

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.

Please register in advance for this meeting by using the following link:

<https://zoom.us/meeting/register/tJMpd-GtrTsjHtK3FFfOxvfpcUpu5gEOI2Ot>

After registering, you will receive a confirmation email containing information about joining the webinar.

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 16, 2021 AT 12:00 P.M.**

AGENDA

- I. CALL TO ORDER** **MUNOZ**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL OF BOARD MEMBERS** **MORENO**
- | | | | |
|-----------------------------|-------|-------|-------|
| Valerie Munoz, Chairwoman | _____ | _____ | (alt) |
| Mark Paulson, Vice-Chairman | _____ | _____ | (alt) |
| Jorge Marquez, Treasurer | _____ | _____ | (alt) |
| Bob Kuhn, Secretary | _____ | _____ | (alt) |
| Lynda Noriega | _____ | _____ | (alt) |
| Mike Whitehead | _____ | _____ | (alt) |
| Ed Chavez | _____ | _____ | (alt) |
- IV. PUBLIC COMMENTS (Agendized Matters Only):** **MUNOZ**
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:** **MUNOZ**
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. WORKSHOP **PADILLA**

“Board Policy Refresher: Compensation and Reimbursement Policy Overview”

VII. CONSENT CALENDAR **MUNOZ**

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

- (a) Minutes for 5/19/21 Regular Board Meeting
- (b) Minutes for 6/3/21 Special Board Meeting
- (c) Minutes for 6/8/21 Administrative/Finance Committee – Special Joint Meeting
- (d) Minutes for 6/9/21 Legislative/Public Information Committee – Special Joint Meeting
- (e) Demands on Administrative Fund
- (f) Demands on Project Fund

VIII. COMMITTEE REPORTS

(These items may require action)

- (a) Administrative/Finance Committee Report [enc]
 - 1. Discussion/Action Regarding Cost of Living Adjustment for Exempt and Non-Exempt Staff [enc]
 - 2. Discussion Regarding Prop 68 Engineering Services [enc]
 - 3. Discussion/Action Regarding Investment Policy Reaffirmation [enc]
- (b) Legislative/Public Information Committee Report [enc]

IX. OTHER ACTION/INFORMATION ITEMS **MUNOZ**

(These items may require action)

- (a) Discussion and Potential Action to Approve First Amendment to Executive Director Employment Agreement. [enc]

Prior to Board action on this item, a presentation of the salient terms of the agreement shall be stated on the record. It is recommended the Board:

 - 1. Approve the finalized written employment agreement. *(Board has the option to deliberate in closed session one last time before taking action in open session)*
 - 2. Authorize the Board President to execute the written agreement on behalf of the Authority.

X. PROJECT REPORTS **COLBY**

(a) Treatment Plants:

- | | |
|--------------------------------|---------------|
| 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

XI. ATTORNEY'S REPORT **PADILLA**

XII. LEGISLATIVE REPORT **MONARES**

XIII. EXECUTIVE DIRECTOR'S REPORT **SCHOELLERMAN**

XIV. FUTURE AGENDA ITEMS **MUNOZ**

XV. INFORMATION ITEMS [enc] **MUNOZ**

(a) San Gabriel Basin Water Calendar

XVI. FUTURE BOARD/COMMITTEE MEETINGS **MUNOZ**

(a) The next Administrative/Finance Committee Meeting is scheduled for Tuesday, July 6, 2021 at 10:00am

(b) The next Legislative/Public Information Committee meeting was scheduled for Wednesday, July 7, 2021 at 11:00am

(c) The next WQA Board meeting is scheduled for Wednesday, July 21, 2020 at 12:00 P.M. at WQA

XVII. CLOSED SESSION**MUNOZ**

The following items may be heard out of order before Agenda Item IX.(a) should the Board wish to discuss the matter further before final approval in open session.

- (a) Closed Session Pursuant to Government Code Section 54957 – Public Employment
Title: Executive Director.
- (b) Closed Session Pursuant to Government Code Section 54957.6 – Confer with
Labor Negotiator Unrepresented Employee: Executive Director
Authority’s Negotiator: Richard Padilla, General Legal Counsel

XVIII. BOARD MEMBERS' COMMENTS/REPORTS**MUNOZ****XIV. ADJOURNMENT****MUNOZ**

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 19, 2021 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 online and teleconference.

CALL TO ORDER	The Chairwoman 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	Valerie Munoz, Mark Paulson, Jorge Marquez, Bob Kuhn, Lynda Noriega, Michael Whitehead, Ed Chavez
BOARD MEMBERS ABSENT	None.
STAFF MEMBERS PRESENT	Randy Schoellerman, Executive Director; Stephanie Moreno, Executive Assistant/Outreach Coordinator; Dan Colby, Assistant Executive Director/Senior Project Manager; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant; Richard Padilla, Legal Counsel
MEMBERS OF THE PUBLIC PRESENT	None.
MEMBERS OF THE PUBLIC THAT PARTICIPATED VIA ONLINE/TELECONFERENCE	Gabriel Monares, The Monares Group; Garry Hoffer, California American Water Company; Javier Vargas, Valley County Water District; Charles Trevino, Upper District
PUBLIC COMMENT	None.
ITEMS TOO LATE TO BE AGENDIZED	None.
PUBLIC HEARING	Mr. Chavez enters the meeting.
<i>Draft Budget for Fiscal Year 2021/2022</i>	The Chairwoman opened the public hearing to receive comments on the draft budget for fiscal year 2021/2022. There being no comments the Chairwoman closed the public hearing.
CONSENT CALENDAR	Mr. Marquez moved to approve the consent calendar. Mr. Kuhn seconded the motion, and it was approved by the following roll call vote. AYES: MUNOZ, PAULSON, MARQUEZ, KUHN,

NORIEGA, WHITEHEAD, CHAVEZ

NO: NONE

ABSTENTIONS: Mr. Whitehead abstained from Project Demand No: E91172. Ms. Noriega abstained from Project Demand No. E91171.

COMMITTEE REPORTS

Administrative/Finance Committee Report

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

Discussion/Action Regarding Proposition 68 Subrecipient Grant Agreement Template

Mr. Schoellerman reported that WQA's Proposition 68 Operations and Maintenance Grants-San Gabriel Basin Regional Groundwater Remediation Program will require individual agreements with grant subrecipients. The Subrecipient Grant Agreement will outline the process in which subrecipients are reimbursed for eligible costs under the WQA's Proposition 68 grants. He indicated to facilitate and streamline the required subrecipient grants between WQA and subrecipient, staff and WQA legal counsel have developed a Proposition 68 Subrecipient Grant Agreement template for use with each of the nine subrecipients. He noted that staff is recommending approval of the agreement template and authorization for the Executive Director to execute the required agreements with each subrecipient subject to final legal counsel review. He lastly noted that the Admin/Finance reviewed this item on May 11th and recommended it for approval.

After some discussion, Mr. Paulson moved to approve the Proposition 68 subrecipient grant agreement template and to authorize the Executive Director to execute the required agreements. Mr. Marquez seconded the motion, and it was approved by the following roll call vote:

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

NO: NONE

Legislative/Public Information Committee Report

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

Discussion/Action Regarding Eco Voices Institute Educational Programs

- *Approve Proposal for Eco
Voices Institute Educational
Program*
- *Approve Demand No.
E91173*

Mr. Schoellerman reported the past five years WQA has participated in a Summer Youth Outreach Program with EcoVoices to target a segment of the community that are the difficult to reach youth of our communities. He reported that the EcoVoices is a STEM's rich hands-on program that provides young people lessons on the San Gabriel River watershed that includes: groundwater quality, drought preparedness, mitigation measures for the prevention of pollution and restorative biodiversity. It is delivered in a

dynamic and theatrical way that helps students remember and retain what they hear. He also reported that the program has expanded to include at least 15 K-8 schools within the area of the WQA and reaches an estimated 1,000 youth within the region. He noted that the Legislative/Public Information Committee recommends continuing our partnership with EcoVoices for the summer program for the budgeted \$15,000.

After some discussion, Mr. Marquez moved to approve Eco Voices Institute Educational Program proposal and approve Demand No. E91173. Mr. Whitehead seconded the motion, and it was approved by the following roll call vote:

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

NO: NONE

OTHER ACTION/INFORMATION ITEMS

Discussion/Action Regarding Draft Budget for FY 2021/2022

Mr. Marquez moved to adopt the budget for Fiscal year 2021/2022. Mr. Kuhn seconded the motion, and it was adopted by the following roll call vote:

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

NO: NONE

Discussion Regarding Assessment for Fiscal Year 2021/2022

- ***Adopt Resolution No. 21-002***
- ***Adopt Resolution No. 21-003***

Ms. Noriega moved to adopt Resolution No. 21-002, 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 to adopt Resolution No. 21-003, a resolution of the San Gabriel Basin Water Quality Authority setting a schedule for collection.

Mr. Kuhn asked legal counsel if there was an issue with Ms. Noriega participating in this vote since she is a prescriptive pumping right holder.

Mr. Padilla commented that there was no reason why she could not participate in the vote.

Mr. Paulson seconded the motion, and it was approved by the following roll call vote:

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

NO: NONE

PROJECT REPORTS

Mr. Colby reported on WQA Prop 1 SEMOU site investigation project noting that he would be participating in six site visits the following week with Avocet Environmental so they can finalize the first six workplans. He reported that the new monitoring wells were sampled at the Whitmore Street facility and should have the results by the next Board meeting. He reported that an EMOU technical meeting was held at the end of April. He indicated that a lot of the remedy enhancement work was put on hold due to COVID-19 but now seems to be moving forward. He also noted that EPA has increased their efforts in the EMOU.

ATTORNEY'S REPORT

Mr. Padilla reported that there would be a closed session later in the meeting.

LEGISLATIVE REPORT

Mr. Monares reported that earmarks are back in both the House and the Senate and that he and staff would continue to work with the federal lobbyists to monitor the WQA's requests. He also noted that state budget revise will be out later this week.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that an appropriation request has been submitted to Senator Padilla's office. He reported that he met last week with the U.S. Bureau of Reclamation (USBR) to discuss any available funding in their current budget. He indicated that attorneys for the USBR have determined that they cannot transfer any funds into the San Gabriel Basin Restoration Fund without direct language from Congress. He noted that there is disagreement in this area and noted that staff would work with the WQA's federal lobbyist to follow up on the opinion. He also reported that he had set up a meeting with two Los Angeles Regional Water Quality Board members and the Executive Officer for May 20th to discuss our collaboration to investigate sites in the South El Monte Operable Unit and to provide a presentation about WQA. The meeting was also expected to include a State Water Board member.

FUTURE AGENDA ITEMS

None.

FUTURE BOARD AND COMMITTEE MEETINGS

The Admin/Finance Committee Meeting was scheduled for Tuesday, June 8, 2021 at 10:00 am.

A Legislative/Public Information Committee was scheduled for Wednesday, June 9, 2021 at 11:00 am.

The next WQA Board meeting will be held on Wednesday, June 16, 2021 at 12 pm.

CLOSED SESSION

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

The Board convened to closed session.

Title: Executive Director

RECONVENE OPEN SESSION

Mr. Padilla reported that the Board met in closed session. He indicated that the Board would like to schedule a special meeting of the Board to continue the closed session discussion. He directed staff to schedule a special meeting of the Board for the first week in June.

**BOARD MEMBERS'
COMMENTS/
REPORTS**

None.

ADJOURNMENT

The Chairwoman asked if there were any other items of business to come before the Board. There being none, the meeting was adjourned to June 19, 2021.

Valerie Munoz
Chairwoman

Bob Kuhn
Secretary

DRAFT

A SPECIAL MEETING OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY JUNE 3, 2021 AT 9:00 A.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 online and teleconference.

CALL TO ORDER	The Chairwoman 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	Valerie Munoz, Mark Paulson, Jorge Marquez, Bob Kuhn, Lynda Noriega, Michael Whitehead, Ed Chavez
BOARD MEMBERS ABSENT	None.
STAFF MEMBERS PRESENT	Randy Schoellerman, Executive Director; Stephanie Moreno, Executive Assistant/Outreach Coordinator; Dan Colby, Assistant Executive Director/Senior Project Manager; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant; Richard Padilla, Legal Counsel
MEMBERS OF THE PUBLIC PRESENT	None.
MEMBERS OF THE PUBLIC THAT PARTICIPATED VIA ONLINE/TELECONFERENCE	Gabriel Monares, The Monares Group; Tara Robinson, Valley County Water District; Lenet Pacheco, Valley County Water District; Garry Hoffer, California American Water Company; Javier Vargas, Valley County Water District; Richard Gonzales, City of Monterey Park; David Muse, Valley County Water District.
PUBLIC COMMENT	None.
CLOSED SESSION	
<i>Pursuant to Government Code Section 54957(b)(1) – Public Employment Title: Executive Director</i>	Mr. Padilla reported that WQA Board met in closed session and have completed the performance evaluation of the Executive Director.
<i>Closed Session Pursuant to Government Code Section 54957.6 Conference with Labor Negotiator (Unrepresented Employee)</i>	Mr. Padilla reported that there was no further action taken in closed session and that the contract for the Executive Director would come back to the full Board to consider at the next WQA Board meeting.

*Agency's Designated
Representative: Richard Padilla,
General Legal Counsel*

*Title of Employee: Executive
Director*

ADJOURNMENT

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

Valerie Munoz
Chairwoman

Bob Kuhn
Secretary

DRAFT

SAN GABRIEL BASIN WATER QUALITY AUTHORITY ADMINISTRATIVE/FINANCE COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS JUNE 8, 2021 AT 10:00 A.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 Administrative/Finance Committee and Special meeting of the Board took place online and teleconference.

CALL TO ORDER

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

COMMITTEE MEMBERS PRESENT

Mike Whitehead and Lynda Noriega

WATERMASTER LIASON

Dave Michalko

COMMITTEE MEMBERS ABSENT

Mark Paulson

OTHER BOARD MEMBERS PRESENT

Bob Kuhn

STAFF MEMBERS PRESENT

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

MEMBERS OF THE PUBLIC PRESENT

Lenet Pacheco, Valley County Water District, Javier Vargas, Valley County Water District; Ralph Galvan, Valley County Water District

PUBLIC COMMENT

None.

Discussion Regarding Cost of Living Adjustment for Exempt and Non-Exempt Staff

Ms. Saenz reported that Procedure 40 establishes the Cost of Living Adjustment (COLA) procedures for WQA employees based on the April Consumer Price Index for All Urban Consumers ("CPI-U"). She indicated that the CPI for April 2020 to April 2021 is 3.6%. She noted that the policy differentiates between Exempt and Non-Exempt employees. Exempt employees provides for an increase in the salary range by the April CPI. The Non-Exempt employees provides for a increase in both the salary ranges and the actual salaries by the April CPI. She noted that last year the April CPI was 0.7%.

Mr. Whitehead asked if this recommendation was in compliance with the WQA's current policy and if the budget that was just adopted allowed for the recommended increase.

Ms. Saenz commented that this recommendation is in line with the WQA policy. She also noted that this increase was taken into consideration during the budget process where the actual budget allowed for a 4% increase.

Ms. Noriega asked why there was a difference between Exempt and Non- Exempt employees.

Ms. Saenz commented that the policy was created to allow the Executive Director have the discretion to apply the increase based on merit and to not have the increase be an automatic increase for Exempt employees.

Ms. Noriega asked if staff could provide a list of the COLA for the last five years.

Ms. Saenz commented that she would prepare that list and include it with the staff report that would be enclosed with the Board agenda packet.

After some discussion, the committee recommended that the following go to the full Board for approval:

1. Increase the salary ranges for both Exempt and Non-Exempt employees by 3.6%
2. Increase the salaries of the Non-Exempt employees by 3.6%

***Discussion Regarding Proposition
68 Engineering Services***

Mr. Schoellerman reported that a Request for Proposal was issued and WQA received two responses. He indicated that although both firms are qualified to perform the services, staff is recommending that Stetson Engineers be selected to provide the Proposition 68 engineering support services. He reported that the primary grant proposal encompassing 24 water treatment facilities is \$152,200. Additionally, the proposal includes an amount of \$36,800 for the secondary grant with 3 water treatment facilities. He noted that the combined fee for service agreement is a not to exceed of \$189,000, for an expected term of July 2021 through March 2023.

Mr. Whitehead asked if the cost for these services be recoverable.

Mr. Schoellerman commented that the cost for these services would be reimbursed through the grant itself and not through the new fee policy that was just approved.

After brief discussion, the committee recommended that the proposal from Stetson Engineers for Proposition 68

Engineering Services go to the full Board for approval.

Discussion Regarding Investment Policy Reaffirmation

Ms. Saenz reported that it is WQA's policy to submit the Investment Policy for affirmation by the Board at the beginning of each fiscal year. She noted that Procedure No. 26 was affirmed by the Board last fiscal year on August 19, 2020. She indicated that 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. She noted that 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.

After brief discussion the committee recommended that WQA Investment Policy go to the full Board for reaffirmation.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that he expects to have the final agreement for the Prop 68 grant ready for his signature this month. He noted that the subrecipient agreements with producers could be finalized at that time. He also reported that staff was working to complete site access agreements with property owners for the Prop 1 SEMOU site investigation. He reported that staff provided a virtual tour of the Prop 68 for the grant managers. He noted that staff continues to monitor the appropriation bills in D.C. He lastly reported that the insurance issue with Edison for site access to a monitoring well was close to being resolved with Edison being added as additionally insured to the BPOU Project Agreement policies.

Ms. Noriega asked what the WQA is planning on doing after June 15th regarding in-person meetings and re-opening the office.

Mr. Schoellerman commented that staff will be watching for the Los Angeles County Department of Public Health to issue updated guidelines along with guidelines from Cal OSHA that are expected as a result of the Governor's action on June 15th. He expected that the new guidelines would allow for the office to re-open. He noted that staff have been working on options to provide board and committee meetings that would allow for both in-person and online attendees.

ADJOURNMENT

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

Valerie Munoz
Chairwoman

Bob Kuhn
Secretary

DRAFT

SAN GABRIEL BASIN WATER QUALITY AUTHORITY LEGISLATIVE/PUBLIC INFORMATION COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS JUNE 9, 2021 AT 11:00 A.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 Legislative/Public Information Committee and Special meeting of the Board took place 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.

COMMITTEE MEMBERS PRESENT

Valerie Munoz, Bob Kuhn and Jorge Marquez

WATERMASTER LIASON

Marty Zvirbulis

COMMITTEE MEMBERS ABSENT

None

OTHER BOARD MEMBERS PRESENT

None

STAFF MEMBERS PRESENT

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

MEMBERS OF THE PUBLIC PRESENT

Chris Lancaster, Civic Publications; Brian Bowcock, Three Valleys MWD; Gabriel Monares, The Monares Group

Discussion Regarding Next Advertorial

Ms. Moreno reported that the next advertorial would be included in the Community Profiles publication. She explained that in the past this publication came out earlier in the year but has now been moved back a few months to allow for more accurate information relating to any changes that may have occurred with recent elections. She indicated that typically this ad would be a summary of the current annual report and determined that it made more sense to change the focus of this ad since the new annual report would be out in the next few months. She noted that the Community Profiles publication does have a good shelf life and is often used a reference too. She reported that the ad could be an information fact sheet about the WQA which would list all of

the important agency information and remind the readers why the WQA was created, and the benefit to the public that the WQA provides.

Mr. Kuhn suggested that the ad highlight the partnership that WQA has with cities and legislators, and emphasize the importance of the partnership with them for the WQA to fulfill its mission.

Ms. Moreno commented that the partnerships are vital to the WQA's mission, and that staff will look at including those items in the story of the ad.

Legislative Activities/Reports

State

Mr. Monares reported that AB1195 (Garcia) had been amended and was in the Senate Rules Committee for assignment.

Mr. Schoellerman reported that the Governor's budget May revise has come out. He indicated that the two water bonds that were in the works might be put on hold for now due to the amount of funding being made available. He noted that some of the funding under consideration would increase the amount of funding available for Proposition 1.

Federal

Mr. Monares reported that negotiations on the infrastructure bill had failed and that it appears the infrastructure funding could be provided via a budget reconciliation process.

Mr. Schoellerman reported that he met with the staff from Senator Feinstein's office and Senator Padilla's office along with Chris Kierig and Gabriel Monares. He indicated that they discussed the WQA's appropriations requests and provided a presentation about WQA. He also reported that staff was looking into amending WQA's San Gabriel Basin Restoration Fund law to provide additional flexibility for how sources of federal funding can be placed in the fund and may include increasing the time projects can be funded beyond the current 10-year limitation.

Mr. Kuhn asked if the WQA's sunset date would be an issue when discussing modifications to the Restoration Fund.

Mr. Monares indicated that he didn't think the sunset date would be an issue and that a previous attempt to increase it by 5 years was only limited by a committee's request.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that staff is waiting for the new COVID-19 guidelines that the Governor is to announce as well as guidelines that CAL OSHA is reviewing. He

reported that he would keep the Board updated as new information is received. He also reported that staff received a public records request regarding WQA's last advertorial that was published in the Los Angeles Times. He indicated that the request was for the cost of the ad and the information was provided accordingly.

ADJOURNMENT

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

Valerie Munoz
Chairwoman

Bob Kuhn
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
D01855	Bob Kuhn	Board Member Compensation for May 2021	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(68.59)</u>
			827.99
D01856	Michael Whitehead	Board Member Compensation for May 2021	
		2 Days WQA Business	298.86
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(22.86)</u>
			276.00
D01857	Ed Chavez	Board Member Compensation for May 2021	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(68.59)</u>
			827.99
D01858	Jorge Marquez	Board Member Compensation for May 2021	
		3 Days WQA Business	448.29
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(212.07)</u>
			236.22
D01859	Valerie Munoz	Board Member Compensation for May 2021	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(68.59)</u>
			827.99
D01860	Mark Paulson	Board Member Compensation for May 2021	
		2 Days WQA Business	298.86
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(22.86)</u>
			276.00
D01861	Lynda Noriega	Board Member Compensation for May 2021	
		2 Days WQA Business	298.86
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	<u>(22.86)</u>
			276.00
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund	
		Staff Payroll - for May 2021	63,887.84
		Board Payroll Taxes - Federal & State	<u>795.06</u>
			<u>64,682.90</u>
		Total replenishment to payroll fund	68,231.09
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 5/01/21 to 5/31/21 disbursements	
		Group Insurance	239.95
		Dues and Subscriptions	250.00
		Office Supplies	49.11
		Telephone Service	435.03
		Plant & Water Service	49.34
		Equipment Lease	180.61
		Copier Machine	411.72
		Computer Systems O&M	450.97
		Meetings and Conferences	<u>109.69</u>
			2,176.42

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
E91180	ACWA/JPIA	Invoice No. 668623, Medical and life insurance premiums for July 1, 2021 to August 1, 2021	7,899.33
E91181	Accent Computer Solutions, Inc.	Invoice No. 144175, Professional IT services for June 2021	1,335.69
E91182	Bank of America	Invoice No. '21-05May-DC', Credit Card Expenses incurred for 5/01/21 to 5/31/21 Dues and Subscriptions	<u>65.00</u> 65.00
E91183	Bank of America	Invoice No. '21-05May-RS', Credit Card Expenses incurred for 5/01/21 to 5/31/21 Dues and Subscriptions Internet Service Meetings & Conferences	884.85 29.95 <u>195.00</u> 1,109.80
E91184	Bank of America	Invoice No. '21-05May-SM', Credit card expenses incurred for 5/01/21 to 5/31/21 Public Relations Meetings & Conferences	9.99 <u>1,188.00</u> 1,197.99
E91185	Civic Publications	Professional services for community outreach Invoice No. 1622, Sustainable Living 2020 Winter Edition Invoice No. 1660, Full-page ROP Ad (5/3/21)	8,500.00 <u>15,450.00</u> 23,950.00
E91186	The Gualco Group	Invoice No '21-05May', Professional consulting services for May 2021	10,562.45
E91187	Kadesh & Associates, LLC	Invoice No. 06-21, Professional consulting services for May 2021	15,000.00
E91188	The Monares Group, LLC	Invoice No. '21-06Jun', Professional consulting services for June 2021	16,000.00
E91189	Olivarez Madruga Lemieux O'Neill, LLP	Invoice No. 15306, Professional legal services for May 2021	3,972.50
E91190	Ruffle Properties, LLC	Office lease, CAM, and Storage for July 2021 Invoice No. '21-07Jul', Office lease Invoice No. '21-07Jul-CAM', Electricity charges Invoice No. '21-07Jul-Storage', Storage Room	6,845.79 643.20 <u>150.00</u> 7,638.99
E91191	West Yost & Associates	Invoice No. 2045096, Professional services for April 10, 2021 to May 7, 2021	3,763.50
TOTAL			<u><u>162,902.76</u></u>



Board Member Per Diem
 \$149.43 per meeting, 6 meeting maximum per month
 Mileage Rate: \$0.56 per mile
 (Updated January 2017)

EXPENSE SHEET

NAME: Bob Kuhn

MONTH/YEAR: May-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days <small>(not to exceed 6)</small>	\$149.43 PER DIEM
5/6/21	Glendora Chamber of Commerce Legislative committee	0	1	\$149.43
5/11/21	Attended the Admin / Finance Committee	0	1	\$149.43
5/12/21	Legislative committee	0	1	\$149.43
5/19/21	WQA Board meeting	0	1	\$149.43
5/20/21	Former Mayors Group - Up date on issues related to earmarks	0	1	\$149.43
5/26/21	SGVEP Legislative committee	0	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			6	\$896.58
Total Mileage (at \$0.56 per mile)		0		\$0.00

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

TOTAL MEETINGS, MILEAGE, EXPENSES		\$896.58
467	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 _____

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, 0 meeting maximum per month
 Mileage Rate: \$0.575 per mile

EXPENSE SHEET

NAME: Michael Whitehead MONTH/YEAR: May-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed #)	\$149.43 PER DIEM
5/11/21	WQA Admin/Finance Committee		1	\$149.43
5/19/21	WQA Board Meeting		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			2	\$298.86
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		\$298.86	
457	Deferred Compensation Amount (enter a positive number)		
TOTAL		\$298.86	

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: \$0.58 per mile (updated January 2019)

EXPENSE SHEET

NAME: Edward L. Chavez

MONTH/YEAR: May-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days <small>(not to exceed 5)</small>	\$149.43 PER DIEM
5/5/21	Board Meeting - Main San Gabriel Basin Watermaster		1	\$149.43
5/10/21	Board of Directors' Meeting - Valley County Water District		1	\$149.43
5/11/21	Board of Directors' Meeting - San Gabriel County Water District		1	\$149.43
5/19/21	Board Meeting - San Gabriel Basin Water Quality Authority		1	\$149.43
5/20/21	Board Meeting - San Gabriel Valley Council of Government		1	\$149.43
5/24/21	Board of Directors' Meeting - Valley County Water District		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 _____

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: \$0.56 per mile (updated January 2021)

EXPENSE SHEET

NAME: JORGE A MARQUEZ

MONTH/YEAR: May-21

Table with columns: DATE, MEETING DESCRIPTION, Roundtrip Mileage, # of Days, \$149.43 PER DIEM. Includes rows for meetings on 5/10/21, 5/12/21, and 5/19/21, and summary rows for Total Meetings (\$448.29) and Total Mileage (\$0.00).

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.



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: Valeria Munoz

MONTH/YEAR: May-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days <small>(not to exceed 6)</small>	\$149.43 PER DIEM
5/10/21	La Puente Valley County Water District Meeting	0	1	\$149.43
5/11/21	City of San Gabriel Council Meeting	0	1	\$149.43
5/12/21	WQA Ledge and Pub Meeting	0	1	\$149.43
5/19/21	WQA Board Meeting	0	1	\$149.43
5/20/21	WQA Check Signing and Update	0	1	\$149.43
5/27/21	Appropriations Discussion with Mayor Cory Moss Industry	0	1	\$149.43
		0		\$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

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

Mark Paulson

Board Member Per Diem
 \$149.43 per meeting, 6 meeting maximum per month
 Mileage Rate: \$0.575 per mile (updated January 2020)

EXPENSE SHEET

MONTH/YEAR: May-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
5/11/21	Committee Meeting		1	\$149.43
5/19/21	Boar Meeting		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			2	\$298.86
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		\$298.86
467	Deferred Compensation Amount (enter a positive number)	
TOTAL		\$298.86

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

68

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: \$0.56 per mile (updated January 2021)

EXPENSE SHEET

NAME: Lynda Noriega

MONTH/YEAR: May-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days <small>(not to exceed 6)</small>	\$149.43 PER DIEM
5/11/21	WQA Administrative/Finance Committee Meeting		1	\$149.43
5/19/21	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			2	\$298.86
Total Mileage (at \$0.56 per mile)		0		\$0.00

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

TOTAL MEETINGS, MILEAGE, EXPENSES			\$298.86
467	Deferred Compensation Amount (enter a positive number)		
TOTAL			\$298.86

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

DocuSigned by:

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>				
4712	Los Angeles County Flood Control District	Invoice No. '2021/2022', Project O&M for monitoring well 5-26 rental agreement for July 2021 to June 2022	8,433.36	CR's
E91192	RC Foster Corporation	Invoice No. 02-21-024, Project costs for Spare parts costs for May 2021	740.22	CR's
<u>SOUTH EL MONTE OPERABLE UNIT</u>				
E91193	Avocet Environmental Inc.	Project costs for Whitmore Street Groundwater Remediation Facility and Site Investigation Project for May 2021		
		Invoice No. 6563 - Whitmore GW Treatment System	5,749.48	
		Invoice No. 6564 - Round 1 Prop 1-Whitmore Hydropunch	11,683.96	
		Invoice No. 6565 - Round 2 Prop 1 SGV Priority Sites	<u>4,311.16</u>	
			21,744.60	WQA/Prop 1
Total Project Costs			<u><u>30,918.18</u></u>	

*mls
6-10-21*

DRAFT

The following demands on the Project Fund Account at Bank of the West are hereby submitted for payment. Pursuant to the BPOU Project Agreement Section 4.7 Payment of Invoices, the following invoices were approved by the BPOU Project Committee on June 3, 2021.

Check No.	Payable to	Description	Amount	Funding Sources
<u>BALDWIN PARK OPERABLE UNIT</u>				
E91194	La Puente Valley County WD	Project costs for April 2021 Invoice No. 4-2021-04, Capital Costs Invoice No. 4-2021-04, T&R Costs	150,000.00 <u>171,866.32</u>	321,866.32 CR's
E91195	Main San Gabriel Basin Watermaster	Invoice No. 02-231, Administrative Project Costs for April 2021 Administrative costs T&R costs	 29,300.52 <u>28,337.26</u>	 57,637.78 CR's
E91196	Suburban Water Systems	Project T&R costs for March and April 2021 Invoice No. 59880321, March Invoice No. 59880421, April	 (979.54) <u>268,080.44</u>	267,100.90 CR's
E91197	Valley County Water District	Project costs for April 2021 Invoice No. 439, T&R costs Invoice No. 440, T&R costs	258,297.59 <u>9,961.24</u>	268,258.83 CR's
E91198	California Domestic Water Co.	Project costs for April 2021 Invoice No. 3468, T&R costs for Perchlorate Invoice No. 3469, T&R costs for NDMA & VOC's	69,299.80 <u>127,588.25</u>	196,888.05 CR's
E91199	San Gabriel Valley Water Co.	Project costs for March 2021 Invoice No. 21-04118, B5 T&R costs Invoice No. 21-04117, B6 T&R costs Invoice No. 21-05125, B6 T&R Capital costs-UV Flex Treatment	309,317.17 498,882.77 <u>565.81</u>	808,765.75 CRs
Total BPOU Project Costs			<u><u>1,920,517.63</u></u>	

*7/16/21
6-10-21*



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: Randy Schoellerman, Executive Director
Date: June 16, 2021
Subject: **Exempt Employees: Proposed Increase in Salary Ranges**
Non-Exempt Employees: Proposed increase in both Salary Ranges and Salaries

Recommendation / Proposed Action

Recommend approval of the following:

- Increase the salary ranges for both Exempt and Non-Exempt employees by 3.6%.
- Increase the salaries of the Non-Exempt employees by 3.6%.

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 CPI-U percentage increase from April 2020 to April 2021 is 3.6%.

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.

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, 2021.

Job Titles	Current Monthly Salary Range		3.6% increase Monthly Salary Range	
	<u>7/1/20 to 6/30/21</u>		<u>7/1/21 to 6/30/22</u>	
	<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>
<u>Exempt Positions</u>				
Asst. Executive Director/Sr. Project Manager	\$8,858	\$14,235	\$8,858	\$14,747
Director of Finance	\$7,792	\$13,301	\$7,792	\$13,780
<u>Non-Exempt Positions</u>				
Project Resource Manager	\$4,459	\$8,351	\$4,459	\$8,651
Exec. Assistant/Public Outreach Coordinator	\$4,329	\$7,730	\$4,329	\$8,008
Admin/Accounting Assistant	\$3,636	\$6,079	\$3,636	\$6,297

Attachments:

Table 4 from Consumer Price Index CPI-U for April 2021
Schedule of COLA Increases for FY 15/16 to 20/21

Table 4. Consumer Price Index for All Urban Consumers (CPI-U): Selected areas, all items index, April 2021
 [1982-84=100, unless otherwise noted]

Area	Pricing Schedule ¹	Percent change to Apr. 2021 from:			Percent change to Mar. 2021 from:		
		Apr. 2020	Feb. 2021	Mar. 2021	Mar. 2020	Jan. 2021	Feb. 2021
U.S. city average.....	M	4.2	1.5	0.8	2.6	1.3	0.7
Region and area size²							
Northeast.....	M	3.3	1.4	0.7	2.1	1.0	0.6
Northeast - Size Class A.....	M	3.0	1.1	0.7	1.7	0.8	0.4
Northeast - Size Class B/C ³	M	3.7	1.7	0.8	2.6	1.3	0.9
New England ⁴	M	2.7	1.5	0.5	1.8	1.3	1.0
Middle Atlantic ⁴	M	3.5	1.3	0.8	2.2	0.9	0.5
Midwest.....	M	4.9	1.5	0.8	3.0	1.5	0.7
Midwest - Size Class A.....	M	4.7	1.6	0.8	2.6	1.6	0.8
Midwest - Size Class B/C ³	M	5.1	1.5	0.8	3.2	1.5	0.7
East North Central ⁴	M	4.9	1.5	0.8	2.8	1.5	0.7
West North Central ⁴	M	5.0	1.6	0.7	3.2	1.5	0.9
South.....	M	4.4	1.5	0.7	2.9	1.3	0.8
South - Size Class A.....	M	4.2	1.4	0.7	2.8	1.3	0.7
South - Size Class B/C ³	M	4.6	1.6	0.8	3.0	1.3	0.8
South Atlantic ⁴	M	4.2	1.4	0.7	2.9	1.1	0.7
East South Central ⁴	M	5.7	1.9	0.8	4.0	1.7	1.1
West South Central ⁴	M	4.3	1.6	0.7	2.4	1.4	0.8
West.....	M	3.9	1.7	1.0	2.4	1.2	0.7
West - Size Class A.....	M	3.8	1.6	0.9	2.3	1.2	0.6
West - Size Class B/C ³	M	3.9	1.9	1.1	2.6	1.3	0.7
Mountain ⁴	M	4.2	2.2	1.3	2.5	1.3	0.9
Pacific ⁴	M	3.8	1.6	0.9	2.4	1.2	0.6
Size classes							
Size Class A ⁵	M	3.9	1.4	0.8	2.3	1.2	0.6
Size Class B/C ³	M	4.4	1.6	0.9	2.9	1.3	0.8
Selected local areas							
Chicago-Naperville-Elgin, IL-IN-WI.....	M	4.6	1.7	1.0	2.6	1.2	0.6
Los Angeles-Long Beach-Anaheim, CA.....	M	3.6	1.6	1.1	2.2	0.9	0.5
New York-Newark-Jersey City, NY-NJ-PA.....	M	3.2	1.1	0.7	2.0	0.7	0.4
Atlanta-Sandy Springs-Roswell, GA.....	2	6.0	1.6				
Baltimore-Columbia-Towson, MD ⁶	2	2.9	1.8				
Detroit-Warren-Dearborn, MI.....	2	5.4	1.7				
Houston-The Woodlands-Sugar Land, TX.....	2	4.5	1.8				
Miami-Fort Lauderdale-West Palm Beach, FL.....	2	4.1	1.6				
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD.....	2	3.5	1.2				
Phoenix-Mesa-Scottsdale, AZ ⁷	2	4.9	2.4				
San Francisco-Oakland-Hayward, CA.....	2	3.8	1.7				
Seattle-Tacoma-Bellevue, WA.....	2	3.4	1.1				
St. Louis, MO-IL.....	2	5.4	2.1				
Urban Alaska.....	2	4.8	1.8				
Boston-Cambridge-Newton, MA-NH.....	1				1.3	0.9	
Dallas-Fort Worth-Arlington, TX.....	1				3.4	1.8	
Denver-Aurora-Lakewood, CO.....	1				1.6	0.8	
Minneapolis-St. Paul-Bloomington, MN-WI.....	1				3.0	1.1	
Riverside-San Bernardino-Ontario, CA ⁴	1				3.6	1.3	
San Diego-Carlsbad, CA.....	1				4.1	2.4	
Tampa-St. Petersburg-Clearwater, FL ⁸	1				4.9	1.6	
Urban Hawaii.....	1				1.8	0.9	
Washington-Arlington-Alexandria, DC-VA-MD-WV ⁶	1				2.6	0.7	

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
SCHEDULE OF COLA INCREASES for 2015 to 2020

<u>Fiscal Year</u>	<u>Staff Annual COLA Increases</u>
15/16	1.0%
16/17	2.0%
17/18	2.7%
18/19	4.0%
19/20	3.3%
20/21	0.7%



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: Randy Schoellerman, Executive Director
Date: June 16, 2021
Subject: **Engineering Services for Proposition 68 Grant**

Summary

WQA has received two Proposition 68 (Prop 68) grants from the State Water Resources Control Board Division of Financial Assistance (DFA) to fund Treatment & Remediation costs for water treatment facilities for a period of 4 to 5 years. The grants require the preparation of a Monitoring and Reporting Plan to include a Monitoring Plan, a Project Assessment and Evaluation Plan, and a Quality Assurance Project Plan for the treatment facilities. In addition, a series of reports will be required, including quarterly progress reports, a final project report, a final project summary, and additional reports as may be required by DFA. Each report will be subject to review and comments with final revisions made as necessary to satisfy WQA and DFA Project Manager's requirements.

A Request for Proposal was issued and WQA received two responses. Although both firms are qualified to perform the services, staff is recommending that Stetson Engineers be selected to provide the Proposition 68 engineering support services. The primary grant proposal encompassing 24 water treatment facilities is \$152,200. Additionally, the proposal includes an amount of \$36,800 for the secondary grant with 3 water treatment facilities. The combined fee for service agreement is a not to exceed of \$189,000, for an expected term of July 2021 through March 2023. Finally, the Admin/Finance Committee reviewed this item and is recommending approval.

Recommendation

Approve Task Order with Stetson Engineers Inc.

Attachments

Stetson Engineers Inc. – Proposition 68 Grant Support San Gabriel Basin Regional Groundwater Remediation Program



861 Village Oaks Drive, Suite 100 • Covina, California 91724
Phone: (626) 967-6202 • Fax: (626) 331-7065 • Website: www.stetsonengineers.com

Northern California • Southern California • Arizona • Colorado • Oregon

08-003

June 4, 2021

Mr. Randy Schoellerman, Executive Director
San Gabriel Basin Water Quality Authority
1720 W. Cameron Avenue, Suite 100
West Covina, CA 91790

Subject: Proposition 68 Grant Support for
San Gabriel Basin Regional Groundwater Remediation Program

Dear Mr. Schoellerman:

The San Gabriel Basin Water Quality Authority (WQA) has been awarded two grants from the State Water Resources Control Board (State Water Board) for the San Gabriel Basin Regional Groundwater Remediation Program (Project). One grant (Grant-24) addresses 24 water treatment facilities summarized in Attachment No. 1 and the second grant (Grant-3) addresses 3 water treatment facilities owned by the City of El Monte summarized in Attachment No. 2. It is our understanding one of El Monte's treatment facilities (Well 10) was not selected for this round of approved funding. The State Water Board's grants require specific project management, monitoring, and reporting tasks to be completed throughout the Project. Per your request, we are providing you with the following Scope of Work and budget for addressing tasks presented in the Request for Proposal (RFP) for Grant-24. WQA has also requested that the same scope of work from the RFP be used for Grant-3.

SCOPE OF WORK

The following Scope of Work covers the identical tasks required for both Grant-24 and Grant-3, unless noted otherwise. Deliverables for both grants will be prepared separately. For purposes of budgeting and as indicated in the Request for Proposal, we have assumed all tasks for Stetson's Scope of Work will begin in July 2021 and be complete by March 2023. This Project duration (21 months) is the basis for the number of quarterly reports that will be required.

Task 1 – Monitoring and Reporting Plan

Stetson will prepare a Monitoring and Reporting Plan (MRP) for the Project which will include a Monitoring Plan (MP), a Project Assessment and Evaluation Plan (PAEP), and a Quality Assurance Project Plan (QAPP). The State Water Board has indicated that

their intent is to use existing documentation to fulfill the requirements of the MRP. It is our understanding the State Water Board has agreed that the MRP will only need to include monitoring and reporting of influent and effluent water quality and volumes treated at each water treatment plant.

- 1.1 Monitoring Plan – Stetson will prepare a MP that summarizes the purpose of the MP, the Project area, the required sampling, and field sampling procedures. For each water treatment plant, the MP will reference the requirements of the existing Domestic Water Supply Permits and associated Operations, Maintenance, and Monitoring Plans (OMMP) approved by the State Water Board, Division of Drinking Water (DDW). Stetson will obtain the DDW permits and associated OMMPs for each of the water treatment plants from the Water Producers and include these as attachments to the MP.
- 1.2 Project Assessment and Evaluation Plan – Stetson will prepare a PAEP that summarizes how the Project performance will be assessed, evaluated, and reported, based on influent and effluent water quality and volumes of treated water. The PAEP will reference requirements of the existing Domestic Water Supply Permits and associated Operations, Maintenance, and Monitoring Plans approved by DDW for each water treatment plant.
- 1.3 Quality Assurance Project Plan – Stetson will prepare a QAPP for the Project which references the existing approved DDW Domestic Water Supply Permits and their respective Operations, Maintenance, and Monitoring Plans which include specific quality assurance requirements for water quality data for the water treatment plants. In addition, where available, Stetson will reference existing QAPP documents that have been prepared and approved for specific water treatment plants and/or operable units.

Stetson will submit a draft of the MRP to WQA for one round of review and comments. WQA's comments will then be incorporated and a draft MRP prepared and submitted to the State Water Board for comment. Upon receipt of one round of comments from the State Water Board, Stetson will incorporate comments and submit a final MRP to the Grant Manager for approval.

It is our understanding that uploading of groundwater analytical data into the State Water Board's GeoTracker/Groundwater Ambient Monitoring and Assessment (GAMA) system, as required by the State Water Board, will be performed by water producers and is therefore not included as part of Stetson's scope of work.

Stetson's proposed budget for Task 1 for Grant-24 is \$41,700 and for Grant-3 is \$9,200.

Task 2 – Reporting

Stetson will include the State’s required disclosure statement regarding funds and contents of the report in each document prepared by Stetson.

- 2.1 Quarterly Progress Reports – Stetson will prepare quarterly progress reports using the format provided by the Grant Manager. All water treatment plants will be included in one combined quarterly progress report and provide a brief description of activities that have occurred, milestones achieved, monitoring results, any problems encountered, expenditures, and work performed by contractors. The reports will include charts and tables summarizing the influent and effluent water quality of contaminants of concern and volume of water treated for each water treatment plant. Stetson will collect information for each progress report from WQA, Water Producer staff, and/or others designated by WQA. Stetson will submit draft progress reports to WQA for review and comment. Stetson will incorporate one round of comments from WQA and submit final progress reports to the Grant Manager within forty-five (45) days following the end of the calendar quarter (March, June, September, and December). For budgeting purposes, it is assumed that eight (8) quarterly reports will be prepared.

- 2.2 As Needed Reports and Information – Stetson will provide additional reports or information as needed by the State Water Board for evaluation of the funding program or to fulfill reporting requirements of the state or federal government. For budgeting purposes, we have assumed twenty (20) hours for these types of requests from the State Water Board.

- 2.3 Final Project Report – At the conclusion of the Project, Stetson will prepare and submit a draft Final Project Report to WQA for review and comment. The format of the report will be provided by the Grant Manager. The reports will include charts and tables summarizing the influent and effluent water quality of contaminants of concern and volume of water treated for each water treatment plant. The report will include descriptions of the water quality problems being addressed, discussion of the project’s likelihood of successfully addressing the water quality problem in the future, and a summary of compliance with applicable environmental conditions. Upon receipt of one round of comments from WQA, Stetson will incorporate WQA comments and submit the report to the Grant Manager for review. Upon receipt of one round of comments from the Grant Manager, Stetson will incorporate the Grant Manager’s comments and submit the report to the Grant Manager. One reproducible master copy of the final report will be submitted to the Grant Manager. An electronic copy of the final report in PDF format will be uploaded to the FFAST system.

- 2.4 Final Project Summary – Stetson will prepare a brief summary of the information contained in the Final Project Report using a format provided by the Grant Manager. The summary will include accomplishments, recommendations, and lessons learned, as appropriate. An electronic copy of the Final Project Summary in PDF format will be uploaded to the FFAST system.

Stetson's proposed budget for Task 2 for Grant-24 is \$110,500 and for Grant-3 is \$27,600.

The total proposed budget for Tasks 1 and 2 for Grant-24 is \$152,200 and for Grant-3 is \$36,800 for a total combined budget of \$189,000 for both grants. All work will be performed on a Time and Material basis, Not to Exceed the approved budget. Stetson's Standard Fee Schedule is attached.

Thank you for considering Stetson's response to your request for a proposal and this opportunity to assist WQA. If you are in agreement with this proposal, please provide Stetson with written authorization to proceed. Please feel free to contact Mr. John Cardoza should you have any questions.

Sincerely,



Stephen B. Johnson, P.E.
President
Stetson Engineers Inc.

San Gabriel Basin Water Quality Authority
San Gabriel Basin Regional Groundwater Remediation Program - Grant Support (24 Plants)
Stetson Engineers Inc.
Estimated Engineering Fees - Submitted June 4, 2021

Task	Description	<u>Sup.Engineer</u> \$206	<u>Sr Engineer</u> \$165	<u>Assoc I</u> \$122	<u>Assoc III</u> \$111	<u>Clerical</u> \$88	<u>Direct Costs</u>	<u>Total Cost</u>	<u>Task Totals Cost</u>
1	Monitoring & Reporting Plan								\$ 41,700
1.1	Monitoring Plan	10	20	8	192		\$ 200	\$ 27,800.00	
1.2	Project Assessment & Evaluation Plan	6	12		48			\$ 8,500.00	
1.3	Quality Assurance Project Plan	6	12		20			\$ 5,400.00	
2	Reporting								\$ 110,500.00
2.1	Quarterly Progress Report (8 rpts)	36		592		32		\$ 82,500.00	
2.2	As Needed Reports and Information	4	16					\$ 3,500.00	
2.3	Final Project Report	16	48	48		8	\$ 200	\$ 18,000.00	
2.4	Final Project Summary	4	24	12		2	\$ 100	\$ 6,500.00	
Subtotal		82	132	660	260	42	\$ 500	\$ 152,200	\$ 152,200
Total Scope of Work		82	132	660	260	42	\$ 500	\$ 152,200	\$ 152,200

San Gabriel Basin Water Quality Authority
San Gabriel Basin Regional Groundwater Remediation Program - Grant Support (3 Plants)
Stetson Engineers Inc.
Estimated Engineering Fees - Submitted June 4, 2021

Task	Description	<u>Sup.Engineer</u> \$206	<u>Sr Engineer</u> \$165	<u>Assoc I</u> \$122	<u>Assoc III</u> \$111	<u>Clerical</u> \$88	<u>Direct</u> <u>Costs</u>	<u>Total</u> <u>Cost</u>	<u>Task Totals</u> <u>Cost</u>
1	Monitoring & Reporting Plan								\$ 9,200
1.1	Monitoring Plan	2	4	4	24			\$ 4,200.00	
1.2	Project Assessment & Evaluation Plan	2	8		6			\$ 2,400.00	
1.3	Quality Assurance Project Plan	2	8		8			\$ 2,600.00	
2	Reporting								\$ 27,600.00
2.1	Quarterly Progress Report (8 rpts)	12		88		32		\$ 16,000.00	
2.2	As Needed Reports and Information	4	16					\$ 3,500.00	
2.3	Final Project Report	4	24	6		2	\$ 200	\$ 5,900.00	
2.4	Final Project Summary	2	8	1.5		2	\$ 100	\$ 2,200.00	
Subtotal		28	68	99.5	38	36	\$ 300	\$ 36,800	\$ 36,800
Total Scope of Work		28	68	99.5	38	36	\$ 300	\$ 36,800	\$ 36,800

ATTACHMENT NO. 1

**Grant-24
Summary of Water Treatment Facilities**

1. Alhambra Groundwater Treatment Plant
2. Arcadia Live Oak Treatment
3. Arcadia Longden Treatment
4. Cal Domestic Water Company Basset Treatment
5. Golden State Water Company Garvey Plant
6. Golden State Water Company San Gabriel Plant
7. Golden State Water Company Encinita Plant
8. La Puente Valley County Water District Treatment Plant
9. Monrovia Myrtle Tower 1 and 2 Treatment
10. Monrovia Myrtle Tower 3 and 4 Treatment
11. Monterey Park Well 5 Treatment
12. Monterey Park 9, 12, 15 Treatment
13. Monterey Park 1, 3, 10, & Fern Treatment
14. San Gabriel Valley Water Company Plant No. 8 Treatment
15. San Gabriel Valley Water Company Plant No. 11 Treatment
16. San Gabriel Valley Water Company Plant B5 Treatment
17. San Gabriel Valley Water Company Plant No. B6 Treatment
18. San Gabriel Valley Water Company Plant B11 Treatment
19. San Gabriel Valley Water Company Plant G4 Treatment
20. South Pasadena Wilson Treatment
21. Valley County Water District Maine Treatment
22. Valley County Water District Nixon Treatment
23. Valley County Water District Lante Treatment Plant
24. Water Quality Authority WSGRF

ATTACHMENT NO. 2

Grant-3

Summary of Water Treatment Facilities

1. El Monte 2A Treatment Facility
2. El Monte 12 Treatment Facility
3. El Monte 14, 15, and 16 Treatment Facility



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: Randy Schoellerman, Executive Director
Date: June 16, 2021
Subject: Affirm WQA Investment Policy and Guidelines

Recommendation / Proposed Action

Affirm Procedure No. 26, Investment Policy and Guidelines as of June 16, 2021 as part of the procedures for the upcoming fiscal year 21/22.

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. It is WQA's policy to submit the Investment Policy for affirmation by the Board at the beginning of each fiscal year. Procedure No. 26 was affirmed by the Board last fiscal year on August 19, 2020.

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.

Attachments

Administrative Procedure No. 26

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 8/19/20

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.

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

To: WQA Board of Directors
From: Richard Padilla, General Legal Counsel
Date: June 16, 2021
Subject: Amendment to Executive Director's Employment Contract

Summary

On April 16, 2020, the San Gabriel Basin Water Quality Authority ("Authority") and Randy Schoellerman ("Schoellerman") executed an employment agreement (the "Master Agreement") affirming Schoellerman's appointment as the Authority's Executive Director and setting forth the various terms of his employment.

At a Special Meeting held June 3, 2021, the Authority's governing Board of Directors ("Board") completed its annual performance evaluation of Schoellerman. As part of the deliberations in closed session pursuant to Government Code Section 54957 and 54957.6, the Board recommended modifications to Schoellerman's employment contract and directed the Authority's General Legal Counsel to prepare the attached First Amendment to Schoellerman's employment contract for open session consideration and final approval at this Regular Meeting of June 16, 2021. The amendments are as follows:

- Extension of contract term by 3 years such that the amendment term expires June 30, 2025;
- Increase annual Base Salary from \$210,000 to \$230,000;
- Increase severance from 6 months to 9 months; and
- Modify performance evaluation schedule to coincide with the start of each fiscal year.

As required by Government Code Sections 53262, 54953(c)(3) and 54956, the First Amendment must be approved in open session of a Regular Meeting of the Authority's governing Board of Directors. In the event the Board wishes to deliberate further on this matter in closed session before taking final action in open session, the Board's June 16, 2021 Regular Meeting agenda includes a closed session placeholder pursuant to Government Code Sections 54957 and 54957.6 to answer any questions relevant to the open session action proposed.

Recommendation

Receive brief overview of General Legal Counsel, receive any oral or written comments, if any, from members of the public and approve the attached First Amendment.

Attachment:
First Amendment to Employment Agreement

2021
FIRST AMENDMENT TO EMPLOYMENT AGREEMENT
(Executive Director – Randy Schoellerman)

THIS FIRST AMENDMENT (hereinafter, “First Amendment”) to that certain agreement entitled “2020 Employment Agreement (Executive Director – Randy Schoellerman)” and dated April 16, 2020, is hereby made and entered into this _____ day of June, 2021 (hereinafter, the “Effective Date”) by and between the SAN GABRIEL BASIN WATER QUALITY AUTHORITY, established by special act of the California Legislature (Stats. 1992, Chap. 776) (“AUTHORITY”) and RANDY SCHOELLERMAN (“EMPLOYEE”). For purposes of this First Amendment, the capitalized term “Parties” shall be a collective reference to both AUTHORITY and EMPLOYEE. The capitalized term “Party” may refer to either AUTHORITY or EMPLOYEE, interchangeably as appropriate.

RECITALS

THIS FIRST AMENDMENT is made and entered into with respect to the following facts:

WHEREAS, on April 16, 2020 the Parties executed that certain employment agreement entitled “2020 Employment Agreement (Executive Director – Randy Schoellerman)” for the employment of EMPLOYEE as the Executive Director of the AUTHORITY (hereinafter, the “Master Agreement”) (A true and correct copy of the Master Agreement is attached and incorporated hereto as **Exhibit “A”**); and

WHEREAS, Section 7 of the Master Agreement provides for the conduct of an annual performance evaluation of EMPLOYEE; and

WHEREAS, the AUTHORITY’s governing board conducted and completed such an evaluation over the course of its Regular Meeting of May 19, 2021 and a Special Meeting of June 3, 2021; and

WHEREAS, the AUTHORITY’s governing board following the completion of EMPLOYEE’s performance evaluation seeks to modify certain terms set forth in the Master Agreement; and

WHEREAS, the Master Agreement may be amended, provided such amendments are made in writing as provided under Subsection 14.a. of the Master Agreement; and

WHEREAS, this First Amendment was approved by the AUTHORITY governing board in open session at its Regular Meeting of June 16, 2021 under Agenda Item No. IX.(a)1 as required by Government Code Sections 53262, 54953(c)(3) and 54956.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. AMENDMENT TO TERM. As provided under the second sentence of Section 4 (Term of Employment) of the Master Agreement and in light of the fact that the AUTHORITY’s governing board has completed its first Annual Evaluation of EMPLOYEE,

the initial 2-year Term of the Master Agreement is hereby extended by an additional three (3) years, such that the amended Term will now end on **June 30, 2025**. The foregoing notwithstanding, the provisions of Section 5 (Extension of Agreement Term) shall remain in full force and effect.

SECTION 2. AMENDMENT TO COMPENSATION. EMPLOYEE's annual Base Salary, as defined under Section 6 (Salary) of the Master Agreement shall be increased to the sum of Two Hundred and Thirty Thousand Dollars (\$230,000).

SECTION 3. AMENDMENT TO SEVERANCE. The first sentence of subsection (g) (Severance Pay) of Section 13 (Termination of Employment) of the Master Agreement is hereby amended in its entirety as follows to reflect an increase to the maximum amount of severance EMPLOYEE may receive under the Master Agreement:

*“Upon the effective date of termination without cause as provided under Subsections 13.a, 13.d and 13.f, above, EMPLOYEE shall be entitled to compensation in an amount equal to the Base Salary multiplied by the unexpired term of this Agreement at the time of termination, not to exceed **nine (9) months** pursuant to Government Code Section 53260.”*

SECTION 4. AMENDMENT TO PERFORMANCE EVALUATION SCHEDULE. The third and fourth sentences of Section 7 (Performance Evaluation) of the Master Agreement are hereby amended in their entirety as follows to reflect changes to the scheduling of future annual performance evaluations of EMPLOYEE:

“The second such performance evaluation shall be commenced on or after July 1, 2022 and thereafter on or after July 1st of each year (each such evaluation hereinafter referred to as an “Annual Evaluation”). The Board shall use its best efforts to complete each Annual Evaluation within forty-five (45) calendar days of July 1st of each year.”

SECTION 5. Except as otherwise provided herein, this First Amendment and the provisions set forth herein shall take effect on the date this First Amendment has been executed by all of the Parties, to wit, the “Effective Date” referenced in the first paragraph of this First Amendment, above. The foregoing notwithstanding, the amendment set forth under Section 2 of this First Amendment, above, shall take effect upon the first day of the AUTHORITY's first, full monthly payroll cycle immediately following the Effective Date. The preceding sentence notwithstanding, if the Effective Date falls on the same date as the first day of one of the AUTHORITY's monthly payroll cycles, the amendment set forth under Section 2 shall take effect on that date.

SECTION 6. Except as otherwise set forth in this First Amendment, the Master Agreement shall remain binding, controlling, and in full force and effect. Subsection 14.a. of the Master Agreement notwithstanding, this First Amendment, together with the Master Agreement, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

SECTION 7. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Master Agreement, the provisions of this First Amendment shall govern and control, but only in so far as such provisions are inconsistent or in conflict with the Master Agreement and no further.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be executed on the date this First Amendment has been executed by all of the Parties, below.

AUTHORITY:

San Gabriel Basin Water Quality Authority

By: _____
Valerie Muñoz, Board President

Date: _____

EMPLOYEE:

Randy Schoellerman

By: _____
Randy Schoellerman

Date: _____

DRAFT

-Agenda Draft-

EXHIBIT "A"

Master Agreement

D-R-A-F-T

Calendars

- SGVMWD
- TVMWD
- USGVMWD
- WM
- WQA

Jun 10 - Sep 9, 2021

Wednesday Jun 16, 2021

- 8:00am - 10:30am [TVMWD Board Meeting](#)
- 12:00pm - 1:00pm [WQA Board Meeting](#)
- 1:30pm - 2:30pm [WM Administrative Committee Mtg](#)

Wednesday Jun 23, 2021

- 8:00am - 9:00am [USGVMWD Board Meeting](#)

Monday Jun 28, 2021

- 10:00am - 11:30am [SGVWA Leg. Committee Meeting](#)
- 11:30am - 1:00pm [SGVWA Board Meeting](#)

Monday Jul 5, 2021

- 4:00pm - 5:00pm [USGVMWD Gov Affairs Committee Meeting](#)

Tuesday Jul 6, 2021

- 4:00pm - 5:00pm [USGVMWD Admin & Finance Committee meeting](#)

Wednesday Jul 7, 2021

- 8:00am - 10:30am [TVMWD Board Meeting](#)
- 2:30pm - 3:30pm [Watermaster Board Meeting](#)
- 4:00pm - 5:00pm [USGVMWD Water Resources & Facility Management Committee](#)

Tuesday Jul 13, 2021

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

Wednesday Jul 14, 2021

- 8:00am - 9:00am [USGVMWD Board Meeting](#)
- 11:00am - 12:00pm [WQA Leg/Pub Committee](#)
- 1:30pm - 3:00pm [WM Basin Watermaster Committee Mtg](#)

Wednesday Jul 21, 2021

- 8:00am - 10:30am [TVMWD Board Meeting](#)

9:00am - 10:30am [TVMWD Board Meeting](#) ↻

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

1:30pm - 2:30pm [WM Administrative Committee Mtg](#) ↻

Monday Jul 26, 2021

10:00am - 11:30am [SGVWA Leg. Committee Meeting](#) ↻

11:30am - 1:00pm [SGVWA Board Meeting](#) ↻

Wednesday Jul 28, 2021

8:00am - 9:00am [USGVMWD Board Meeting](#) ↻

Monday Aug 2, 2021

4:00pm - 5:00pm [USGVMWD Gov Affairs Committee Meeting](#) ↻

Tuesday Aug 3, 2021

4:00pm - 5:00pm [USGVMWD Admin & Finance Committee meeting](#) ↻

Wednesday Aug 4, 2021

8:00am - 10:30am [TVMWD Board Meeting](#) ↻

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

4:00pm - 5:00pm [USGVMWD Water Resources & Facility Management Committee](#) ↻

Tuesday Aug 10, 2021

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

Wednesday Aug 11, 2021

8:00am - 9:00am [USGVMWD Board Meeting](#) ↻

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

1:30pm - 3:00pm [WM Basin Watermaster Committee Mtg](#) ↻

Wednesday Aug 18, 2021

8:00am - 10:30am [TVMWD Board Meeting](#) ↻

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

1:30pm - 2:30pm [WM Administrative Committee Mtg](#) ↻

Monday Aug 23, 2021

10:00am - 11:30am [SGVWA Leg. Committee Meeting](#) ↻

11:30am - 1:00pm [SGVWA Board Meeting](#) ↻

Wednesday Aug 25, 2021

8:00am - 9:00am [USGVMWD Board Meeting](#) ↻

Wednesday Sep 1, 2021

8:00am - 10:30am [TVMWD Board Meeting](#) ↻

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

4:00pm - 5:00pm [USGVMWD Water Resources & Facility Management Committee](#) ↻

Monday Sep 6, 2021

4:00pm - 5:00pm [USGVMWD Gov Affairs Committee Meeting](#) ↻

Tuesday Sep 7, 2021

4:00pm - 5:00pm [USGVMWD Admin & Finance Committee meeting](#) ↻

Wednesday Sep 8, 2021

8:00am - 9:00am [USGVMWD Board Meeting](#) ↻

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

1:30pm - 3:00pm [WM Basin Watermaster Committee Mtg](#) ↻
