

**A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
JUNE 17, 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.

CONSENT CALENDAR

Mr. Kuhn moved to approve the consent calendar. Ms. Noriega seconded the motion and it was approved. Mr. Whitehead abstained from Project Demand No: E90860 and Ms. Noriega abstained from Project Demand E90859.

COMMITTEE REPORTS

None.

**OTHER
ACTION/INFORMATION
ITEMS**

Discussion/Action Regarding Re-Affirming WQA Investment Policy and Guidelines

Mr. Manning reported that the WQA investment guidelines require WQA to invest its public funds in a manner which will provide the highest investment return while meeting the daily cash flow demands, maintaining an appropriate risk level and conforming to all state and local statutes. Procedure No. 26 itemizes the acceptable investment instruments for the WQA and includes a specific requirement that investments be limited to a 12-month term. He noted that the WQA Investment Policy was affirmed by the Board last fiscal year on August 21, 2019.

Mr. Kuhn requested that the Board review this policy after the next budget year has started.

After brief discussion, Mr. Kuhn moved to defer this item until September. Ms. Noriega seconded the motion and it was approved.

Discussion/Action Regarding Proposed Services Provided by Civic Publications

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

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

The second proposal was for Civic Publications to produce the WQA's annual report. He indicated that Civic Publications works with staff all year long to produce the advertorials where much of that content would be included in the annual report. He noted that the \$13,275 proposal is the same amount as last year.

The third proposal was for accounting services in an amount not to exceed \$15,000. He indicated that Judy Lancaster, who is the President of Civic Publications, has a great deal of experience in the public accounting field. He reminded the committee that in lieu of hiring a staff accountant as a permanent employee, the Board has authorized the engagement of an experienced professional accountant as a consultant to the WQA on an as needed basis. He reported that staff is requesting that the WQA renew the contract with Civic Publications to provide accounting consulting services for the period of July 1, 2020 to June 30, 2021 in an amount not to exceed \$15,000. He noted that Ms. Lancaster has many years of experience in working with governmental agencies, including the WQA for which she consulted on a time study prepared for the Environmental Protection Agency. Finally, he explained that because of her experience and knowledge, staff

was recommending the engagement of Ms. Lancaster as the accounting consultant for the fiscal year 20/21.

Mr. Kuhn suggested that WQA should consider raising the amount for Accounting Services to \$20K in September, if needed.

Mr. Marquez asked if there would be any social media incorporated into the outreach. Mr. Lancaster indicated that he had spoken with Ms. Moreno about it and they had a plan to implement it.

Mr. Kuhn moved to approve all three proposals from Civic Publications. Ms. Noriega seconded the motion and it was approved.

Ms. Munoz entered the meeting.

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 2019 to April 2020 was 0.7%.

Mr. Paulson moved to 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%.

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

Mr. Kuhn requested that this item be revisited again later this year for further discussion.

Discussion/Action Regarding Consulting Agreement with Ken Manning

Mr. Manning reported that to assist in the agency’s transition to the new Executive Director, the WQA Board expressed an interest in pursuing a consulting agreement with him upon his

June 30, 2020 retirement to provide as-needed consulting services for his successor.

Mr. Padilla gave a brief background on the agreement and indicated that it was in line with a standard agreement for consulting services at \$4,000 per month for 6 months.

Ms. Noriega expressed concern that there may be issues related to the passage of AB 5. Mr. Padilla noted that there should not be an issue in this situation. However, he would look at AB 5 again.

After some discussion, Mr. Paulson moved to approve the consulting contract with Mr. Manning pending the applicability and review of AB 5 by legal counsel. Ms. Munoz seconded the motion and it was approved.

Discussion Regarding the Cancellation of the July WQA Board Meeting

After some discussion, Mr. Whitehead moved to not cancel the Board Meeting for July. Ms. Munoz seconded the motion and it was approved.

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

Mr. Whitehead moved to adopt 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. Ms. Munoz seconded the motion and it was adopted by the following roll call vote:

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

NO: NONE

ENGINEER'S REPORT

Mr. Schoellerman gave a brief report on the Prop 1 grant for the Whitmore project, and noted that the Prop 1 SEMOU site investigation grant agreement was fully executed. He reported that WQA staff had been communicating with Prop 68 grant staff and working on a way to increase the funding available for WQA's application. However, there were no award recommendations announced yet. He lastly noted that construction continued in the PVOU.

ATTORNEY'S REPORT

None.

EXECUTIVE DIRECTOR'S REPORT

Mr. Manning noted that the proposal to modify the Prop 68 application in a new way to increase the funding was the work of Mr. Schoellerman. He reported that the WQA office was closed to the public and available by appointment only Monday through Thursday. He reported that staff continues to work from home and come into the office on a limited basis. He also reported that the 97-005 User Guide that has been in the works is now in a final draft and should be published soon. He indicated that the language WQA has been working on in the Energy and Water bill was being marked up and WQA is

continuing to press to get that language passed. He noted that if the WQA does not get some federal funding in the next few years it needs to have some serious discussions on a new strategy. He lastly noted that Ms. Moreno did a great job overseeing the redesign of WQA's new website and he encouraged everyone to visit it.

FUTURE AGENDA ITEMS

None.

FUTURE BOARD AND COMMITTEE MEETINGS

The next WQA Board meeting will be held on Wednesday, July 15, 2020 at 12pm.

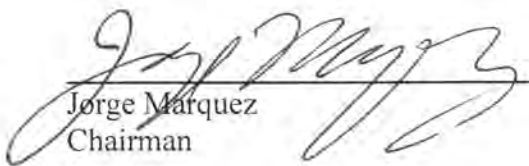
BOARD MEMBERS' COMMENTS/ REPORTS

Many members of the Board congratulated Mr. Manning on his retirement and welcomed Mr. Schoellerman to his new position.

Mr. Marquez commented that the WQA has an amazing team.

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 July 15, 2020.


Jorge Marquez
Chairman


Valerie Munoz
Secretary