

In light of the Governor's Executive Orders N-25-20 dated March 12, 2020 and N-29-20 dated March 17, 2020 (collectively, the "Executive Order") issued in response to the Covid-19 outbreak, the WQA Board Has Suspended Application of Certain Public Meeting Requirements otherwise required under Brown Act during the term of the Executive Order, Including Restrictions and Noticing Requirements Relating to the Conduct of Teleconferenced Board Meetings.

Due to the essential nature of the WQA Board Meetings in conducting Authority business, the WQA Board meeting will take place via online and teleconference.

Copies of Executive Order will be made available to members of the public upon request.

You may join the meeting by clicking on the following link:

<https://attendee.gotowebinar.com/register/4486843477666809614>

Public comments can be emailed prior to the meeting to stephanie@wqa.com

**A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
AT
1720 W. CAMERON AVENUE, SUITE 100
WEST COVINA, CALIFORNIA**

WEDNESDAY, JUNE 17, 2020 AT 12:00 P.M.

AGENDA

I. CALL TO ORDER MARQUEZ

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF BOARD/COMMITTEE MEMBERS MORENO

Jorge Marquez, Chairman	_____	_____ (alt)
Bob Kuhn, Vice-Chairman	_____	_____ (alt)
Mark Paulson, Treasurer	_____	_____ (alt)
Valerie Munoz, Secretary	_____	_____ (alt)
Lynda Noriega	_____	_____ (alt)
Mike Whitehead	_____	_____ (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. CONSENT CALENDAR

MARQUEZ

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

- (a) Minutes for 5/20/20 Regular Board Meeting
- (b) Demands on Administrative Fund
- (c) Demands on Project Fund

VII. COMMITTEE REPORTS

(These items may require action)

None.

VIII. OTHER ACTION/INFORMATION ITEMS

MARQUEZ

(These items may require action)

- (a) Discussion/Action Regarding Re-Affirming WQA Investment Policy and Guidelines [enc]
- (b) Discussion/Action Regarding Proposed Services Provided by Civic Publications [enc]
 - a. Public Outreach
 - b. Annual Report
 - c. Accounting Services
- (c) Discussion/Action Regarding Cost of Living Adjustment (“COLA”) for Exempt and Non-Exempt Staff [enc]
- (d) Discussion/Action Regarding Consulting Agreement with Ken Manning [enc]
- (e) Discussion/Action Regarding the Cancellation of the July Board Meeting
- (f) Discussion/Action Regarding Resolution No. 20-004, A Resolution of the Board of Directors of the San Gabriel Basin Water Quality Authority Honoring the Retirement of Kenneth R. Manning [enc]

IX. ENGINEER'S REPORT

SCHOELLERMAN

- (a) Project Updates:

1.	Baldwin Park Operable Unit	<u>Status</u>
	• 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

X. ATTORNEY'S REPORT **PADILLA**

XI. EXECUTIVE DIRECTOR'S REPORT **MANNING**

XII. FUTURE AGENDA ITEMS **MARQUEZ**

XIII. INFORMATION ITEMS [enc] **MARQUEZ**

- (a) San Gabriel Basin Water Calendar
- (b) WQA's New Web Site

XIV. FUTURE BOARD/COMMITTEE MEETINGS **MARQUEZ**

- (a) The next WQA Board meeting is scheduled for Wednesday, July 15, 2020 at 12:00 P.M. at WQA

XV. BOARD MEMBERS' COMMENTS/REPORTS **MARQUEZ**

XVI. ADJOURNMENT **MARQUEZ**

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.

DRAFT

A REGULAR MEETING OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY MAY 20, 2020 AT 12:00 P.M.

To the extent authorized by the Governor's Executive Order N-25-20 dated March 12, 2020 ("Executive Order") issued in response to the Covid-19 outbreak, the WQA Board Reserved the Right to Suspend Application of Certain Public Meeting Requirements Under the Brown Act during the term of the Executive Order, Including Restrictions and Noticing Requirements Relating to the Conduct of Teleconferenced Board Meetings.

Due to the essential nature of the WQA Board Meetings in conducting Authority business, the WQA Board meeting took place on Wednesday, May 20, 2020 at 12:00pm online and teleconference.

CALL TO ORDER

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.

ROLL CALL OF BOARD MEMBERS

Jorge Marquez, Bob Kuhn, Lynda Noriega, Valerie Munoz, Mike Whitehead, Mark Paulson and Ed Chavez.

BOARD MEMBERS ABSENT

None.

STAFF MEMBERS PRESENT

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

MEMBERS OF THE PUBLIC PRESENT

None.

MEMBERS OF THE PUBLIC THAT PARTICIPATED VIA ONLINE/TELECONFERENCE

Jennifer Santana, Upper District; Lenet Pacheco, Valley County Water District; David Muse, Valley County Water District; Al Contreras, Upper District; Chris Lancaster, Civic Publications; Craig Gott, Suburban Water Systems; Garry Hofer, California American Water; Robert Grantham, Hoffman & Grantham, LLP; Veva Weamer, Wildermuth Environmental, Inc.; Gabriel Monares, The Monares Group

PUBLIC COMMENT

None.

ITEMS TOO LATE TO BE AGENDIZED

None.

PUBLIC HEARING

Draft Budget for Fiscal Year 2020/2021

The Chairman opened the public hearing to receive comments on the draft budget for the fiscal year 2020/2021. There being no comments he closed the public hearing.

CONSENT CALENDAR

Mr. Kuhn moved to approve the consent calendar. Ms. Munoz

seconded the motion and it was approved. Mr. Whitehead abstained from Project Demand No: E90833 and Ms. Noriega abstained from Project Demand E90832.

COMMITTEE REPORTS

None.

OTHER ACTION/INFORMATION ITEMS

Discussion/Action Regarding Draft Budget for FY 2020/2021

Ms. Saenz gave a brief report on the proposed draft budget for fiscal year 2020/2021.

After brief discussion, Mr. Kuhn moved to adopt the proposed draft budget for fiscal year 2020/2021. Mr. Whitehead seconded the motion and it was approved.

Discussion/Action Regarding Assessment for FY 2020/2021

Mr. Manning reported that the WQA adopts two resolutions every year to set the date and time of the public hearing for the assessment and to set the assessment collection schedule. He indicated that resolution Nos. 20-002 and 20-003 were said resolutions.

Resolution No. 20-002 and Resolution No. 20-003

Ms. Munoz moved to adopt resolution No. 20-002, a resolution setting the hearing date, time and location of the proposed prescriptive pumping right assessment of the San Gabriel Basin Water Quality Authority and resolution No. 20-003, a resolution of the San Gabriel Basin Water Quality Authority setting a schedule for collection. Mr. Whitehead seconded the motion and they were adopted by the following roll call vote:

AYES: MARQUEZ, KUHN, NORIEGA, MUNOZ,
WHITEHEAD, PAULSON, CHAVEZ

NO: NONE.

Discussion/Action Regarding Monitoring Well MW5-13 License Agreement with Azusa Land and Reclamation, Inc.

Mr. Schoellerman reported that Monitoring well MW5-13 was constructed on a vacant portion of ALR's property in the City of Azusa. He indicated that WQA originally entered into an access agreement with ALR in 1995. This was subsequently renewed in November 2015 and expired with the original BPOU Project Agreement. He noted that the term of this renewal will expire with the term of the 2017 BPOU Project Agreement on May 9, 2027. He also noted that there are no fees involved with this license agreement. He reported that Waste Management now owns ALR and insisted on additional safety regulations and requirements for personnel entering the site. He explained that this was understandable given that it is a working landfill. However, as noted during our January 2020 Board Meeting, liability language was also added that was not acceptable to WQA legal counsel. Additionally, ALR had requested that well sampling results be provided to them in a manner inconsistent with the BPOU Agreement. He indicated

that both issues have now been resolved by legal counsel negotiating acceptable liability language and reporting terms that remain consistent with the BPOU Agreement. He also noted that he contacted JPIA regarding the new insurance requirements and JPIA indicated that it would be covered.

Mr. Padilla commented that the insurance and liability issues were worked out and the provisions were basically the same as those in the BPOU agreement.

Ms. Noriega asked if the cost of the insurance premium would be increased and if that would be covered by the BPOU Cooperating Respondents.

Mr. Schoellerman indicated that yes it would be considered a reimbursable project cost under the BPOU Agreement, but he did not anticipate an increase in the premium.

Ms. Noriega thanked staff for resolving the issues with this agreement.

Ms. Noriega moved to approve the renewal of the Monitoring Well MW5-13 License Agreement with Azusa Land Reclamation, Inc. Mr. Kuhn seconded the motion and it was approved.

Discussion/Action Regarding Task Order Amendment for Avocet Environmental, Inc.

Mr. Manning reported that staff was recommending issuing an amended Task Order to Avocet Environmental, Inc. to coincide with the recently approved grant amendment for WQA's Proposition 1 Whitmore Street Groundwater Remediation Facility Expanded Site Investigation planning grant.

After some discussion, Mr. Paulson moved to approve the amended task order to Avocet Environmental, Inc. Mr. Kuhn seconded the motion and it was approved.

ENGINEER'S REPORT

Mr. Schoellerman reported that he had a meeting with the State Board Staff. He noted that the Prop 1 Grant for the site investigation in the SEMOU was signed and staff should have it soon. He also reported that the Prop 68 grant applications were still being reviewed. He lastly reported that all projects continue to operate.

ATTORNEY'S REPORT

None.

EXECUTIVE DIRECTOR'S REPORT

Mr. Manning gave a brief update on the Stay at Home order and how the office is currently operating. He indicated that staff was working from home and was available by email.

Mr. Paulson suggested that staff put together a plan and guidelines for the office to re-open.

Mr. Manning commented that he was hopeful to go back to the

office on June 1st with social distancing practiced throughout the office. He noted that he would have legal draft up some guidelines for staff to use to re-open the office.

He reported that the state budget has a \$54B shortfall and was working off a short schedule.

He noted that after July 1st Mr. Schoellerman would take his place on the California Groundwater Coalition Board of Directors.

He reported that staff continues to pursue the \$10M in federal funding are continually monitoring events in Washington, D.C.

He lastly noted that the 97-005 Permit User Guide was close to completion and should be done by the end of June.

FUTURE AGENDA ITEMS

None.

**FUTURE BOARD AND
COMMITTEE MEETINGS**

All committee meetings for the month of June have been cancelled. The regular Board meeting will take place on June 17, 2020 at 12 p.m. online and teleconference.

**BOARD MEMBERS'
COMMENTS/
REPORTS**

Mr. Kuhn asked if staff lists the meeting attendees in the minutes. Ms. Moreno commented that all attendees are listed for every meeting.

Mr. Kuhn also asked if there were plans for the Board to go dark in July. After some discussion, the Chairman requested the item to be placed on the June agenda for discussion.

Many members of the Board thanked staff for their work.

ADJOURNMENT

The Chairman asked if there were any other items of business to come before the Board. There being none, the meeting was adjourned to June 17, 2020.

Jorge Marquez
Chairman

Valerie Munoz
Secretary

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
D01700	Bob Kuhn	Board Member Compensation for May 2020	
		3 Days WQA Business	448.29
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	(414.00)
		Less Taxes Withheld	(34.29)
			0.00
D01701	Michael Whitehead	Board Member Compensation for May 2020	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01702	Ed Chavez	Board Member Compensation for May 2020	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(68.59)
			827.99
D01703	Jorge Marquez	Board Member Compensation for May 2020	
		5 Days WQA Business	747.15
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(376.65)
			370.50
D01704	Valerie Munoz	Board Member Compensation for May 2020	
		5 Days WQA Business	747.15
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(57.15)
			690.00
D01705	Mark Paulson	Board Member Compensation for May 2020	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01706	Lynda Noriega	Board Member Compensation for May 2020	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund for May 2020	
		Staff Payroll	148,149.14
		Board Deferred Compensation-Lincoln Life	414.00
		Board Payroll Taxes - Federal & State	822.44
			149,385.58
		Total replenishment to payroll fund	151,688.07
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 5/01/20 to 5/31/20 disbursements	
		Group Insurance	405.00
		Telephone Service	93.36
		Postage	39.68
		Plant & Water Service	213.51
		Computer Systems O&M	284.99
		Project Costs	86.17
			1,122.71

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
E90843	ACWA/JPIA	Invoice No. 648199, Medical and life insurance premiums for July 1, 2020 to August 1, 2020	8,535.96
E90844	Accent Computer Solutions, Inc.	Professional IT services for June 2020	
		Invoice No. 135726, June 2020 Services	1,311.21
		Invoice No. 135165, SonicWall Comprehensive Gateway Security Suite	424.00
			1,735.21
E90845	Bank of America	Invoice No. '20-05May-RS', Credit Card Expenses incurred for 05/01/20 to 05/31/20	
		Dues and Subscriptions	249.00
		Office Supplies	457.72
		Computer Systems O&M	100.20
		Internet Service	29.95
			836.87
E90846	Bank of America	Invoice No. '20-05May-SM', Credit card expenses incurred for 05/01/20 to 05/31/20	
		Office Supplies	192.92
		Meetings & Conferences	1,188.00
			1,380.92
E90847	Civic Publications	Invoice No. 1588, Professional services for advertorial - Community Profiles Magazine (Publication date 6/30/20)	17,000.00
E90848	The Gualco Group	Invoice No '20-05May', Professional consulting services for May 2020	7,475.70
E90849	Kadesh & Associates, LLC	Invoice No. 06-20, Professional consulting services for May 2020	15,000.00
E90850	The Monares Group, LLC	Invoice No. '20-07Jul', Professional consulting services for July 2020	16,000.00
E90851	Ruffle Properties, LLC	Office lease, CAM, and Storage for July 2020	
		Invoice No. '20-07Jul', Office lease	6,845.79
		Invoice No. '20-07Jul-CAM', Electricity charges	643.20
		Invoice No. '20-07Jul-Storage', Storage Room	150.00
			7,638.99
E90852	Stetson Engineers, Inc.	Invoice No. 1609-222-10, Professional services for May 2020 - 97-005 Permit	573.00
TOTAL			228,987.43

EXPENSE SHEET

NAME: MICHAEL WHITEHEAD MONTH/YEAR May-20

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
5/20/20	WQA Board Meeting		1	\$149.43
				\$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 \$0.675 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
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

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: Edward L. Chavez

MONTH/YEAR: May-20

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
5/1/20	Town Hall Meeting - Assemblywoman Blanca Rubio		1	\$149.43
5/5/20	City Council Meeting - City of San Gabriel		1	\$149.43
5/6/20	Board of Directors' Meeting - Inland Empire Utilities Agency		1	\$149.43
5/8/20	Meeting with Joe Baca Jr., Councilman - City of Rialto		1	\$149.43
5/11/20	Board of Directors' Meeting - San Gabriel Valley Municipal Water District		1	\$149.43
5/20/20	Board Members' Meeting - San Gabriel Basin Water Quality Authority		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			6	\$896.58
Total Mileage (at \$0.58 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00

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

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 _____

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Water Quality Authority

Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.575 per mile (updated January 2020)

EXPENSE SHEET

NAME: Jorge A Marquez

MONTH/YEAR: MAY '20

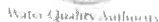
DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
5/11/20	Meeting with local lobbyist for WQA - Zoom		1	\$149.43
5/20/20	WQA Board Meeting		1	\$149.43
5/21/20	WQA Office admin.work - check signing		1	\$149.43
5/22/20	Regional Chamber of Commerce update with Executive Director		1	\$149.43
5/29/20	Giving intro to WQA meeting with Azusa Council Member		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			5	\$747.15
Total Mileage (at \$0.575 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00

TOTAL MEETINGS, MILEAGE, EXPENSES			\$747.15
457	Deferred Compensation Amount (enter a positive number)		
TOTAL			\$747.15

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

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

EXPENSE SHEET

Valerie Munoz

May-20

DATE		MEETING DESCRIPTION	Roundtrip Mileage (not to exceed 6)	# of Days	\$149.43 PER DIEM
5/11/20	Meeting with Board Members Jorge Marquez /lobbyist		0	1	\$149.43
5/19/20	West Covina City Council Meeting		0	1	\$149.43
5/20/20	WQA Board Meeting		0	1	\$149.43
5/21/20	WQA Staff Update/Check Sign		0	1	\$149.43
5/26/20	City of Duarte Council Meeting		0	1	\$149.43
			0	1	\$149.43
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Meetings				5	\$747.15
Total Mileage (at \$0.58 per mile)			0		\$0.00
DATE	Expense Reimbursement Description (receipts required)				Amount
	TOTAL Expenses				\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES					\$747.15
457	Deferred Compensation Amount (enter a positive number)				
TOTAL					\$747.15

I hereby certify that I have incurred and paid all of the above expenses.

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.



Received January 27, 1990

NAME:

Mark Paulson

MONTH/YEAR:

May-20

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



Water Quality Authority

Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.575 per mile (updated January 2020)

EXPENSE SHEET

NAME:

Lynda Noriega

MONTH/YEAR:

May-20

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 8)	\$149.43 PER DIEM
5/20/20	WQA Board of Directors Meeting		1	\$149.43
				\$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 (receipts required)	Amount
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

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

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

Check No.	Payable to	Description	Amount	Funding Sources
<u>BALDWIN PARK OPERABLE UNIT</u>				
4711	Los Angeles County Flood Control District	Invoice No. '2020/2021', Project O&M for monitoring well 5-26 rental agreement for July 2020 to June 2021	8,139.62	CR's
E90853	RC Foster Corporation	Invoice No. 02-20-029, Project costs for Spare parts costs for June 2020	725.71	CR's
<u>SOUTH EL MONTE OPERABLE UNIT</u>				
E90854	Avocet Environmental Inc.	Invoice No. 6143, Project costs for Whitmore Street Groundwater Remediation Facility for May 2020	8,551.68	WQA
Total Project Costs			<u><u>17,417.01</u></u>	

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 July 1, 2020, 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
<u>BALDWIN PARK OPERABLE UNIT</u>				
E90855	La Puente Valley County WD	Invoice No. 4-2020-05, Project T&R costs for May 2020	84,226.85	CR's
E90856	Main San Gabriel Basin Watermaster	Invoice No. 02-220, Administrative Project Costs for May 2020		
		Administrative costs	673,207.56	
		T&R costs	<u>23,933.00</u>	CR's
E90857	Suburban Water Systems	Invoice No. 59880520, for project T&R costs for May 2020	190,568.66	CR's
E90858	Valley County Water District	Project costs for May 2020		
		Invoice No. 417, T&R costs	159,935.07	
		Invoice No. 418, T&R costs	<u>41,261.37</u>	CR's
E90859	California Domestic Water Co.	Project costs for May 2020		
		Invoice No. 3383, T&R costs for Perchlorate	20,836.65	
		Invoice No. 3384, T&R costs for NDMA & VOC's	<u>76,807.46</u>	CR's
E90860	San Gabriel Valley Water Co.	Project costs for April 2020		
		Invoice No. 20-05140, B5 T&R costs	264,768.95	
		Invoice No. 20-05142, B6 T&R costs	361,960.57	
		Invoice No. 20-06150, B6 Capital costs-UV Flex Treatment Plant	<u>36,572.16</u>	CRs
Total BPOU Project Costs			<u>1,934,078.30</u>	



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: June 17, 2020
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 June 17, 2020 as part of the procedures for the upcoming fiscal year 20/21.

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 August 21, 2019.

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 March 18, 2020 Board 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 Board agreed that the policy was acceptable as is and did not need to be modified.

Attachments:

Administrative Procedure No. 26

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SAN GABRIEL BASIN WATER QUALITY AUTHORITY Policy and Procedure Manual

ADMINISTRATIVE PROCEDURES

No. 26

Date: 6/19/95; Revised: 9/25/13; Affirmed: 6/21/17; Affirmed: 6/20/18; Affirmed: 8/21/19;
Affirmed 6/17/20

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.

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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.

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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.

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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

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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

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AGENDA SUBMITTAL

To: WQA Board Members
From: Kenneth R. Manning, Executive Director
Date: June 17, 2020
Subject: Proposed Services Provided by Civic Publications, Inc.

Discussion

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

Civic Publications, Inc. provides the public outreach 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 2020/2021 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 and includes the cost of printing. This proposed cost is consistent with the prior year.

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

Staff is requesting that the Board approve 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 2020-21**

<u>Product</u>	<u>Cost</u>	<u>Date</u>
Sustainable Living 2-pages	\$8,755	Fall 2020
Tournament Mag.	\$15,699	Dec. 2020
Community Profiles (Annual Report)	\$17,510	January 2021
Earth Day 2-pages	\$8,755	April 2021
California Water 2-pages	\$8,755	July 2021
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
<i>Annual Insert</i> 8-12 pages/gloss	\$26,328**	TBD
Total Cost of Public Outreach Proposal		\$115,174

**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

May 22, 2020

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

Re: Proposal FY 2019-2020 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: June 17, 2020
Subject: **Contract for Consulting/Accounting Services for Fiscal Year 20/21**

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.

Staff is requesting that the WQA engage Civic Publications to provide consulting services for accounting for the period of July 1, 2020 to June 30, 2021 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. Because of her experience and knowledge, WQA staff wishes to engage Judy Lancaster as the accounting consultant for the fiscal year 20/21. The services will include quality assurance reviews, assistance with accounting functions as needed, review of costs submitted by the water entities for WQA's EPA grant, and review and administration of other federal and/ or state grants as well as special projects on an as needed basis.

Recommendation / Proposed Action

Staff requests that the Board approve the contract with Civic Publications for accounting and consulting services for the fiscal year 20/21 in an amount not to exceed \$15,000.

Attachments:

Contract for Consultant Services for July 1, 2020 to June 30, 2021



CIVIC Publications, Inc.

Christopher W. Lancaster
Publisher

May 26, 2020

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, 2020 to June 30, 2021 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

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AGENDA SUBMITTAL

To: WQA Board of Directors
From: Kenneth R. Manning, Executive Director
Date: June 17, 2020
Subject: **Exempt Employees: Proposed Increase in Salary Ranges**
Non-Exempt Employees: Proposed increase in both Salary Ranges and Salaries

Background and Discussion

Procedure 40 establishes the Cost of Living Adjustment (COLA) procedures for WQA Employees. The COLA increase is based on the April Consumer Price Index for All Urban Consumers ("CPI-U").

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.

The CPI-U percentage increase from April 2019 to April 2020 is 0.7%.

Listed below are both the current and proposed monthly salary ranges. If the increase is approved by the Board, it will be effective July 1, 2020.

Job Titles	<u>Current</u> <u>Monthly Salary Range</u>		<u>0.7% increase</u> <u>Monthly Salary Range</u>	
	<u>7/1/19 to 6/30/20</u>		<u>7/1/20 to 6/30/21</u>	
	<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>
<u>Exempt Positions</u>				
Asst. Executive Director/Sr. Engineer	\$8,858	\$14,136	\$8,858	\$14,235
Director of Finance	\$7,792	\$13,209	\$7,792	\$13,301
<u>Non-Exempt Positions</u>				
Project Resource Manager	\$4,459	\$8,293	\$4,459	\$8,351
Exec. Assistant/Public Outreach Coordinator	\$4,329	\$7,676	\$4,329	\$7,730
Admin/Accounting Assistant	\$3,636	\$6,036	\$3,636	\$6,079

Recommendation

Staff requests that the Board approve the following:

- Increase the salary ranges for both Exempt and Non-Exempt employees by 0.7%.
- Increase the salaries of the Non-Exempt employees by 0.7%.

Attachment: Table 4 from Consumer Price Index CPI-U for April 2020

Table 4. Consumer Price Index for All Urban Consumers (CPI-U): Selected areas, all items index, April 2020
[1982-84=100, unless otherwise noted]

Area	Pricing Schedule ¹	Percent change to Apr. 2020 from:			Percent change to Mar. 2020 from:		
		Apr. 2019	Feb. 2020	Mar. 2020	Mar. 2019	Jan. 2020	Feb. 2020
U.S. city average.....	M	0.3	-0.9	-0.7	1.5	0.1	-0.2
Region and area size²							
Northeast.....	M	0.8	-0.6	-0.4	1.7	0.1	-0.2
Northeast - Size Class A.....	M	1.0	-0.7	-0.6	1.9	0.1	-0.1
Northeast - Size Class B/C ³	M	0.6	-0.6	-0.3	1.4	0.0	-0.3
New England ⁴	M	0.7	-0.5	-0.3	1.5	0.0	-0.2
Middle Atlantic ⁴	M	0.9	-0.7	-0.5	1.8	0.1	-0.2
Midwest.....	M	-0.4	-1.6	-1.1	1.0	-0.2	-0.5
Midwest - Size Class A.....	M	-0.1	-1.8	-1.3	1.3	-0.3	-0.5
Midwest - Size Class B/C ³	M	-0.7	-1.6	-1.0	0.8	-0.2	-0.5
East North Central ⁴	M	-0.5	-1.8	-1.2	1.0	-0.4	-0.6
West North Central ⁴	M	-0.3	-1.3	-0.9	1.0	0.3	-0.4
South.....	M	-0.2	-0.9	-0.8	1.1	0.1	-0.1
South - Size Class A.....	M	-0.2	-0.9	-0.7	1.1	0.0	-0.2
South - Size Class B/C ³	M	-0.3	-0.9	-0.8	1.0	0.1	-0.1
South Atlantic ⁴	M	0.2	-0.7	-0.6	1.3	0.1	-0.2
East South Central ⁴	M	-0.6	-0.9	-0.8	0.4	0.0	0.0
West South Central ⁴	M	-0.8	-1.2	-1.1	0.9	0.0	-0.1
West.....	M	1.3	-0.5	-0.4	2.5	0.2	-0.2
West - Size Class A.....	M	1.1	-0.8	-0.6	2.4	0.2	-0.3
West - Size Class B/C ³	M	1.5	-0.2	-0.2	2.5	0.3	0.0
Mountain ⁴	M	2.1	-0.4	-0.3	3.2	0.0	-0.1
Pacific ⁴	M	0.9	-0.6	-0.4	2.2	0.3	-0.2
Size classes							
Size Class A ⁵	M	0.5	-1.0	-0.7	1.7	0.1	-0.2
Size Class B/C ³	M	0.2	-0.8	-0.6	1.4	0.1	-0.2
Selected local areas							
Chicago-Naperville-Elgin, IL-IN-WI.....	M	0.3	-1.7	-0.9	1.1	-0.7	-0.7
Los Angeles-Long Beach-Anaheim, CA.....	M	0.7	-1.0	-0.3	1.9	-0.4	-0.7
New York-Newark-Jersey City, NY-NJ-PA.....	M	1.1	-0.7	-0.5	2.0	0.0	-0.2
Atlanta-Sandy Springs-Roswell, GA.....	2	-0.3	-1.8				
Baltimore-Columbia-Towson, MD ⁶	2	0.1	-0.1				
Detroit-Warren-Dearborn, MI.....	2	-0.8	-2.7				
Houston-The Woodlands-Sugar Land, TX.....	2	-1.3	-1.6				
Miami-Fort Lauderdale-West Palm Beach, FL.....	2	-0.5	-1.0				
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD.....	2	-0.1	-1.3				
Phoenix-Mesa-Scottsdale, AZ ⁷	2	1.5	-1.4				
San Francisco-Oakland-Hayward, CA.....	2	1.1	-0.5				
Seattle-Tacoma-Bellevue, WA.....	2	1.3	-0.6				
St. Louis, MO-IL.....	2	-0.6	-1.6				
Urban Alaska.....	2	-2.5	-1.6				
Boston-Cambridge-Newton, MA-NH.....	1				1.8	0.1	
Dallas-Fort Worth-Arlington, TX.....	1				1.0	0.0	
Denver-Aurora-Lakewood, CO.....	1				2.2	-0.3	
Minneapolis-St. Paul-Bloomington, MN-WI.....	1				1.2	-0.3	
Riverside-San Bernardino-Ontario, CA ⁴	1				2.3	0.0	
San Diego-Carlsbad, CA.....	1				1.8	0.0	
Tampa-St. Petersburg-Clearwater, FL ⁸	1				2.1	0.2	
Urban Hawaii.....	1				1.8	0.6	
Washington-Arlington-Alexandria, DC-VA-MD-WV ⁶	1				0.4	-0.4	

¹ Foods, fuels, and several other items are priced every month in all areas. Most other goods and services are priced as indicated: M - Every month.

1 - January, March, May, July, September, and November. 2 - February, April, June, August, October, and December.

² Regions defined as the four Census regions.



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: June 17, 2020
Subject: **Contract for Consulting Services for Ken Manning**

Summary

To assist in the agency's transition to the new Executive Director, the WQA Board expressed an interest in pursuing a consulting agreement with me upon my June 30, 2020 retirement to provide as-needed consulting services to my successor in the interest of facilitating the incoming Executive Director's acclimation to the position, including the sharing of institutional knowledge and insight.

Recommendation / Proposed Action

Approve contract with Ken Manning for consulting services at \$4,000 per month for 6 months.

Attachments:

Contract for Consultant Services for Ken Manning

DRAFT

CONSULTANT SERVICES AGREEMENT

(Consultant: Kenneth Manning)

THIS CONSULTANT SERVICES AGREEMENT ("Agreement") is made and entered into this ____ day of June 2020, by and between the San Gabriel Basin Water Quality Authority ("AUTHORITY") and Ken Manning ("MANNING") an individual, on the following terms and conditions:

RECITALS

WHEREAS, MANNING served as Executive Director for the AUTHORITY for over 9 years up to the date of his retirement on June,30 2020; and

WHEREAS, AUTHORITY desires to engage MANNING to provide as-needed consulting services to his successor in the interest of facilitating the incoming Executive Director's acclimation to the position, including the sharing of institutional knowledge and insight; and

WHEREAS, this Agreement was approved by AUTHORITY at its meeting of June ____, 2020.

NOW, THEREFORE, the parties agree as follows:

1. Duties and Term.

- A. Duties. MANNING shall perform the following services on an as-needed/as-requested basis: Advise the AUTHORITY's Executive Director on all business matters affecting the AUTHORITY in the interest of conveying institutional knowledge and assisting the Executive Director in discharging his various duties and responsibilities. For purposes of this Agreement, the capitalized term "Services" shall be a collective reference to such services.
- B. Term. This Agreement shall have a term of six (6) months ("Term") commencing from the date of retirement. AUTHORITY may, in its sole and absolute discretion, extend the Term of this Agreement on a month-to-month basis, subject to its same terms and conditions, for a maximum of six (6) additional months following the end of the initial Term.
- C. Termination for Convenience. This Agreement may be terminated by either party at any time for convenience and without cause upon the issuance of written notice specifying the effective date of such termination.

- 2. **Compensation**. For all services performed by MANNING as the management consultant under this Agreement, AUTHORITY shall compensate MANNING at a flat rate of Four Thousand Dollars (\$4,000) per month. The foregoing shall constitute the only compensation to be paid to MANNING. The Parties further agree that MANNING shall not be entitled to, nor shall MANNING receive: (i) any benefits customarily provided to AUTHORITY employees such as health, dental, or vision insurance

coverage, life insurance, employee assistance programs, or other similar benefit; or
(ii) any leave benefits customarily provided to AUTHORITY employees, including, without limitation vacation leave, sick leave or administrative leave.

3. Proprietary Information. For purposes of this Agreement, the capitalized term "Proprietary Information" shall mean all records and information pertaining in any manner to the business of AUTHORITY, its employees, clients, consultants, or business associates, which was produced by any employee of AUTHORITY during his/her employment or otherwise produced or acquired by or on behalf of AUTHORITY. Proprietary Information shall include, without limitation, personnel information, attorney-client communications and work product, confidential information and records discussed or distributed in closed session proceedings of the Authority's governing board and any other records or information reflecting the deliberative processes of AUTHORITY officials, officers or employees. All Proprietary Information not generally known outside of AUTHORITY's organization, and all Proprietary Information known only through improper means, shall be deemed "Confidential Information." During his engagement by the AUTHORITY, MANNING agrees to use Proprietary Information and to disclose Confidential Information, only for the benefit of AUTHORITY and as is, or may be, necessary to perform his job responsibilities under this Agreement. Following the termination or expiration of this Agreement, MANNING shall not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of AUTHORITY. MANNING's obligations under this Section shall survive the termination of his employment or the expiration of this Agreement.

4. Conflict of Interest. MANNING represents and warrants to AUTHORITY that he presently has no interest, and represents that he will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or interfere in any way with performance of his services under this Agreement.

5. General Provisions.

A. Notices. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to AUTHORITY at the address below, and or at the last known address maintained in MANNING's personnel file. MANNING agrees to notify AUTHORITY in writing of any change in his address during his employment with AUTHORITY. Notice of change of address shall be effective only when accomplished in accordance with this Section.

**San Gabriel Basin Water Quality
Authority Address:**
Attn: Executive Director
1720 W Cameron Ave, # 100
West Covina, CA 91790

Manning Business Address:
Ken Manning
5730 Hellman Ave.
Rancho Cucamonga, CA 91737

B. Integration. This Agreement is intended to be the final, complete, and exclusive statement of the terms of MANNING's employment by AUTHORITY. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner

to the employment of MANNING, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of AUTHORITY, now or in the future, apply to MANNING and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

- C. Amendments. This Agreement may not be amended except in a written document signed by MANNING, approved by the Board of Directors and signed by the Executive Director.
- D. Waiver. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.
- E. Assignment. MANNING shall not assign any rights or obligations under this Agreement. AUTHORITY may, upon prior written notice to MANNING, assign its rights and obligations hereunder.
- F. Severability. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.
- G. Attorneys' Fees. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.
- H. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue proper only in Los Angeles County, State of California.
- I. Interpretation. This Agreement shall be construed, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.
- J. Acknowledgment. MANNING acknowledges that he has had the opportunity to consult legal counsel regarding this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, AUTHORITY has caused this Agreement to be signed and executed on its behalf by its Executive Director, and MANNING has signed and executed this Agreement, as of the date first indicated above.

**SAN GABRIEL BASIN WATER QUALITY
AUTHORITY**

**CONSULTANT TO THE EXECUTIVE
DIRECTOR**

By: _____

By: _____

APPROVED AS TO FORM:

By: _____

DRAFT

RESOLUTION NO. 20-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY HONORING THE RETIREMENT OF

Kenneth R. Manning

WHEREAS, *Kenneth R. Manning*, following a notable career of 27 years in the water industry will retire on June 30, 2020; and

WHEREAS, *Kenneth R. Manning*, honorably served as a member of the Board of Directors for the Upper San Gabriel Valley Municipal Water District (Upper District), earning the confidence of the voters to serve three consecutive four-year terms to represent Division 3, an area that included all or portions of the cities of La Puente, West Covina and Industry as well as the communities of Bassett, Hacienda Heights and Valinda; and

WHEREAS, *Kenneth R. Manning*, held leadership roles at Upper District, serving as Board President (1993, 1994, 2000 and 2001), Vice-President (1995-1999 and 2002-2004) and served as Upper District's representative to the Board of Directors for the San Gabriel Basin Water Quality Authority from 1992 through 2005; and

WHEREAS, *Kenneth R. Manning*, was the Chairman for the San Gabriel Basin Water Quality Authority in 1993, 1996, 2003, and 2004; and

WHEREAS, *Kenneth R. Manning*, during his tenure at Upper District and the San Gabriel Basin Water Quality Authority, was instrumental in the leadership of water sustainability and groundwater cleanup in the San Gabriel Valley; and

WHEREAS, *Kenneth R. Manning*, has served as the Executive Director of the San Gabriel Basin Water Quality Authority since 2011, and has been instrumental in advancing the efforts to manage and coordinate the groundwater cleanup of the Main San Gabriel Basin with local, state, and federal agencies; and

WHEREAS, *Kenneth R. Manning*, under his leadership, has served as one of the primary architects of the plan to clean up the Main San Gabriel Basin Superfund sites through the use of innovative technologies and collaboration with the responsible parties to accomplish this effort; and

WHEREAS, *Kenneth R. Manning*, has served in leadership roles regionally and statewide for his groundwater management expertise with the Association of Groundwater Agencies from 2005 to 2009 and serving as Chairman of the California Groundwater Coalition; and

WHEREAS, *Kenneth R. Manning*, has earned the esteem of his peers for his exceptional management, professionalism, and passion for the water industry as demonstrated throughout his career; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY AS FOLLOWS:

Section 1: The Board of Directors of the San Gabriel Basin Water Quality Authority hereby honors and extends its heartfelt appreciation to ***Kenneth R. Manning*** for his visionary leadership throughout his 27 years in the water industry and legacy as a San Gabriel Valley water buffalo.

Section 2: The Board of Directors congratulates ***Kenneth R. Manning*** on his retirement from the San Gabriel Basin Water Quality Authority and wishes him a long and happy retirement with his wife, Susan Manning, their children and grandchildren.

PASSED, APPROVED, AND ADOPTED this 17th day of June, 2020.

Jorge Marquez
Chairman

Valerie Munoz
Secretary

Calendars

- SGVMWD
- TVMWD
- USGVMWD
- WM
- WQA

Jun 11 - Sep 10, 2020

June 2020

Wed Jun 17	8:00am - 10:30am	TVMWD Board Meeting
	12:00pm - 1:00pm	WQA Board Meeting
	1:30pm - 2:30pm	WM Administrative Committee Mtg
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Tue Jun 23	4:00pm - 5:00pm	USGVMWD Water Resources and Facility Management Committee
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Wed Jun 24	9:00am - 10:00am	Upper District Board Meeting
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Thu Jun 25	4:00pm - 5:00pm	Admin and Finance Committee meeting

July 2020

Wed Jul 1	8:00am - 10:30am	TVMWD Board Meeting
	2:30pm - 3:30pm	Watermaster Board Meeting
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Tue Jul 7	1:00pm - 2:00pm	USGVMWD Gov Affairs Committee Meeting
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Wed Jul 8	9:00am - 10:00am	Upper District Board Meeting
	11:00am - 12:00pm	WQA Leg/Pub Committee
	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg
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Mon Jul 13	8:00am - 9:30am	SGVMWD Board Meeting
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Tue Jul 14	10:00am - 11:00am	WQA Admin/Finance Committee
	11:00am - 12:00pm	WQA Engineering Committee
<hr/>		
Wed Jul 15	8:00am - 10:30am	TVMWD Board Meeting
	12:00pm - 1:00pm	WQA Board Meeting
	1:30pm - 2:30pm	WM Administrative Committee Mtg
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Wed Jul 22	9:00am - 10:00am	Upper District Board Meeting
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Thu Jul 23	4:00pm - 5:00pm	Admin and Finance Committee meeting
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Tue Jul 28	4:00pm - 5:00pm	USGVMWD Water Resources and Facility Management Committee

August 2020

Tue Aug 4	1:00pm - 2:00pm	USGVMWD Gov Affairs Committee Meeting ↻
Wed Aug 5	8:00am - 10:30am	TVMWD Board Meeting ↻
	2:30pm - 3:30pm	Watermaster Board Meeting ↻
Mon Aug 10	8:00am - 9:30am	SGVMWD Board Meeting ↻
Tue Aug 11	10:00am - 11:00am	WQA Admin/Finance Committee ↻
	11:00am - 12:00pm	WQA Engineering Committee ↻
Wed Aug 12	9:00am - 10:00am	Upper District Board Meeting ↻
	11:00am - 12:00pm	WQA Leg/Pub Committee ↻
	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↻
Wed Aug 19	8:00am - 10:30am	TVMWD Board Meeting ↻
	12:00pm - 1:00pm	WQA Board Meeting ↻
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↻
Tue Aug 25	4:00pm - 5:00pm	USGVMWD Water Resources and Facility Management Committee ↻
Wed Aug 26	9:00am - 10:00am	Upper District Board Meeting ↻
Thu Aug 27	4:00pm - 5:00pm	Admin and Finance Committee meeting ↻

September 2020

Tue Sep 1	1:00pm - 2:00pm	USGVMWD Gov Affairs Committee Meeting ↻
Wed Sep 2	8:00am - 10:30am	TVMWD Board Meeting ↻
	2:30pm - 3:30pm	Watermaster Board Meeting ↻
Tue Sep 8	10:00am - 11:00am	WQA Admin/Finance Committee ↻
	11:00am - 12:00pm	WQA Engineering Committee ↻
Wed Sep 9	9:00am - 10:00am	Upper District Board Meeting ↻
	11:00am - 12:00pm	WQA Leg/Pub Committee ↻
	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↻

WE ARE EXCITED TO ANNOUNCE...



Water Quality Authority



THE WQA HAS
A NEW
WEBSITE!
TAKE A LOOK
AND
SUBSCRIBE TO
RECEIVE
NOTICES.

SAN GABRIEL BASIN
WATER QUALITY AUTHORITY

We protect your health by protecting your groundwater.

Groundwater cleanup is critical to ensure a safe water



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WWW.WQA.COM