Total Investment Accounts	<u>7,861,987</u>
<b>TOTAL CASH, TRUSTEE AND INVESTMENT ACCOUNTS</b>	<u><u>\$ 8,401,956</u></u>

**LAIF RATE TABLE**

Quarter Ended	Interest Rate (%)
Jun-14	0.22%
Sep-14	0.24%
Dec-14	0.27%
Mar-15	0.26%
Jun-15	0.30%
Sep-15	0.32%
Dec-15	0.37%
Mar-16	0.46%
Jun-16	0.55%
Sep-16	0.60%
Dec-16	0.68%
Mar-17	0.78%
Jun-17	0.92%
Sep-17	1.07%
Dec-17	1.20%
Mar-18	1.51%
Jun-18	1.90%
Sep-18	2.16%
Dec-18	2.40%
Mar-19	2.55%
Jun-19	2.57%

**LAIF INTEREST RATES**





## LOCAL AGENCY INVESTMENT FUND REMITTANCE ADVICE

Agency Name	SAN GABRIEL BSN WTR QUALITY
Account Number	90-19-034

As of 07/15/2019, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2019.

Earnings Ratio		.00007028813234525
Interest Rate		2.57%
Dollar Day Total	\$	754,684,941.25
Quarter End Principal Balance	\$	7,861,987.49
Quarterly Interest Earned	\$	53,045.40



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** ACWA Region 8 Board Election for the 2020-2021 Term

---

### Discussion

It is time to elect the 2020-2021 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. Attached, you will find the official ballot which includes the Region 8 Nominating Committee's recommended slate as well as individual candidates running for the Region 8 Board.

The Region board members are elected to represent the issues, concerns and needs of your region. The region chair and vice chair will serve on ACWA's Board of Directors for this two-year term of office. The newly elected chair will communicate the region board's committee recommendations to the ACWA President for the 2020-2021 term. Either the chair or vice chair will serve on the ACWA Finance Committee.

All ballots must be submitted electronically to ACWA by September 30, 2019.

### Recommendation

The Administrative/Finance Committee recommended that this item go to the full Board for discussion and action.

### Attachment:

Region 8 Ballot

# OFFICIAL REGION 8 Board Ballot

2020-2021  
TERM



**Please return completed  
ballot by September 30, 2019**

E-mail: [regionelections@acwa.com](mailto:regionelections@acwa.com)  
Mail: ACWA  
910 K Street, Suite 100  
Sacramento, CA 95814

## General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

## Region 8 Rules & Regulations:

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

1

### Nominating Committee's Recommended Slate

- ☐ I concur with the Region 8 Nominating Committee's recommended slate below.

#### CHAIR:

- **Steve Blois**, Board Member, Calleguas Municipal Water District

#### VICE CHAIR:

- **Gloria Gray**, Vice President, West Basin Municipal Water District

#### BOARD MEMBERS:

- **Brian Bowcock**, Director, Three Valleys Municipal Water District
- **Anselmo Collins**, Director of Water Operations, City of Los Angeles Dept. of Water & Power
- **William Cooper**, Board President, Santa Clarita Valley Water Agency
- **Anthony R. Fellow**, Board Member, Upper San Gabriel Valley Municipal Water District
- **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

OR

### Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

- ☐ I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

#### CANDIDATES FOR CHAIR: (CHOOSE ONE)

- ☐ **Steve Blois**, Board Member, Calleguas Municipal Water District

#### CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- ☐ **William Cooper**, Board President, Santa Clarita Valley Water Agency
- ☐ **Anthony R. Fellow**, Board Member, Upper San Gabriel Valley Municipal Water District
- ☐ **Gloria Gray**, Board Director, West Basin Municipal Water District
- ☐ **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

#### CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- ☐ **Brian Bowcock**, Director, Three Valleys Municipal Water District
- ☐ **Anselmo Collins**, Director of Water Operations, City of Los Angeles Dept. of Water & Power
- ☐ **William Cooper**, Board President, Santa Clarita Valley Water Agency
- ☐ **Anthony R. Fellow**, Board Member, Upper San Gabriel Valley Municipal Water District
- ☐ **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** ACWA Committee Appointment Nominations for the 2020-2021 Term

---

### Discussion

Committees are an integral part of ACWA's activities and policy development. Structured to include representation from all 10 ACWA regions, committees provide key technical and policy input to the ACWA Board of Directors and bring together expertise and perspectives from across the state. Committee members are appointed for two-year terms that begin on January 1 of even-numbered years. The end of the current committee term is approaching and it is time to submit nominations for the ACWA Committees for the 2020-2021 term.

The current WQA committee appointments are:

Ground Water Committee – Ken Manning and Randy Schoellerman  
Water Quality Committee – Randy Schoellerman  
Communications Committee – Stephanie Moreno

Proposed new committee appointment:

Local Government – Stephanie Moreno

### Recommendation

The Administrative/Finance Committee recommended the current appointments along with the proposed new appointment go to the full Board for approval.

### Attachment:

ACWA Committee Nomination Form and Information Packet



## 2019 ACWA Committee Appointment Process Timeline 2020-2021 Term

**July 17:**

### **COMMITTEE CONSIDERATION FORMS EMAILED**

- Email Agency General Managers and Board Presidents:
  - List of agency staff and directors who currently serve on an ACWA Committee
  - Committee Composition
  - Committee Consideration Form
  - 2020-2021 Committee Timeline

**July 24:**

### **EMAIL NOTIFICATION TO CURRENT COMMITTEE MEMBERS**

- Current committee members notified that committee process has began
- All current committee members **MUST** submit a Committee Consideration Form to be considered for reappointment

**September 30:**

### **COMPLETED CONSIDERATION FORM DEADLINE**

- All committee consideration forms **due by September 30**
- Any consideration forms submitted after September 30 will be added to the waiting list and considered after ACWA President makes the initial committee appointments for the term

**October 25:**

### **ACWA REGION CHAIR AND VICE CHAIR CONFERENCE CALL**

- ACWA staff will hold a conference call with newly elected Region Chair and Vice Chairs to review 2020-2021 Committee recommendation process
- Consideration forms compiled and submitted to incoming Region Chair and Vice Chair

**November 15:**

### **CHAIR AND VICE CHAIRS RECOMMENDATION DEADLINE**

- No Region recommendations will be accepted after November 15

**December 5:**

### **RECOMMENDATIONS GIVEN TO ACWA PRESIDENT**

- Incoming ACWA President will receive Region Chair and Vice Chairs recommendations along with all consideration forms at ACWA Fall Conference

**December 16:**

### **ACWA PRESIDENT APPOINTS MEMBERS OF COMMITTEES**

- Incoming ACWA President submits all appointments to ACWA Staff

**December 31:**

### **ACWA WILL NOTIFY COMMITTEE MEMBERS OF APPOINTMENTS**

- Letters emailed to members who have been appointed to serve on a committee for the 2020-2021 term
- Letters emailed notifying those who were not appointed to a committee

## ACWA COMMITTEE COMPOSITION

### COMMITTEE

### LIAISON

#### **Agriculture Committee – Standing/Unlimited**

Meetings: 2-3 times a year

The Agriculture Committee makes recommendations to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. This newly-formed committee is currently being assembled.

**Adam Borchard**  
Regulatory Advocate  
[adamb@acwa.com](mailto:adamb@acwa.com)

#### **Business Development Committee – Standing/Unlimited**

Meetings: 2 times a year

The Business Development Committee develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members.

**Paula Currie**  
Director of Business  
Development & Events  
[paulac@acwa.com](mailto:paulac@acwa.com)

#### **Communications Committee – Standing/Limited (40 maximum)**

Meetings: 4 times a year

The Communications Committee develops and recommends to the Board of Directors and ACWA staff regarding communications and public affairs programs. The committee promotes sound public information and education programs and practices among member agencies. It prepares and distributes materials for use by member agencies in their local outreach efforts. It also provides input and guidance to ACWA's Communications Department.

**Heather Engel**  
Director of  
Communications  
[heathere@acwa.com](mailto:heathere@acwa.com)

#### **Energy Committee – Standing/Unlimited**

Meetings: 2 times a year

The Energy Committee recommends policies and program to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee as appropriate.

**Chelsea Haines**  
Regulatory Advocate II  
[chelseah@acwa.com](mailto:chelseah@acwa.com)

#### **Federal Affairs Committee – Standing/Limited (5 Per Region)**

Meetings: 2 times a year

The Federal Affairs Committee coordinates with other ACWA committees regarding input on federal issues before both Congress and the federal administrative branches.

**David Reynolds**  
Director of Federal  
Affairs  
[dlreyns@sso.org](mailto:dlreyns@sso.org)

#### **Finance Committee – Standing/Limited (2 Per Region – 1 Region Chair or Vice Chair; 1 with financial experience)**

Meetings: 4-5 times a year

The Finance Committee makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters.

**Fili Gonzales**  
Director of Finance &  
Business Services  
[filig@acwa.com](mailto:filig@acwa.com)

#### **Groundwater Committee – Standing/Unlimited**

Meetings: 4 times a year

The Groundwater Committee makes recommendations to the Board of Directors on groundwater policy issues. The committee also monitors state and federal regulations and legislation affecting the quality and management of groundwater, conducts studies and gathers data on groundwater issues, develops policies regarding groundwater management and coordinates with other committees on groundwater issues.

**Dave Bolland**  
Director of State  
Regulatory Relations  
[daveb@acwa.com](mailto:daveb@acwa.com)

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### **Legal Affairs Committee – Standing/Limited (45 Maximum)**

Meetings: 2-3 times a year

The Legal Affairs Committee acts on requests for assistance on legal matters of significance to ACWA member agencies. It also reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws. The committee files amicus curiae filing on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights waters of interest to member agencies.

*\*The committee shall be composed of between 34 and 44 attorneys, each of whom shall be, or act as, counsel for a member of the Association.*

**Kris Anderson**  
*Legislative Advocate I*  
[krisa@acwa.com](mailto:krisa@acwa.com)

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### **Local Government Committee – Standing/Limited (3 Per Region)**

Meetings: 4 times a year

The Local Government Committee makes recommendations to the Board of Directors and the State Legislative Committee on local government matters affecting water agencies, including planning issues, local government organization, and finance. The committee also gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery.

**Adam Quiñonez**  
*Director of State  
Legislative Relations*  
[adamq@acwa.com](mailto:adamq@acwa.com)

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### **Membership Committee – Standing/unlimited**

Meetings: 2 times a year

The Membership Committee makes recommendations to the Board of Directors regarding membership policies, eligibility and applications for membership. The committee assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure.

**Tiffany Giammona**  
*Director of Member  
Outreach &  
Engagement*  
[tiffanyg@acwa.com](mailto:tiffanyg@acwa.com)

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### **State Legislative Committee – Standing/Limited (4 Per Region)**

Meetings: 10-12 times a year

The State Legislative Committee reviews relevant introduced and amended legislation, and develop positions and provide recommendations to the Board of Directors on ballot measures and other major statewide policy issues. The committee also works with staff amendments to bills and provides director for staff on legislative matters.

**Adam Quiñonez**  
*Director of State  
Legislative Relations*  
[adamq@acwa.com](mailto:adamq@acwa.com)

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### **Water Management Committee – Standing/Limited (4 Per Region)**

Meetings: 4 times a year

The Water Management Committee makes recommendations to the Board of Directors on policy and programs related to water management. The committee reviews and recommendation positions on legislation and regulations as requested by other committees. The committee also assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse.

**Dave Bolland**  
*Director of State  
Regulatory Relations*  
[daveb@acwa.com](mailto:daveb@acwa.com)

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### **Water Quality Committee – Standing/Unlimited**

Meetings: 4 times a year

The Water Quality Committee makes recommendations to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee on policy and program regarding water quality issues. The committee promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations. The committee also develops and recommends positions and testimony on water quality regulatory issues.

**Adam Borchard**  
*Regulatory Advocate*  
[adamab@acwa.com](mailto:adamab@acwa.com)

PLEASE PRINT LEGIBLY

Agency Name (DO NOT use acronyms or abbreviations)	Phone
Agency Address	City, State & Zip

**BELOW PLEASE LIST ALL THOSE INTERESTED IN BEING ON ACWA COMMITTEES FOR YOUR AGENCY.  
FOR ADDITIONAL RECOMMENDATIONS PLEASE FILL OUT ANOTHER FORM.**

*\*If an individual is not an agency employee or director, please indicate company affiliation.*

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Signature (Agency/District General Manager or Board President signature required)	Title	Date
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## QUESTIONS?

Contact Business Services Specialist Petra Rice  
at [petrar@acwa.com](mailto:petrar@acwa.com) or (916) 441-4545

910 K Street, Suite 100  
Sacramento, CA 95814  
[www.acwa.com](http://www.acwa.com)



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** Proposal from CV Strategies for Web Site Redesign

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### Summary

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. Staff is recommending approval of the attached proposal from CV Strategies for the re-design in an amount not to exceed \$10,000.

### Discussion

A well-organized, user-friendly website is critical to achieving communication goals. CV Strategies has extensive web service experience, ranging from on-going content management services to conducting complete site overhauls, including routine HTML and CSS coding support. CV Strategies has managed, developed, and designed many websites within the water industry, each of them distinctive in their ability to convey a vision, maximize public engagement.

### Recommendation

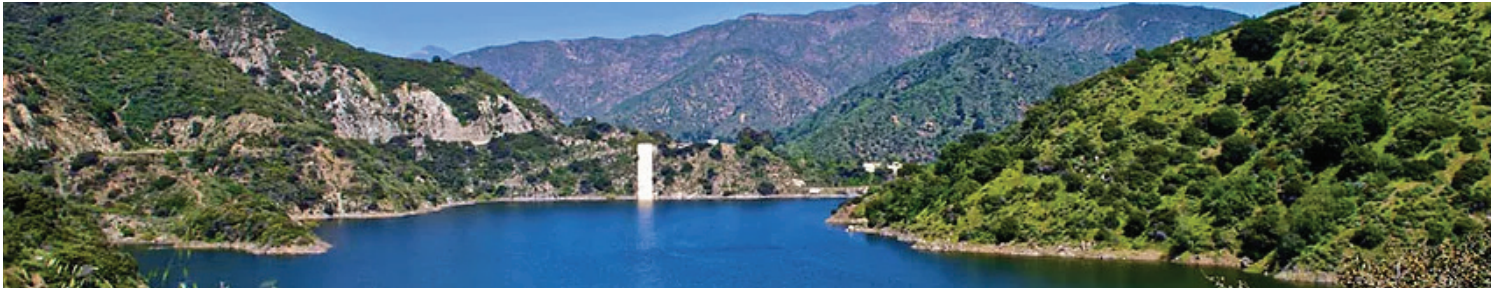
The Administrative/Finance is recommending to the full Board approval of the CV Strategies website redesign proposal in an amount not to exceed \$10,000.

### Attachment:

Website redesign proposal



# Firm's Qualifications //



CV Strategies is a communications and community engagement firm that leverages expertise, influence and instincts to enhance the ways public agencies tell their stories. Founded in 2007 by former television news director Erin Gilhuly, CV Strategies corporation helps clients blend media, messaging and audiences to connect with communities and drive support on the issues that matter. CV Strategies' staff of 13 is made up of former journalists, news executives and designers who use their storytelling skills to provide value to clients.

The firm is currently involved in active, ongoing communications initiatives with more than 70 public agencies throughout California. Our strategists provide support on issues as diverse as branding, strategic planning, crisis communications, public education campaign architecture, and tactical outreach implementation. Our extensive experience makes us adept at crafting effective messaging for organizations with varying stories to tell.

The firm has performed comprehensive strategic communications plans for water industry, energy and government clients across

California. With offices in Palm Desert, Los Angeles, and Sacramento, our team members leverage their diverse expertise, contacts, and skill sets to support clients across the state. Our firm is deadline-oriented and driven to deliver updates and results that identify measurable targets and achieve progress throughout a project's scope.

We craft plans with a diverse set of tactics that help clients meet their communications objectives with a wide variety of audiences. Our team works to develop innovative solutions to unique outreach challenges. Through planning, research and strategic facilitation, we create cohesive outreach campaigns that generate community awareness and foster support. Continuously educating customers is a part of building a bank of goodwill and credibility with stakeholders. To build the most effective outreach program possible, our consultants collaborate with staff, elected officials and key players. We evaluate past shortcomings and also leverage past success. CV Strategies unites these strategic elements into a tactical framework that reflects the organization's vision and ensures the achievement of communication goals.

## THE CV STRATEGIES NEXUS



**WE KNOW PUBLIC AGENCIES.** With over 70 current public agency clients across the state, CV Strategies consultants have an intimate knowledge of municipalities and special districts, and are well versed in the tactics that enhance customer engagement and messaging success.



**WE UNDERSTAND CALIFORNIA.** An extensive portfolio of strategic communication initiatives for public sector and renewable energy clients throughout the state has fostered a deep understanding of the issues that impact California communities.



**WE ARE SKILLED STORYTELLERS.** Our backgrounds in journalism, advertising, design, video and digital production have honed keen storytelling instincts that help create dynamic visuals and compelling copy.



**WE THINK BIG.** Our professionals are experienced in gathering and analyzing information in pursuit of a comprehensive and holistic strategic approach. The guidance and counsel we provide is engineered out of an in-depth understanding of client nuance and need.



**WE DO ALL OUR WORK IN HOUSE.** CV Strategies offers a full suite of in-house creative services – concepting, copywriting, design, web production, photography, videography, social and digital media. This combined-services approach improves control of costs and deadlines, while close interaction between designers, copywriters and account coordinators results in deliverables that are cohesive, targeted, and harmonious.

# Partial Client List //

Below is a brief list of pertinent agencies and cities for which CV Strategies has developed outreach and messaging campaigns:

- American Water Works Association, CA-NV
- Association of California Water Agencies Joint Powers Insurance Authority
- Beaumont-Cherry Valley Recreation and Park District
- Beaumont-Cherry Valley Water District
- Basin Technical Advisory Committee - iEfficient
- Bellflower-Somerset Mutual Water Company
- Byron-Bethany Irrigation District
- California Association of Local Agency Formation Commissions
- California Association of Mutual Water Companies
- California City Management Foundation
- California Product Stewardship Council
- California Utility Executive Management Association
- Castaic Lake Water Agency
- Castro Valley Sanitary District
- Chino Basin Conservation District
- Chino Basin Watermaster
- City of Banning
- City of Beaumont
- City of Chino
- City of Chino Hills
- City of Coachella
- City of Colton
- City of Corona
- City of Desert Hot Springs
- City of Eureka
- City of Indio
- City of La Quinta
- City of Ontario
- City of Oxnard
- City of Redlands
- City of Rialto
- City of Riverside Public Utilities
- City of San Carlos
- City of Santa Paula
- City of Vallejo
- Coachella Valley Regional Water Management Group
- Coachella Valley Water District
- Coachella Water Authority & Sanitary District
- Crescenta Valley Water District
- Cucamonga Valley Water District
- Desert Water Agency
- Desert Healthcare District
- Eastern Municipal Water District
- East Valley Water District
- Elsinore Valley Municipal Water District
- First Solar
- Growing Coachella Valley
- Hi-Desert Water District
- Indio Water Authority
- Jurupa Community Services District
- La Entrada – New West Communities
- La Puente Valley County Water District
- Large-Scale Solar Association
- Main San Gabriel Basin Watermaster
- Mission Springs Water District
- NextEra Energy Resources
- Pico Water District
- Pioneers Memorial Healthcare District
- Rialto Water Services
- Rivers and Lands Conservancy
- Rowland Water District
- Rubidoux Community Services District
- Salton Sea Action Committee
- Salton Sea Authority
- San Bernardino County Superintendent of Schools
- San Bernardino Municipal Water Department
- San Bernardino Valley Municipal Water District
- San Bernardino Valley Water Conservation District
- San Gabriel County Water District
- San Gabriel Valley Water Association
- San Geronio Pass Water Agency
- Santa Ana Sucker Fish Task Force
- Santa Ana Watershed Project Authority
- Santa Clarita Water Division
- Santa Clarita Valley Groundwater Sustainability Agency
- Scotts Valley Water District
- SCV Water
- Spadra Basin Groundwater Sustainability Agency
- Southern California Association of Governments
- Turlock Irrigation District
- United Water Conservation District
- Valley County Water District
- Valley Sanitary District
- Walnut Valley Water District
- West Valley Water District
- Western Municipal Water District
- Yucaipa Valley Water District



# Summary of Relevant Experience //

A well-organized, user-friendly website is critical to any organization's communication goals. CV Strategies has extensive web service experience, ranging from on-going content management services to conducting complete site overhauls, including routine HTML and CSS coding support.

CV Strategies has managed, developed, and designed myriad websites, each of them distinctive in their ability to convey a vision, maximize public engagement and establish a client's position as a leading community resource for information. Because all our work is produced in-house, our creative staff has total control over the production process, from the conception of the site map and design stages to the final go live site launch.

In 2018, CV Strategies designed a website for the newly created Santa Clarita Valley Water Agency. The merger of multiple agencies presented several challenges. Not only did this project require a complete branding of a website, it also necessitated the migration and merger of content across multiple websites into a single, unified platform. Due to existing contracts in place for the original agencies, the new website provides access to multiple back-end billing systems until those services can be consolidated.

CV Strategies recently worked with the California Date Commission to refresh the "Dates are Great" website. This update focused on giving the overall look of the site a more contemporary feel that complemented a new branding strategy. The responsive design delivers a satisfying experience on both desktop and mobile platforms.

Some of our firm's recent comprehensive experience includes complete overhauls of the websites for Rivers & Lands Conservancy and Twentynine Palms Water District.

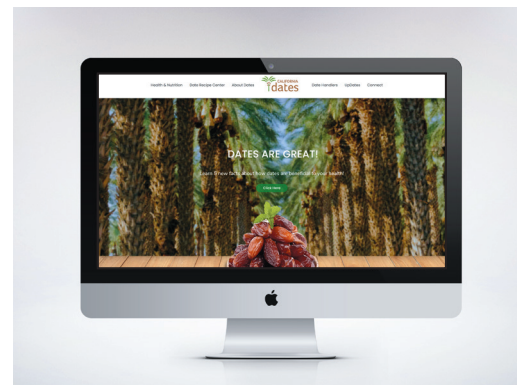
During these projects, CV Strategies completely revamped the sites' look, feel, and content to optimize organization and site navigation and create a more user-friendly platform. In addition to improving the usability and functionality, the new sites were built on the WordPress CMS platform, which requires no coding experience, so that staff could easily update and maintain content with little training. By performing a complete redesign of both sites, including interactive layouts and utilizing smartphone-friendly templates, CV Strategies boosted the organizations' identity and promoted their messages in a more marketable package.

CV Strategies also developed the concept, completed the site building from start to finish, and provided ongoing content management for the "iEfficient" water use awareness campaign website. In addition, other recent website building and development experience includes Elsinore Valley Municipal Water District, Growing Coachella Valley, Mission Springs Water District, the City of San Bernardino, and First Solar, Inc. among many others.

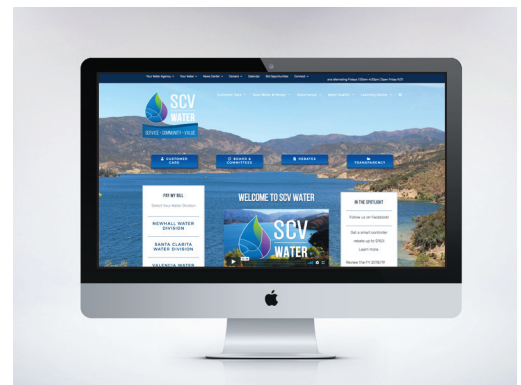
Our long history of developing websites for government agencies and private sector businesses drives our future success. By reviewing the successes and challenges in each project, CV Strategies constantly revises our internal processes to deliver stronger results with each new website. We've learned methods to streamline the process while still taking the time needed to get the desired results.



[www.growingcochellavalley.org](http://www.growingcochellavalley.org)



[www.datesaregreat.com](http://www.datesaregreat.com)



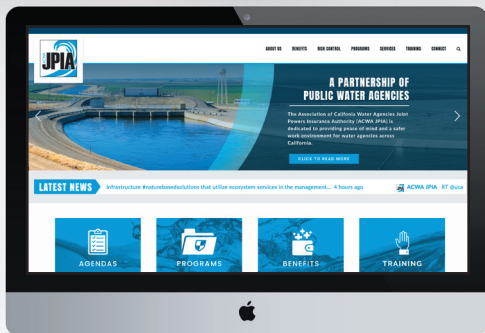
[www.yourscvwater.com](http://www.yourscvwater.com)



[www.riversandlands.org](http://www.riversandlands.org)



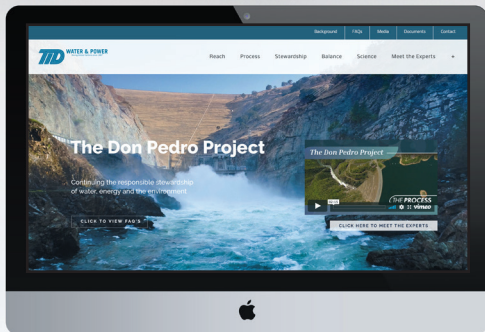
# Additional Experience //



[www.acwajpia.com](http://www.acwajpia.com)



[www.conservecoachella.com](http://www.conservecoachella.com)



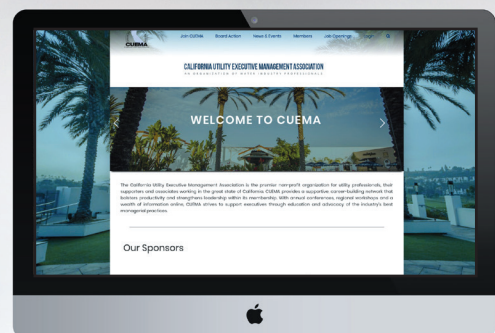
[www.tiddonpedro.com](http://www.tiddonpedro.com)



[www.puentebasin.com](http://www.puentebasin.com)



[www.evmwdcapacityfees.com](http://www.evmwdcapacityfees.com)



[www.cuema.org](http://www.cuema.org)

## OPTIONAL SERVICES OFFERED



**Strategic Counsel** – CV Strategies provides valuable insight on operations, communications and government relations. This high-level support will help guide outreach and stakeholder-relations efforts.



**Legislative Support** – We know local and regional players. Working with staff to prepare legislative documents and research relevant policy will help create an atmosphere for successful policy development and implementation.



**Media Relations** – Staff members at CV Strategies have years of experience in newsrooms and with media, as well as close relationships with local journalists. We understand how to develop press releases and media alerts that will stand above the rest and achieve results.



**Collateral Development** – CV Strategies sees the value in creating compelling, engaging pieces that connect with customers. Our expertise yields a professional product guided by the agency's communications strategy and vision.



**Photography and Video Services** – Given the importance of visual communication, CV Strategies staffs a photographer and videographer to create and enhance images and video content that complements compelling written content and tells your story.



**Design Services** – From web to advertisements to document design, CV Strategies' in house design team can turn dry copy into dramatic visual storytelling



**Training** – Focused sessions help staff and elected officials to hone in on skills that are foundational for agency communication efforts. We build employee confidence and competence through training that includes role-play, practice and guide materials for ongoing support.



**Surveys and Analysis** – CV Strategies' pollsters will design and conduct large-scale surveys designed to gauge interest, knowledge and satisfaction among customers or stakeholders. The information is reviewed and analyzed to identify trends and develop outreach recommendations.



**Translation** – Our skilled translator on staff can quickly transform written content into Spanish, or assist with community meetings by providing on-the-fly translation services.

**Date:**

August 6, 2019

**Client:**

San Gabriel Basin Water Quality Authority  
 1720 W. Cameron Ave., Suite 100, West Covina, CA 91790

**Professional Services Proposal**

OUTREACH STRATEGY	DESCRIPTION	NOT TO EXCEED COST
Website Redesign	Develop website as communications tool and information depository <ul style="list-style-type: none"> <li>- Collaborate with staff to identify key components and determine site map</li> <li>- Update content to engage audiences and streamline experience</li> <li>- Design layout and graphics with interactivity in mind</li> <li>- Ensure seamless integration with third-party platforms</li> <li>- Utilize WordPress CMS to ensure staff ability to update as needed</li> <li>- Include Google Analytics to increase organizational understanding of customer behavior</li> <li>- Populate with required documents and review with staff</li> <li>- Host with a third-party vendor for no more than \$22/mo.</li> </ul>	\$9,500
<b>Subtotal</b>		<b>\$9,500</b>
<b>Total Not to Exceed</b>		<b>\$10,000</b>

**..... Rates for Communication Services .....**

- » President – \$225/hour
- » Vice-President – \$200/hour
- » Account Manager/Specialist – \$175/hour
- » Design/Video/Photography – \$150/hour
- » Translation – \$125/hour
- » Support Staff – \$100/hour

**..... Terms & Compensation .....**

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

**..... Agreed & Approved .....**

Name

Signature

Title

Date



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** Proposed Services Provided by Civic Publications, Inc.

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### Discussion

Staff is submitting three proposals from Civic Publications as described below.

Civic Publications, Inc. provide the advertorials that are published in special inserts within the Los Angeles Time and the San Gabriel Valley Newspaper Group for the WQA. These advertorials are useful tools for the WQA to educate the public on the progress that is being made with the groundwater cleanup with the San Gabriel Basin. Attached is a proposal from Civic Publications for the fiscal year 2019/2020 to continue this work in the amount of \$115,174. This proposed cost is consistent with previous years.

Civic Publications has also submitted a proposal to produce the WQA's annual report. Civic Publications works with staff all year long to produce the advertorials where much of that content would be included in the annual report. The amount of the proposal is \$13,275. This amount is lower than the current annual report cost. The proposal also includes the cost of printing which is not included in the current costs.

The last proposal submitted by Civic Publications is for accounting services in an amount not to exceed \$15,000. Please see the attached staff report and proposal for detailed information.

### Recommendation

The Administrative/Finance Committee is recommending to the full Board approval of the three proposals that have been submitted by Civic Publications for Public Outreach, the Annual Report, and Accounting Services

### Attachment:

Public Outreach Proposal  
Annual Report Proposal  
Staff Report and Proposal for Accounting Services





# CIVIC Publications, Inc.

Christopher W. Lancaster  
Publisher

**Public Outreach Proposal  
San Gabriel Basin Water Quality Authority  
FY 2019-20**

<b><u>Product</u></b>	<b><u>Cost</u></b>	<b><u>Date</u></b>
Sustainable Living 2-pages	\$8,755	Fall 2019
Tournament Mag.	\$15,699	Dec. 2019
Community Profiles (Annual Report)	\$17,510	January 2020
Earth Day 2-pages	\$8,755	April 2020
California Water 2-pages	\$8,755	July 2020
Full Page Color Ad Southern CA News Group	\$15,450	TBD
Full Page Color Ad Chinese Publication	\$4,798	TBD
Full Page Color Ad Spanish Publication	\$4,489	TBD
Digital Marketing	\$4,635*	TBD
<b><i>Annual Insert 4 page/gloss</i></b>	<b><i>\$26,328**</i></b>	TBD
<b>Total Cost of Public Outreach Proposal</b>		<b>\$115,174</b>

*\*Email Blast to 66,000 email addresses or 200,000 internet display ads.*

*\*\*Distributed to both LA Times and SGVN readers.*

***Prepared by Civic Publications, Inc.***



# CIVIC Publications, Inc.

Christopher W. Lancaster  
Publisher

February 25, 2019

Ken Manning  
Executive Director  
San Gabriel Basin Water Quality Authority  
1720 W. Cameron Ave. Suite 100  
West Covina, CA 91790

**Re: Proposal Annual Report**

Dear Mr. manning:

Pursuant to our conversation regarding the possibility of Civic Publications Inc. producing the WQA's Annual Report, I would like to propose the following...

For the price of **\$13,275.00** I propose WQA receive

- 12-page annual report
- Finished size: 8.5 x 11
- Paper stock: 100# Gloss Text/4 color
- Binding: Saddle Stitch
- Copies: 250
- Electronic Version for Website

Price includes message design, layout and printing.

If you have any questions, I can be reached at 909-524-8952.

Sincerely,

Christopher W. Lancaster  
Publisher



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** Contract for Consulting/Accounting Services for Fiscal Year 19/20

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### **Background and Discussion**

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.

Previously, the WQA had engaged Kevin Wong, CPA to provide accounting and consulting services to the WQA as necessary. His contract expired on June 30, 2019. Although Kevin Wong is very qualified to assist with high level accounting tasks, the WQA staff wants to engage an accounting consultant with specific knowledge of governmental accounting including expertise in the review of the costs submitted by the water entities for WQA's EPA grant, the review and administration of other federal and/ or state grants as well as having the ability to take on special projects with little supervision.

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. As described in the attached contract and resume, the proposed consultant is Judy Lancaster, who is a principal of Civic Publications. She 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.

### **Recommendation / Proposed Action**

The Administrative/Finance Committee is recommending approval of the contract with Civic Publications for accounting and consulting services for the fiscal year 19/20 in an amount not to exceed \$15,000.

### **Attachments:**

*Contract for Consultant Services for July 1, 2019 to June 30, 2020*



Christopher W. Lancaster  
Publisher

August 5, 2019

Kenneth R. "Ken" Manning  
Executive Director  
San Gabriel Basin Water Quality Authority  
1720 W. Cameron Ave., Suite 100  
West Covina, Ca 91790

Dear Mr. Manning,

Submitted for your consideration is this proposal to have Civic Publications, Inc. provide consulting services to the San Gabriel Basin Water Quality Authority (WQA) for the period of July 1, 2019 to June 30, 2020 in an amount not to exceed \$15,000. Either party may terminate this agreement upon two weeks written notice.

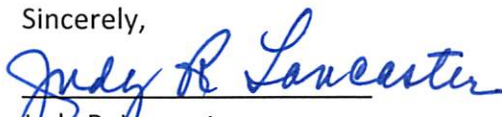
Civic Publications, Inc. will provide quality assurance reviews of WQA's financial records and transactions for internal control purposes. The quality assurance reviews include, but not limited to, the of review of bank reconciliations and journal entries. The billing rate for these services is \$150 per hour. Plus travel expenses with prior approval by WQA on a case by case basis.

In addition, Civic Publications, Inc. will prepare financial reports for other government agencies, review invoices, and other special projects as needed. The billing rate for these services is \$195.00 per hour. Plus travel expenses with prior approval by WQA on a case by case basis.

All consulting services will be under the direction of Mary Saenz, Director of Finance.

I appreciate the opportunity to work for San Gabriel Basin Water Quality Authority.

Sincerely,

  
Judy R. Lancaster  
President  
Civic Publications, Inc.



**JUDY R. LANCASTER**  
3355 N. White Ave. #7160  
LA VERNE, CALIFORNIA 91750  
(909) 373-7053 cell

**CAREER OBJECTIVES**

To apply my expertise in the accounting and finance fields for the benefit of the organization.

**EDUCATION**

Bachelor of Arts  
Business Administration, Accounting  
California State University, Fullerton, 1985

**CAREER SUMMARY**

**March 2018 to July 2018**                      **City of West Covina**  
**Consultant**

- Interim Finance Director (Total of 591 Hours)
  - Supervised All Aspects of the Finance Department
  - Provided Budget Oversight
  - Attended Department Head Meetings
  - Made Budget Presentations to the City Council and the Community

**AUGUST 2017 to Present**                      **San Gabriel Basin Water Quality Authority**  
**Consultant**

- Time Study Financial Analysis

**OCTOBER 2017 to February 2018**   **Seaside County Sanitation District**  
**Consultant**

- Prepare Sewer Rate Model for LAFCO Application

**MAY 2003 to March 2017**                      **City of Chino Hills, CA**  
**Finance Director/City Treasurer**

- Assume full management responsibility for all Finance Department services and activities including:
  - Treasury and Investments
  - Budget
  - Debt Administration
  - Mello-Roos Districts
  - Assessment Districts
  - Landscape and Lighting Districts
  - Information Technology
  - Developer Agreements
  - Accounting
  - Audits
  - Grants
  - Accounts Receivable
  - Accounts Payable
  - Business License
  - Cashier
  - Payroll
  - Purchasing
  - Utility Billing (Water, Refuse and Sewer)

- Recommend and administer City policies and procedures.
- Develop, implement and administer internal controls. Ensure adherence to appropriate accounting and control procedures and documentation.
- Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area. Consult and advise staff on financial policies.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level managers, the Finance Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, motivate, train, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedure.
- Oversee and participate in the development and administration of the Finance Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify, and defend Finance Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Finance Department to other City departments, elected officials, and outside agencies; coordinate Finance Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager and the City Council; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Direct and coordinate the completion and preparation of the City budget; monitor budgetary activities; recommend adjustments as necessary.
- Facilitate and coordinate Proposition 218 elections for Water, Refuse and Sewer rate increases.
- Responsible for the coordination of setting up new Mello-Roos districts and Lighting and Landscape Districts; administration of existing districts.
- Responsible for establishing fees including user fees and development impact fees.
- Responsible for the issuance and administration of bonded debts; recommend refinancing as appropriate.
- Responsible to create a viable financial plan for capital improvement projects such as Government Center (City Hall, Library, Sheriff and Fire District), Community Park, and Community Center.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance and accounting.
- Supervise twenty-three (23) full-time employees.

**January 2002 to May 2003**

**City of La Mirada, CA**

***Assistant Director of Finance and Community Development***

- Directly supervise the Finance Department. Functions include budget, accounting, grants, debt administration, payroll, accounts receivable, purchasing, business license, and information technology.
- Participate in the development of department goals, objectives and policies.
- Recommend improvements in Finance management and accounting methods.
- Responsible for planning, organizing and managing the activities and staff of the Finance Division.
- Assist in the treasury and risk management functions.
- Assist in the preparation of the City budget and mid-year budget review.
- Responsible for the City and Redevelopment Agency accounting functions.
- Responsible for Federal, State, County and City year-end audits.
- Responsible for financial reports including the Comprehensive Annual Financial Report.
- Administer grant compliance and reporting.
- Supervise six (6) full-time employees.

**November 1995 to December 2001**

**City of Glendora, CA**

***Finance Director/City Treasurer***

- Administrative Head of the Finance Department. Responsible for the following functions for City and Redevelopment Agency:
  - Treasury and Investments
  - Budget
  - Debt Administration
  - Information Technology
  - Risk Management
  - Accounting
  - Audits
  - Grants
  - Accounts Receivable
  - Accounts Payable
  - Business License
  - Cashier
  - Payroll
  - Purchasing
  - Utility Billing (Water and Refuse)
- Provide advice and counsel to the City Manager and staff on fiscal planning, revenue, expenditures, special projects and related matters.
- Responsible for the development and administration of programs designed to address primary areas of City service.

- Select, motivate, train, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedure.
- Responsible for the fiscal management of the City including budget preparation and monitoring.
- Responsible for the collection of revenue and disbursement of funds.
- Responsible for financial reports including the Comprehensive Annual Financial Report.
- Responsible for the information technology needs of the City (except for the Police Department).
- Supervise sixteen (16) full-time employees.

**June 1990 to November 1995**                      **City of Glendora, CA**  
***Assistant Finance Director***

**October 1987 to June 1990**                      **City of La Mirada, CA**  
***Finance Assistant***

**July 1986 to October 1987**                      **City of Walnut, CA**  
***Accountant***

**October 1985 to July 1986**                      **City of Walnut, CA**  
***Account Technician***

**June 1985 to October 1985**                      **City of Walnut, CA**  
***Accounting Intern***

#### **REFERENCES**

Furnished upon request.



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** Stetson Engineers Task Order for DDW Policy 97-005 Guidance Manual

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### Summary

The WQA Board has authorized Task Orders to Stetson Engineers totaling \$25,000 to develop a Policy 97-005 Guidance Manual. 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. To that end, the Los Angeles Department of Water and Power (LADWP) drafted a Memorandum of Understanding (MOU) to reimburse WQA for Stetson's costs exceeding the \$25,000. However, while that agreement is under review by legal counsel, the Admin/Finance committee is recommending approval of an additional task order for Stetson to keep work on the guidance manual moving forward.

### Background

WQA participates in a working group organized by the Coalition for Environmental Protection, Restoration and Development to improve the implementation of the State Water Resources Control Board Department of Drinking Water's (DDW) Policy 97-005. The DDW policy describes how highly impaired sources of water can be permitted and used for drinking water. Unfortunately, the process has become lengthy and somewhat unpredictable, which can also increase costs substantially. With some of these issues in mind, the working group, which includes DDW, asked WQA to produce a guidance manual for both DDW staff and water purveyors to use.

In 2018 the WQA Board approved an initial \$10,000 Task Order for Stetson Engineers to produce an outline of the manual. Stetson completed the outline and produced several revisions as comments were provided by the working group. Last February the Board authorized starting the next phase and approved a Task Order for \$15,000, the balance of WQA's \$25,000 commitment to the project.

## **Discussion**

The Admin/Finance Committee discussed the LADWP MOU on August 13, 2019. The committee recommended further review of language regarding LADWP's use of Proposition 1 funds to reimburse WQA. However, understanding the importance of continuing work on the 97-005 Guidance Manual the committee recommended issuing an additional task order to Stetson to continue the work. The committee also requested that staff identify areas of WQA's budget that might be used for this purpose. To that end, staff is recommending a budget line item transfer from Database and Mapping to the General Discharge Permit line item (see separate staff report).

## **Recommendation / Proposed Action**

Authorize staff to issue a Task Order not to exceed \$40,000 for Stetson Engineers to complete the DDW Policy 97-005 Guidance Manual.



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board Members  
**From:** Kenneth R. Manning, Executive Director  
**Date:** August 21, 2019  
**Subject:** FY 19-20 Administrative Budget Line Item Transfer for General Discharge Permit

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### Background and Discussion

The WQA Operating Expense Budget for the expense account "General Discharge Permit" was approved at \$15,000 for the FY 19-20. It was based on projected activities for the fiscal year.

As discussed in the staff report submitted on the Board Agenda as Item VIII. 7(a), staff is requesting an increase of \$40,000 in the task order to Stetson for the preparation of the 97-005 Manual. This will increase the projected costs from \$15,000 to \$40,000 which exceeds the budget by \$25,000.

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.)

### Recommendation / Proposed Action

Staff requests that the Board of Directors approve the budget line item transfer for General Discharge Permit Activities

### Attachments:

*Line Item Transfer Form – SGBWQA A-15*



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## LINE ITEM TRANSFER FORM SGBWQA A-15

**DATE:** August 21, 2019  
**TO:** EXECUTIVE DIRECTOR  
**FROM:** ACCOUNTANT  
**SUBJECT:** ADMINISTRATIVE BUDGET LINE ITEM TRANSFER REQUEST - **FY 19/20**  
*General Discharge Permit*

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In accordance with Administrative Procedure 15, the following budget line item transfer for the Fiscal Year 19/20 is hereby requested:

	<u>Line Item Account No.</u>	<u>Line Item Description</u>	<u>Line Item Budget</u>	<u>Increase (Decrease)</u>	<u>Revised Line Item Budget</u>
<b>TRANSFER TO:</b>	6670-00-000	General Discharge Permit Activities	\$15,000	\$25,000	\$40,000
<b>TRANSFER FROM:</b>	6675-00-000	Database & Mapping Activities	\$95,000	(\$25,000)	\$70,000

### Explanation:

A Budget Line Item Transfer Request is hereby submitted to accommodate the costs related to General Discharge Permit activities with a corresponding decrease to Database & Mapping Activities.

### Approval:

**Board Approval (for items in excess of \$5,000)**

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Kenneth R. Manning: Executive Director

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Jorge Marquez: Board Chairman



**DRAFT**

The following item on the Administration Fund Account at Bank of the West are submitted for payment as part of agenda item VIII(a)7c.

Check No.	Payable to	Description	Amount
7130	Stetson Engineers, Inc.	Professional services for May to July 2019	
		Invoice No. 1609-222-3, May 2019	4,032.00
		Invoice No. 1609-222-4, June 2019	3,140.00
		Invoice No. 1609-222-5, July 2019	<u>8,069.80</u>
			15,241.80
		<b>TOTAL</b>	<u><u><b>15,241.80</b></u></u>

*Mho*  
8-15-19

# DRAFT

## RESOLUTION 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**

**WHEREAS**, the San Gabriel Basin Water Quality Authority ("Authority") is authorized pursuant to Section 605 of the San Gabriel Basin Water Quality Authority Act, to impose an annual pumping right assessment, not to exceed ten dollars (\$10) per acre foot;

**WHEREAS**, the Authority reserves the right and is authorized pursuant to section 608 of the San Gabriel Basin Water Quality Authority Act to annually adjust the assessment rate by an amount not to exceed the percentage change in the LA/Long Beach/Anaheim Consumer Price Index from 2004 to 2018, which would currently represent a maximum assessment of \$14.13 per acre foot;

**WHEREAS**, on January 22, 2019, the Board of the Authority adopted an Amended San Gabriel Basin Groundwater Quality Management and Remediation Plan identifying several capital projects that include the Authority's participation and are reflected in the adopted Authority Budget for the 2019/2020 fiscal year authorizing the expenditure of funds;

**WHEREAS**, the Authority has determined that the annual pumping right assessment of twelve dollars (\$12) per acre foot of prescriptive pumping rights imposed upon the holders of such rights will generate sufficient funds to meet the Authority Budget for the 2019/2020 fiscal year;

**WHEREAS**, notice of the time and place of the public hearing on the proposed pumping right assessment has been mailed to all interested parties who have requested notice and has been posted and published substantially in accordance with paragraph (2) of subdivision (c) of Section 609 of Senate Bill 1679;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the San Gabriel Basin Water Quality Authority as follows:

Section 1: Findings

The Board of the Authority finds and determines:

- a. That an annual pumping right assessment in the sum of twelve dollars (\$12) per acre foot of the prescriptive pumping rights assessed against the holders of such

rights will yield revenues sufficient to meet the requirement of the Authority Budget for the 2019/2020 fiscal year.

- b. That notice of the public hearing to consider the adoption of the pumping right assessment was duly given and a public hearing was duly held.
- c. The Board has considered all input and has determined that the proposed assessment supports the mission and goals of the Authority for fiscal year 2019/2020.

Section 2: Pumping Right Assessment

A pumping right assessment is hereby adopted for the 2019/2020 fiscal year in the amount of twelve dollars (\$12) for each acre foot of prescriptive pumping right. Said assessment shall be imposed upon each holder of prescriptive pumping rights as determined under the judgment.

Section 3: Collection

The Executive Director is directed to cause the pumping right assessment to be assessed, billed and collected as provided by Resolution No. 19-006.

The Authority shall collect only from prescriptive pumping right holders who own a total of 5 or more acre-feet.

Section 4: Effective Date

The resolution shall take effect immediately upon its adoption.

The undersigned Chairman of the Authority, hereby certifies that the foregoing, is a full, true and correct copy of the Resolution of the Board of said Authority duly adopted at the meeting thereof held on August 21, 2019 and that said Resolution has not been amended, modified or revoked by said Board.

PASSED AND ADOPTED AUGUST 21, 2019

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Jorge Marquez  
Chairman

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Valerie Munoz  
Secretary

## Calendars

- SGVMWD
- TVMWD
- USGVMWD
- WM
- WQA

Aug 15 - Nov 14, 2019

### Wednesday Aug 21, 2019

- 8:00am - 10:30am [TVMWD Board Mtg.](#)
- 10:00am - 11:00am [Upper District Board Meeting](#)
- 12:00pm - 1:00pm [WQA Board Meeting](#)

### Thursday Aug 22, 2019

- 4:30pm - 5:30pm [Admin and Finance Committee meeting](#)

### Tuesday Aug 27, 2019

- 5:30pm - 6:30pm [USGVMWD Gov Affairs Committee Meeting](#)

### Wednesday Aug 28, 2019

- 4:30pm - 5:30pm [USGVMWD Water Policy Committee Meeting](#)

### Wednesday Sep 4, 2019

- 8:00am - 10:30am [TVMWD Board Mtg.](#)
- 10:00am - 11:00am [Upper District Board Meeting](#)
- 2:30pm - 3:30pm [Watermaster Board Meeting](#)

### Tuesday Sep 10, 2019

- 10:00am - 11:00am [WQA Admin/Finance Committee](#)
- 11:00am - 12:00pm [WQA Engineering Committee](#)

### Wednesday Sep 11, 2019

- 11:00am - 12:00pm [WQA Leg/Pub Committee](#)

### Wednesday Sep 18, 2019

- 8:00am - 10:30am [TVMWD Board Mtg.](#)
- 10:00am - 11:00am [Upper District Board Meeting](#)
- 12:00pm - 1:00pm [WQA Board Meeting](#)

### Tuesday Sep 24, 2019

- 5:30pm - 6:30pm [USGVMWD Gov Affairs Committee Meeting](#)

4:30pm - 5:30pm [USGVMWD Gov Affairs Committee Meeting ↗](#)

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## Wednesday Sep 25, 2019

4:30pm - 5:30pm [USGVMWD Water Policy Committee Meeting ↗](#)

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## Thursday Sep 26, 2019

4:30pm - 5:30pm [Admin and Finance Committee meeting ↗](#)

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## Wednesday Oct 2, 2019

8:00am - 10:30am [TVMWD Board Mtg. ↗](#)

10:00am - 11:00am [Upper District Board Meeting ↗](#)

2:30pm - 3:30pm [Watermaster Board Meeting ↗](#)

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## Tuesday Oct 8, 2019

10:00am - 11:00am [WQA Admin/Finance Committee ↗](#)

11:00am - 12:00pm [WQA Engineering Committee ↗](#)

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## Wednesday Oct 9, 2019

11:00am - 12:00pm [WQA Leg/Pub Committee ↗](#)

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## Wednesday Oct 16, 2019

8:00am - 10:30am [TVMWD Board Mtg. ↗](#)

10:00am - 11:00am [Upper District Board Meeting ↗](#)

12:00pm - 1:00pm [WQA Board Meeting ↗](#)

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## Thursday Oct 17, 2019

11:30am - 1:00pm [SCWUA Meeting](#)

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## Monday Oct 21, 2019

All day » [CA-NV AWWA](#)

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## Tuesday Oct 22, 2019

» All day » [CA-NV AWWA](#)

5:30pm - 6:30pm [USGVMWD Gov Affairs Committee Meeting ↗](#)

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## Wednesday Oct 23, 2019

» All day »

[CA-NV AWWA](#)

4:30pm - 5:30pm

[USGVMWD Water Policy Committee Meeting](#) ↻

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## Thursday Oct 24, 2019

» All day

[CA-NV AWWA](#)

4:30pm - 5:30pm

[Admin and Finance Committee meeting](#) ↻

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## Wednesday Nov 6, 2019

8:00am - 10:30am

[TVMWD Board Mtg.](#) ↻

10:00am - 11:00am

[Upper District Board Meeting](#) ↻

2:30pm - 3:30pm

[Watermaster Board Meeting](#) ↻

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## Tuesday Nov 12, 2019

10:00am - 11:00am

[WQA Admin/Finance Committee](#) ↻

11:00am - 12:00pm

[WQA Engineering Committee](#) ↻

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## Wednesday Nov 13, 2019

11:00am - 12:00pm

[WQA Leg/Pub Committee](#) ↻

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## Thursday Nov 14, 2019

11:30am - 1:00pm

[SCWUA Meeting](#)

Printed on: 08/15/2019 2:28pm

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