

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/webinar/register/WN_xEjrsYtZTH22ekFeXQK4Tg

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, AUGUST 18, 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. PUBLIC HEARING

MUNOZ

***“To Receive Comments on the Proposed 2021/2022 Fiscal Year
\$12.00/Acre-Foot Assessment on Those Holding Prescriptive Water
Pumping Rights in the San Gabriel Basin”***

VII. CONSENT CALENDAR

MUNOZ

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

- (a) Ratification of Demands on Administrative Fund for July 2021
- (b) Ratification of Demands on Project Fund for July 2021
- (c) Minutes for 6/16/21 Regular Board Meeting
- (d) Minutes for 8/10/21 Administrative/Finance Committee – Special Joint Meeting
- (e) Minutes for 8/11/21 Legislative/Public Information Committee – Special Joint Meeting
- (g) Demands on Administrative Fund for August 2021
- (h) Demands on Project Fund for August 2021

VIII. COMMITTEE REPORTS

(These items may require action)

- (a) Administrative/Finance Committee Report [enc]
 - 1. Report on Cash and Investments for 2nd Quarter 2021 [enc]
 - 2. Discussion Regarding Update of Administrative Procedures
No. 10- Professional Services Consultant Selection and
No.18- Purchasing Procedure [enc]
 - 3. Discussion/Action Regarding ACWA Committee Nominations [enc]
- (b) Legislative/Public Information Committee Report [enc]

IX. OTHER ACTION/INFORMATION ITEMS

MUNOZ

(These items may require action)

- (a) Adopt Resolution No. 21-004, A Resolution of the San Gabriel Basin
Water Quality Authority Imposing an Annual Prescriptive Right Assessment
to Pay For The Authority Budget For Fiscal Year 2021/2022 [Enc]

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, September 14, 2021 at 10:00am*
- (b) The next Legislative/Public Information Committee meeting was scheduled for Wednesday, September 8, 2021 at 11:00am
- (c) The next WQA Board meeting is scheduled for Wednesday, September 15, 2021 at 12:00 P.M. at WQA*

**Consider changing the date of one of these meetings due to 5 Wednesdays in the month*

XVII. BOARD MEMBERS' COMMENTS/REPORTS **MUNOZ**

XVIII. 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 *RATIFICATION*

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 21, 2021.

Check No.	Payable to	Description	Amount
D01869	Bob Kuhn	Board Member Compensation for June 2021	
		5 Days WQA Business	747.15
		Meeting/Travel Expenses/Other	11.20
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(57.15)
			701.20
D01870	Michael Whitehead	Board Member Compensation for June 2021	
		3 Days WQA Business	448.29
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(34.29)
			414.00
D01871	Ed Chavez	Board Member Compensation for June 2021	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(68.59)
			827.99
D01872	Jorge Marquez	Board Member Compensation for June 2021	
		4 Days WQA Business	597.72
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(293.75)
			303.97
D01873	Valerie Munoz	Board Member Compensation for June 2021	
		5 Days WQA Business	747.15
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(57.15)
			690.00
D01874	Mark Paulson	Board Member Compensation for June 2021	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01875	Lynda Noriega	Board Member Compensation for June 2021	
		2 Days WQA Business	298.86
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(22.86)
			276.00
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund	
		Staff Payroll - for June 2021	98,441.00
		Board Payroll Taxes - Federal & State	842.42
			99,283.42
		Total replenishment to payroll fund	102,634.58
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 6/01/21 to 6/30/21 disbursements	
		Group Insurance	3,655.29
		Office Supplies	2,773.60
		Telephone Service	70.17
		Plant & Water Service	607.71
		Miscellaneous Office Expense	60.00
		Copier Machine	411.72
		Computer Systems O&M	466.93
		Project Costs	1,467.99
			9,513.41

WQA
7-19-21

DRAFT *RATIFICATION*

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 21, 2021.

Check No.	Payable to	Description	Amount
E91212	ACWA/JPIA	Invoice No. 670256, Medical and life insurance premiums for August 1, 2021 to September 1, 2021	7,899.33
E91213	ACWA/JPIA	Invoice No. 8277, For property program renewal for July 1, 2021 to June 30, 2022	2,472.50
E91214	ACWA/JPIA	Invoice No. '2Q-2021-WC', For Worker's Compensation program for April 1, 2021 to July 30, 2021	1,249.62
E91215	Accent Computer Solutions, Inc.	Invoice No. 144947, Professional IT services for July 2021	1,351.50
E91216	Bank of America	Invoice No. '21-06Jun-RS', Credit Card Expenses incurred for 6/01/21 to 6/30/21	
		Office Supplies	218.98
		Internet Service	29.95
			248.93
E91217	CA Consulting Services, LLC	Invoice 2021-CA-WQA-06, Professional accounting services for June 2021	1,350.00
E91218	Civic Publications	Professional services for community outreach	
		Invoice No. 1666, Email blast	4,987.00
		Invoice No. 1667, 2021 Community Profiles	17,510.00
			22,497.00
E91219	The Gualco Group	Invoice No '21-06Jun', Professional consulting services for June 2021	9,670.50
E91220	Kadesh & Associates, LLC	Invoice No. 07-21, Professional consulting services for June 2021	15,000.00
E91221	MCCi	Invoice No. RN3317, Annual support renewal for Laserfiche Software	1,658.80
E91222	The Monares Group, LLC	Invoice No. '21-07Jul', Professional consulting services for July 2021	16,000.00
E91223	Olivarez Madruga Lemieux O'Neill, LLP	Invoice No. 15584, Professional legal services for June 2021	6,105.00
E91224	Ruffle Properties, LLC	Office lease, CAM, and Storage for August 2021	
		Invoice No. '21-07Aug', Office lease	6,845.79
		Invoice No. '21-07Aug-CAM', Electricity charges	643.20
		Invoice No. '21-07Aug-Storage', Storage Room	150.00
			7,638.99
E91225	Vasquez & Company LLP	Invoice No. 2210586, Annual audit of Financial Statements for FY 6/30/20 - Progress Billing #1	6,500.00
E91226	West Yost & Associates	Invoice No. 2045218, Professional services for May 8, 2021 to June 4, 2021	6,182.00
TOTAL			217,972.16

Wb
7-19-21



Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

EXPENSE SHEET

NAME:

Bob Kuhn

Jun-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
6/3/21	Special Board meeting (review of the General Manager and discussion of his contract) extend two years	0	1	\$149.43
6/8/21	Finance Committee. See the agenda for issues discussed. Not all members of the committee were present	0	1	\$149.43
6/9/21	Legislative committee. See the agenda for issues discussed	0	1	\$149.43
6/16/21	Board meeting. See the agenda. discussion of expense report. Passed Randy's Contract and vote for the staff	0	1	\$149.43
6/17/21	Check & resolutions signing at the district office	20	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			5	\$747.15
Total Mileage (at \$0.56 per mile)		20		\$11.20

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

	TOTAL MEETINGS, MILEAGE, EXPENSES	\$758.35
457	Deferred Compensation Amount (enter a positive number)	
	TOTAL	\$758.35

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: Edward L. Chavez MONTH/YEAR: Jun-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
6/2/21	Board Meeting - Main San Gabriel Basin Watermaster		1	\$149.43
6/3/21	Special Board Meeting - San Gabriel Basin Water Quality Authority		1	\$149.43
6/7/21	Communications and Legislative Committee - Metropolitan Water District of Southern California		1	\$149.43
6/8/21	Board Meeting - Metropolitan Water District of Southern California		1	\$149.43
6/14/21	Board of Directors' Meeting - Valley County Water District		1	\$149.43
6/16/21	Board Meeting - San Gabriel Basin Water Quality Authority		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			6	\$896.58
Total Mileage (at \$0.58 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES		\$896.58
457	Deferred Compensation Amount (enter a positive number)	
TOTAL		\$896.58

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

Signature

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, 8 meeting maximum per month

Mileage Rate: \$0.58 per mile

(updated January 2019)

EXPENSE SHEET

NAME:

Valerie Munoz

MONTH/YEAR:

Jun-21

DATE	MEETING DESCRIPTION	Rounding Mileage	# of Days (not to exceed 8)	\$149.43 PER DIEM
6/3/21	WQA Special Meeting	0	1	\$149.43
6/9/21	WQA Ledge and Pub Meeting	0	1	\$149.43
6/16/21	WQA Board Meeting	0	1	\$149.43
6/17/21	WQA Check Signing and Update	0	1	\$149.43
6/24/21	SCWUA June 24th Meeting	0	1	\$149.43
		0		\$0.00
		0		\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			5	\$747.15
Total Mileage (at \$0.58 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES		\$747.15
457	Deferred Compensation Amount (enter a positive number)	
TOTAL		\$747.15

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

(updated January 2021)

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

DRAFT *RATIFICATION*

The following demands on the Project Fund Account and Trustee Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 21, 2021.

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

E91227	RC Foster Corporation	Invoice No. 02-21-029, Project costs for Spare parts costs for June 2021	755.02	CR's
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SOUTH EL MONTE OPERABLE UNIT

E91228	Avocet Environmental Inc.	Project costs for Whitmore Street Groundwater Remediation Facility and Site Investigation Project for June 2021		
		Invoice No. 6610 - Whitmore GW Treatment System	2,974.11	
		Invoice No. 6611 - Round 1 Prop 1-Whitmore Hydropunch	12,178.66	
		Invoice No. 6612 - Round 2 Prop 1 SGV Priority Sites	<u>7,415.25</u>	22,568.02 WQA/Prop 1

Total Project Costs	<u>23,323.04</u>
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mb
7-19-21

DRAFT *RATIFICATION*

The following demands on the Project Fund Account at Bank of the West are hereby submitted for ratification. Checks were issued on July 21, 2021. Pursuant to the BPOU Project Agreement Section 4.7 Payment of Invoices, the following invoices were approved by the BPOU Project Committee on June 30, 2021.

Check No.	Payable to	Description	Amount	Funding Sources
<u>BALDWIN PARK OPERABLE UNIT</u>				
E91229	La Puente Valley County WD	Invoice No. 4-2021-05, Project T&R costs for May 2021	62,479.63	CR's
E91230	Main San Gabriel Basin Watermaster	Invoice No. 02-231, Administrative Project Costs for May 2021		
		Administrative costs	126,020.92	
		T&R costs	<u>21,417.15</u>	147,438.07 CR's
E91231	State Water Resources Control Board	Invoice 2021, Annual loan payment for VCWD SA-1 project		
		Principal	383,700.24	
		Interest	<u>43,148.35</u>	426,848.59 CR's
E91232	Suburban Water Systems	Invoice No. 59880621, Project T&R costs for May 2021	203,340.86	CR's
E91233	Valley County Water District	Project costs for May 2021		
		Invoice No. 441, T&R costs	183,720.11	
		Invoice No. 442, T&R costs	<u>89,811.80</u>	273,531.91 CR's
E91234	California Domestic Water Co.	Project costs for May 2021		
		Invoice No. 3478, T&R costs for Perchlorate	27,187.21	
		Invoice No. 3479, T&R costs for NDMA & VOC's	<u>92,810.78</u>	119,997.99 CR's
E91235	San Gabriel Valley Water Co.	Project costs for April 2021		
		Invoice No. 21-05147, B5 T&R costs	334,273.72	
		Invoice No. 21-05145, B5 T&R costs - SWRCB Fees	21,379.18	
		Invoice No. 21-05144, B6 T&R costs	339,299.12	
		Invoice No. 21-05146, B6 T&R costs - SWRCB Fees	23,196.58	
		Invoice No. 21-05139, B6 T&R Capital costs-UV Flex Treatment	<u>(188,668.39)</u>	529,480.21 CRs
Total BPOU Project Costs			<u><u>1,763,117.26</u></u>	

WMA
7-19-21

DRAFT
A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
JUNE 16, 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, Jorge Marquez, Bob Kuhn, Lynda Noriega, Michael Whitehead, Ed Chavez
BOARD MEMBERS ABSENT	Mark Paulson
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; David Muse, Valley County Water District; Katrina Garcia, Upper District; Brian Bowcock, Three Valleys MWD
PUBLIC COMMENT	None.
ITEMS TOO LATE TO BE AGENDIZED	None.
WORKSHOP	Bob Kuhn and Ed Chavez enter the meeting,
<i>"Board Policy Refresher: Compensation and Reimbursement Policy Overview"</i>	Mr. Padilla reviewed WQA's Administrative Procedure No. 23 regarding compensation for Board Members to attend meetings and reimbursements of expenses incurred. He reviewed in detailed what a Board Member may receive a daily stipend for. He noted that there were two circumstances where a Board Member is approved to attend and activity: 1) the activity was requested by the board by a motion or resolution or 2) the attendance and participation was pre-authorized by the Board through Exhibit "A" of Administrative Policy No. 23. He also

reviewed the AB 1234 requirements in regard to expense reimbursements and reporting requirements. He noted that Board Members must give a brief oral or written report regarding the activity listed on their expense sheet to be included in the agenda packet for the next regular meeting.

Mr. Marquez asked if the Board Member attends a meeting such as a city council meeting but does not participate in the meeting or provide the council with a report, would that be allowable.

Mr. Padilla commented that if the Board Member attended the meeting on behalf of the WQA it could be allowed under that policy and would refer to Exhibit A.

Ms. Munoz asked if she attended a city council meeting for one of the cities she represents and provides that city council an oral report would that be sufficient for the WQA AB 1234 reporting requirements since she was included on record at that meeting.

Mr. Padilla commented that it would be best for her to make a brief report to the WQA Board at the next meeting regarding the meeting she attended.

Mr. Kuhn suggested that staff contact Three Valleys MWD to get a copy of the expense sheet they use. He indicated that it was set up to ensure that all of the AB 1234 requirements are fulfilled when the expense sheet is submitted.

Mr. Schoellerman commented that staff would review the WQA expense sheet and adjust it to provide more room for a brief written report.

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, MARQUEZ, KUHN, NORIEGA, WHITEHEAD, CHAVEZ

NO: NONE

ABSENT: PAULSON

ABSTENTIONS: Mr. Whitehead abstained from Project Demand No: E91199. Ms. Noriega abstained from Project Demand No. E91194.

COMMITTEE REPORTS

Administrative/Finance Committee Report

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

Discussion/Action 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. She noted that the COLA increase is based on the April Consumer Price Index for All Urban Consumers ("CPI-U"). She indicated that the CPI-U percentage increase from April 2020 to April 2021 is 3.6%. She noted 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.
- She lastly reported that included in the agenda packet was a schedule of COLA increases for the past five years.

Mr. Kuhn commented that he didn't understand why the COLA increases were different for exempt employees and non-exempt employees. He requested that Procedure 40 go to the Administrative/Finance Committee for review.

After brief discussion, Mr. Marquez moved to approve:

- 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%.

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

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

NO: NONE

ABSENT: PAULSON

Discussion/Action Regarding Prop 68 Engineering Services

Mr. Schoellerman reported that 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. He indicated that 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. He 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 noted 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 also noted that the combined fee for service agreement is a not to exceed \$189,000, for an expected term of July 2021 through March 2023. He lastly reported that the Admin/Finance Committee reviewed this item and is recommending approval.

After brief discussion, Mr. Marquez moved to approve a task order for Stetson Engineers in an amount not to exceed \$189,000 for the Prop 68 Engineering Services. Ms. Noriega seconded the motion, and it was approved by the following roll call vote:

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

NO: NONE

ABSENT: PAULSON

*Discussion/Action 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.

After brief discussion, Mr. Marquez moved to reaffirm the investment policy. Mr. Whitehead seconded the motion, and it was approved by the following roll call vote:

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

NO: NONE

ABSENT: PAULSON

*Legislative/Public Information
Committee Report*

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

**OTHER
ACTION/INFORMATION
ITEMS**

*Discussion and Potential Action to
Approve First Amendment to
Executive Director Employment
Agreement*

- 1. Approve the finalized
written employment
agreement.*
- 2. Authorize the Board
President to execute the
written agreement on*

Mr. Padilla reported at a Special Meeting held June 3, 2021, the WQA Board of Directors completed its annual performance evaluation of Mr. Schoellerman. He indicated that the Board recommended modifications to Mr. Schoellerman's employment contract and directed Legal Counsel to prepare the First Amendment to Mr. Schoellerman's employment contract for open session consideration and final approval at this Regular Meeting of June 16, 2021. He reported that the amendments are as follows:

behalf of the Authority.

- 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.

He indicated that 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.

After brief discussion, Mr. Whitehead moved to approve the finalized employment agreement and to authorize the Board President to execute the written agreement on behalf of the WQA. Mr. Marquez seconded the motion, and it was approved by the following roll call vote:

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

NO: NONE

ABSENT: PAULSON

PROJECT REPORTS

Mr. Colby reported that San Gabriel Valley Water Company UV demonstration project was successful and should be continuing with full implementation of it soon. He reported that the EPA has requested that the WQA host a stakeholder group meeting in the EMOU to focuses on identifying remaining sources of contamination in that area. He also reported that the Prop 1 SEMOU site investigation grant project continues and staff along with Avocet Environmental has visited six of the sites so far. He noted that Avocet can now prepare the final work plan for these sites.

Mr. Whitehead asked if there could be any data that could show potential responsible parties in the EMOU for the remaining sources of contamination.

Mr. Colby commented that it would be discussed at the stakeholder holder meeting.

ATTORNEY'S REPORT

None.

LEGISLATIVE REPORT

Mr. Monares reported that the state budget has been passed. He reported that in Washington, D.C. mark ups will begin this month with subcommittee mark-ups to begin on June 24th. He reported that staff meet with Senator Feinstein's office and noted that they understand how important water is in the San Gabriel Valley. He lastly reported that AB 1195 (Garcia) was

EXECUTIVE DIRECTOR'S REPORT

triple referred and noted that it has substantial opposition.

Mr. Chavez left the meeting.

Mr. Schoellerman reported that he met with Gualco's office to get an update on all the funding opportunities within the state and possible additional funding from Prop 68. He indicated that staff is expressing our interest in these funds to the Department of Financial Assistance and our intent under the current guidelines. He reported that he received the final Prop 68 grant agreement for his signature. He noted that staff continues work on agreements with the grant recipients. He reported that Bureau of Reclamation recently declined to transfer funds to the San Gabriel Basin Restoration Fund without an earmark and that staff would be looking at possible amendments to the law to add more funding flexibility, and also consider an increase to the authorization.

Mr. Whitehead commented that the strategy with the Restoration Funds makes sense and to increase the authorization may take some thought and WQA may have to make their case all over again.

Mr. Schoellerman reported that regarding COVID-19 staff continues to operate as is and will wait for further guidelines from the L.A. County Health Department. He lastly thanked the Board for their confidence and support of him over this last year.

FUTURE AGENDA ITEMS

None.

FUTURE BOARD AND COMMITTEE MEETINGS

Mr. Kuhn moved to cancel all the WQA Board and committee meetings for the month of July 2021. Ms. Noriega seconded the motion, and it was approved by the following roll call vote:

AYES: MUNOZ, MARQUEZ, KUHN, NORIEGA,
WHITEHEAD

NO: NONE

ABSENT: PAULSON, CHAVEZ

CLOSED SESSION

A closed session was not held.

BOARD MEMBERS' COMMENTS/ REPORTS

Mr. Kuhn thanked Mr. Schoellerman and staff for their work during the pandemic. He commented that he was concerned with the September 30th date that the Governor declared that would end the ability to conduct virtual meetings and allowing staff to work remotely.

Ms. Noriega thanked staff and congratulated Mr. Schoellerman on a job well done.

Mr. Whitehead congratulated Mr. Schoellerman on his first year as the WQA Executive Director.

Ms. Munoz thanked staff and Mr. Schoellerman on their hard work during the pandemic.

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 August 18, 2021.

Valerie Munoz
Chairwoman

Bob Kuhn
Secretary

DRAFT

SAN GABRIEL BASIN WATER QUALITY AUTHORITY ADMINISTRATIVE/FINANCE COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS AUGUST 10, 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, Lynda Noriega and Mark Paulson

WATERMASTER LIASON

Dave Michalko

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

Richard Gonzales, Valley County Water District; Ralph Galvan, Valley County Water District; Brian Bowcock, Three Valleys MWD

PUBLIC COMMENT

None.

Report on Cash and Investments for 2nd Quarter 2021

Ms. Saenz reported that the WQA holds its investment funds at the Local Agency Investment Fund (LAIF). She indicated for the quarter ended June 30, 2021, the LAIF account earned interest at a rate of 0.33% for total interest received for the quarter of \$5,307 on a balance of \$6,499,717.

Discussion Regarding Update of Administrative Procedure No. 10 – Professional Services Consultant Selection

Ms. Saenz reported that the revised Procedure No. 10 provides for added flexibility in the selection process and conforms with federal guidance and regulations. She noted that in addition, it now includes seven separate classes of procurements and establishes a formal policy for sole source procurement.

Mr. Paulson remarked that the requirement to seek board approval for a professional services contract exceeding \$10,000 was too low for the Executive Director to conduct business in a timely manner. He also recommended that obtaining proposals for Class I, II & III would be at the discretion of the Executive Director.

Mr. Whitehead suggested clarifying who would be responsible for making the sole source determination. Mr. Schoellerman indicated that the Executive Director would be responsible for the making the source sole determination and that the text would be revised to reflect that.

After detailed discussion the committee recommended that obtaining proposals for Class I, II & III would at the discretion of the Executive Director and to increase the Class II limit from \$10,000 to \$25,000 along with a corresponding limit increase to Procedure No. 18, and to take these items to the full Board for approval.

***Discussion Regarding ACWA
Region 8 Election***

Mr. Schoellerman reported that it was time to elect the ACWA Region 8 Board for the 2022-2023 term. He indicated that the nominating committee had provided a suggested slate of officers, or WQA could select individual officers.

Mr. Whitehead asked if the WQA has received any requests for support from any of the nominees.

Ms. Moreno indicated that staff has not received any requests at this time.

Mr. Bowcock commented that he would like to be considered for support.

Ms. Noriega commented that WQA has time to decide and suggested that committee wait until September to take any action.

After some discussion, the committee recommended that this item come back to the committee for review at the September meeting.

***Discussion Regarding ACWA
Committee Nominations***

Mr. Schoellerman reported it was time to nominate members to the ACWA Committees. He indicated that currently he sits on the Groundwater and Water Quality Committee and Ms. Moreno sits on the Communications Committee. He noted that he would like to add Mr. Colby to both the Groundwater and Water Quality Committees.

Ms. Moreno indicated that she would like to be nominated for the Local Government Committee.

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

Groundwater Committee – Randy Schoellerman and Dan Colby

Water Quality Committee – Randy Schoellerman and Dan Colby

Communications Committee – Stephanie Moreno

Local Government Committee – Stephanie Moreno

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that WQA's regular audit was in progress. He reported that election for the cities with pumping rights would begin next week when the call for nominations would be mailed out. He noted that since the 2020 census data has been delayed staff would be using the 2010 census data for this election unless the 2020 census data becomes available prior to the ballots being mailed out. He indicated that staff was still waiting for the final executed agreement from the state for the Prop 68 funds and hopes to have it very soon. He reported that there is \$10M for the San Gabriel Basin Restoration Fund in the House Energy & Water appropriations bill that was passed by the full House in July. In addition, he noted that the Senate appropriations bill also has the \$10M request and that it passed the Senate appropriations committee last week. He lastly reported that staff continues to follow the LA County Health and Cal/OSHA COVID-19 guidelines.

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 AUGUST 11, 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 and Jorge Marquez

WATERMASTER LIASON

Marty Zvirbulis

COMMITTEE MEMBERS ABSENT

Bob Kuhn

OTHER BOARD MEMBERS PRESENT

Ed Chavez

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

Discussion Regarding Next Advertorial

Mr. Schoellerman briefly reviewed the ad that was published in the Community Profiles magazine. He noted that the information in the ad was a summary of WQA's annual report since the magazine was meant to be an ongoing resource for readers. He also noted that there were hard copies available to the Board if they would like some.

Mr. Lancaster commented that he has received many great comments on the Community Profiles magazine and requests for more copies.

Mr. Marquez complemented the layout of the ad noting that the use of cleanup numbers and dates to mark WQA's history

stood out well

Mr. Schoellerman reported that the next ad would be in the California Water publication that would come out at the end of September.

Mr. Lancaster reported that he spoke with Ms. Moreno and discussed the idea of focusing the ad on local reliability.

Ms. Moreno commented that staff was also working on the idea of highlighting the water operators that have been working through the pandemic and this time of drought. She noted that we could tie in all these ideas into one piece that would show the importance of our local resource and the operators that continue to work to keep our drinking water safe.

After brief discussion, the committee agreed with staff's recommendation for the next ad.

Legislative Activities/Reports

State

Mr. Schoellerman reported that the state legislature has been on recess and would return August 16th to wrap up the legislative year on September 10th. There are many bills that need to be addressed and the Governor's recall election is on September 14th.

Federal

Mr. Schoellerman reported that the large infrastructure bill had passed the Senate. He noted that the WQA's \$10M appropriation request for the San Gabriel Basin Restoration Fund passed the House in July. He noted that on the Senate side our \$10M request passed the Senate Appropriations Committee. He indicated the Senate appropriations bills may go directly to Conference Committee without passing the Senate floor.

Mr. Marquez commented that he would like to set up a meeting with himself, Ms. Munoz and Mr. Schoellerman to discuss more outreach to the cities and the next topic for a future webinar.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that the election process would begin next week with the call for nominations for WQA's board seat to represent cities with pumping rights. The seat is currently held by Mr. Marquez. He noted that the 2020 census data has been delayed and that the 2010 data will be used unless the 2020 data is received prior to the ballots being finalized. He also reported that staff has received the final signed agreement from the State for the Prop 68 funds, he noted that staff can now move forward with the individual

agreements with the recipients. He lastly reported that staff continues to follow the LA County Health and Cal OSHA COVID guidelines

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

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

Check No.	Payable to	Description	Amount
D01883	Bob Kuhn	Board Member Compensation for July 2021	
		3 Days WQA Business	448.29
		Meeting/Travel Expenses/Other	2.80
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(34.29)
			416.80
D01884	Ed Chavez	Board Member Compensation for July 2021	
		5 Days WQA Business	747.15
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(57.15)
			690.00
D01885	Valerie Munoz	Board Member Compensation for July 2021	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund	
		Staff Payroll - for July 2021	73,742.79
		Board Payroll Taxes - Federal & State	205.74
			73,948.53
		Total replenishment to payroll fund	75,193.33
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 7/01/21 to 7/31/21 disbursements	
		Group Insurance	1,910.70
		Office Supplies	872.97
		Telephone Service	983.82
		Postage	41.97
		Plant & Water Service	246.44
		Equipment Lease	180.61
		Security System	306.00
		Copier Machine	411.72
		Computer Systems O&M	435.59
		Copier Machine O&M	473.04
		Meetings and Conferences	219.38
		Project Costs	3,502.19
			9,584.43
E91246	ACWA/JPIA	Invoice No. 671873, Medical and life insurance premiums for September 1, 2021 to October 1, 2021	6,254.67
E91247	Accent Computer Solutions, Inc.	Invoice No. 145686, Professional IT services for August 2021	1,407.54
E91248	Bank of America	Invoice No. '21-07Jul-RS', Credit Card Expenses incurred for 7/01/21 to 7/31/21	
		Internet Service	29.95
		Office Supplies	301.68
			331.63
E91249	Bank of America	Invoice No. '21-07Jul-SM', Credit card expenses incurred for 7/01/21 to 7/31/21	
		Office Supplies	140.16
		Office Supplies (refund)	(118.22)
			21.94
E91250	CA Consulting Services, LLC	Invoice 2021-CA-WQA-07, Professional accounting services for July 2021 (Prop 68)	1,282.50

mb
8-12-21

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
E91251	The Gualco Group	Invoice No '21-07Jul', Professional consulting services for July 2021	5,140.00
E91252	Kadesh & Associates, LLC	Invoice No. 08-21, Professional consulting services for July 2021	15,000.00
E91253	The Monares Group, LLC	Invoice No. '21-08Aug', Professional consulting services for August 2021	16,000.00
E91254	Olivarez Madruga Lemieux O'Neill, LLP	Invoice No. 16162, Professional legal services for July 2021	2,045.00
E91255	Ruffle Properties, LLC	Office lease, CAM, and Storage for September 2021	
		Invoice No. '21-09Sep', Office lease	6,845.79
		Invoice No. '21-09Sep-CAM', Electricity charges	643.20
		Invoice No. '21-09Sep-Storage', Storage Room	150.00
			<u>7,638.99</u>
E91256	Vasquez & Company LLP	Invoice No. 2210719, Annual Audit of Financial Statements for FY 6/30/20 - Progress Billing #2	10,000.00
E91257	West Yost & Associates	Invoice No. 2045813, Professional services for June 5, 2021 to July 9, 2021	27,878.00
TOTAL			<u><u>177,778.03</u></u>

*7/16
8-12-21*



Water Quality Authority

EXPENSE SHEET

Board Member Per Diem
\$149.43 per meeting, 8 meeting maximum per month
Mileage Rate: \$0.56 per mile

Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.

NAME: **Bob Kuhn**

Jul-20

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 8)	\$149.43 PER DIEM
1 7/1/21	Glendora Chamber of Commerce Leaders Group from the city of Glendora planning the next 3 - 6 months of programs for the monthly meetings (Zoom)	0.0	1	\$149.43
Meeting Description				
2 7/16/21	San Gabriel Valley Lincoln Club Short presentation on the condition of water in Southern California	5.0	1	\$149.43
Meeting Description				
3 7/19/21	San Gabriel Valley Talk Group Becky Shevin Group of Electeds from around the San Gabriel Valley that talk about many of the current issues facing Cities and Special Districts.	0.0	1	\$149.43
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			3	\$448.29
Total Mileage (at \$0.56 per mile)		5		\$2.80

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

	TOTAL MEETINGS, MILEAGE, EXPENSES	\$451.09
--	--	----------

TOTAL **\$451.09**

Please check box if AB1234 documentation is attached.

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



\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.58 per mile

(updated January 2019)

EXPENSE SHEET

NAME: Edward L. Chavez

MONTH/YEAR: Jun-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
7/13/21	Board of Directors' Meeting - Rowland Water District		1	\$149.43
7/26/21	Board of Directors's Meeting - Valley County Water District		1	\$149.43
7/27/21	Audit & Ethics Committee - Metropolitan Water District of Southern California		1	\$149.43
7/28/21	City Council Meeting - City of Irwindale		1	\$149.43
7/29/21	Meeting with Councilman Mark Beceda - City of Irwindale		1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Meetings			5	\$747.15
Total Mileage (at \$0.58 per mile)		0		\$0.00

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

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

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

EXPENSE SHEET

Board Member Per Diem
\$149.43 per meeting, 6 meeting maximum per month
Mileage Rate: \$0.56 per mile
(updated July 2021)

Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.

NAME: Valerie Munoz

MONTH/YEAR: Jul-21

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
1 7/8/21	SAS99 audit teams meeting with Rhonda Dollard		1	\$149.43
Meeting Description	San Gabriel Basin FY20 and FY21 SAS99 audit interview and review with Rhonda Dollard			
2				\$0.00
Meeting Description				
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			1	\$149.43
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			\$149.43
TOTAL			\$149.43

☐ Please check box if AB1234 documentation is attached.

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

Signature _____

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>				
E91258	RC Foster Corporation	Invoice No. 02-21-024, Project costs for Spare parts costs for August	755.02	CR's
<u>SOUTH EL MONTE OPERABLE UNIT</u>				
E91259	Avocet Environmental Inc.	Project costs for Whitmore Street Groundwater Remediation Facility and Site Investigation Project for July 2021		
		Invoice No. 6647 - Whitmore GW Treatment System	7,604.35	
		Invoice No. 6648 - Round 1 Prop 1-Whitmore Hydropunch	10,928.50	
		Invoice No. 6649 - Round 2 Prop 1 SGV Priority Sites	<u>32,318.80</u>	50,851.65 WQA/Prop 1
E91260	Golden State Water Company	Project T&R costs for SG1 & 2 VOC for July to December 2020		
		Invoice No. 13763-ACD, July to September 2020	8,277.10	
		Invoice No. 13906-ACD, October to December 2020	<u>82,928.93</u>	91,206.03 EPA
E91261	San Gabriel Valley Water Co.	Project T&R Costs for Plant 8 LGAC and Air Stripper for July to December 2020		
		Invoice No. 21-01029, Plant 8 A.S. for July	13,153.53	
		Invoice No. 21-01030, Plant 8 A.S. for August	20,496.98	
		Invoice No. 21-01031, Plant 8 A.S. for September	10,797.53	
		Invoice No. 21-01032, Plant 8 A.S. for October	14,650.20	
		Invoice No. 21-01033, Plant 8 A.S. for November	26,628.08	
		Invoice No. 21-01034, Plant 8 A.S. for December	38,415.48	
		Invoice No. 21-01036, Plant 8 LGAC for July	11,894.91	
		Invoice No. 21-01037, Plant 8 LGAC for August	14,247.54	
		Invoice No. 21-01039, Plant 8 LGAC for September	11,730.24	
		Invoice No. 21-01040, Plant 8 LGAC for October	11,258.50	
		Invoice No. 21-01041, Plant 8 LGAC for November	9,902.68	
		Invoice No. 21-01059, Plant 8 LGAC for December	<u>129,182.98</u>	312,358.65 EPA
Total Project Costs			<u>455,171.35</u>	

mb
8-12-21

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 July 28, 2021.

Check No.	Payable to	Description	Amount	Funding Sources
<u>BALDWIN PARK OPERABLE UNIT</u>				
E91262	La Puente Valley County WD	Invoice No. 4-2021-06, Project T&R costs for June 2021	239,092.48	CR's
E91263	Main San Gabriel Basin Watermaster	Invoice No. 02-233, Administrative Project Costs for June 2021		
		Administrative costs	47,550.78	
		T&R costs	<u>21,847.42</u>	69,398.20 CR's
E91264	Suburban Water Systems	Invoice No. 59880721, Project T&R costs for June 2021	183,936.09	CR's
E91265	Valley County Water District	Project costs for June 2021		
		Invoice No. 443, T&R costs	172,481.59	
		Invoice No. 444, T&R costs	<u>16,156.39</u>	188,637.98 CR's
E91266	California Domestic Water Co.	Project costs for June 2021		
		Invoice No. 3483, T&R costs for Perchlorate	23,764.32	
		Invoice No. 3484, T&R costs for NDMA & VOC's	<u>69,876.19</u>	93,640.51 CR's
E91267	San Gabriel Valley Water Co.	Project costs for May 2021		
		Invoice No. 21-06168, B5 T&R costs	66,416.93	
		Invoice No. 21-07170, B5 T&R costs	11,882.67	
		Invoice No. 21-06166, B6 T&R costs	223,799.37	
		Invoice No. 21-07169, B6 T&R Capital costs-UV Flex Treatment	<u>368.72</u>	302,467.69 CRs
Total BPOU Project Costs			<u><u>1,077,172.95</u></u>	

WLB
8-12-21



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: August 18, 2021
Subject: **Report on Cash and Investments – 2nd Quarter 2021**

Discussion

Attached for your review is the quarterly report on cash and investments as of June 30, 2021.

SGBWQA holds its investment funds at the Local Agency Investment Fund (LAIF). For the quarter ended June 30, 2021, the LAIF account earned interest at a rate of 0.33% for total interest received for the quarter of \$5,307 on a balance of \$6,499,717.

SGBWQA holds its cash funds at Bank of the West (BOTW). Funds held at BOTW exceed the FDIC insured limit of \$250,000. All funds in excess of the FDIC limits are collateralized by BOTW in accordance with California Government Code Title 5, Division 2, Part 1, Chapter 4, Article 2 – Deposit of Funds.

Recommendation / Proposed Action

For information only.

Enclosures

Cash Report

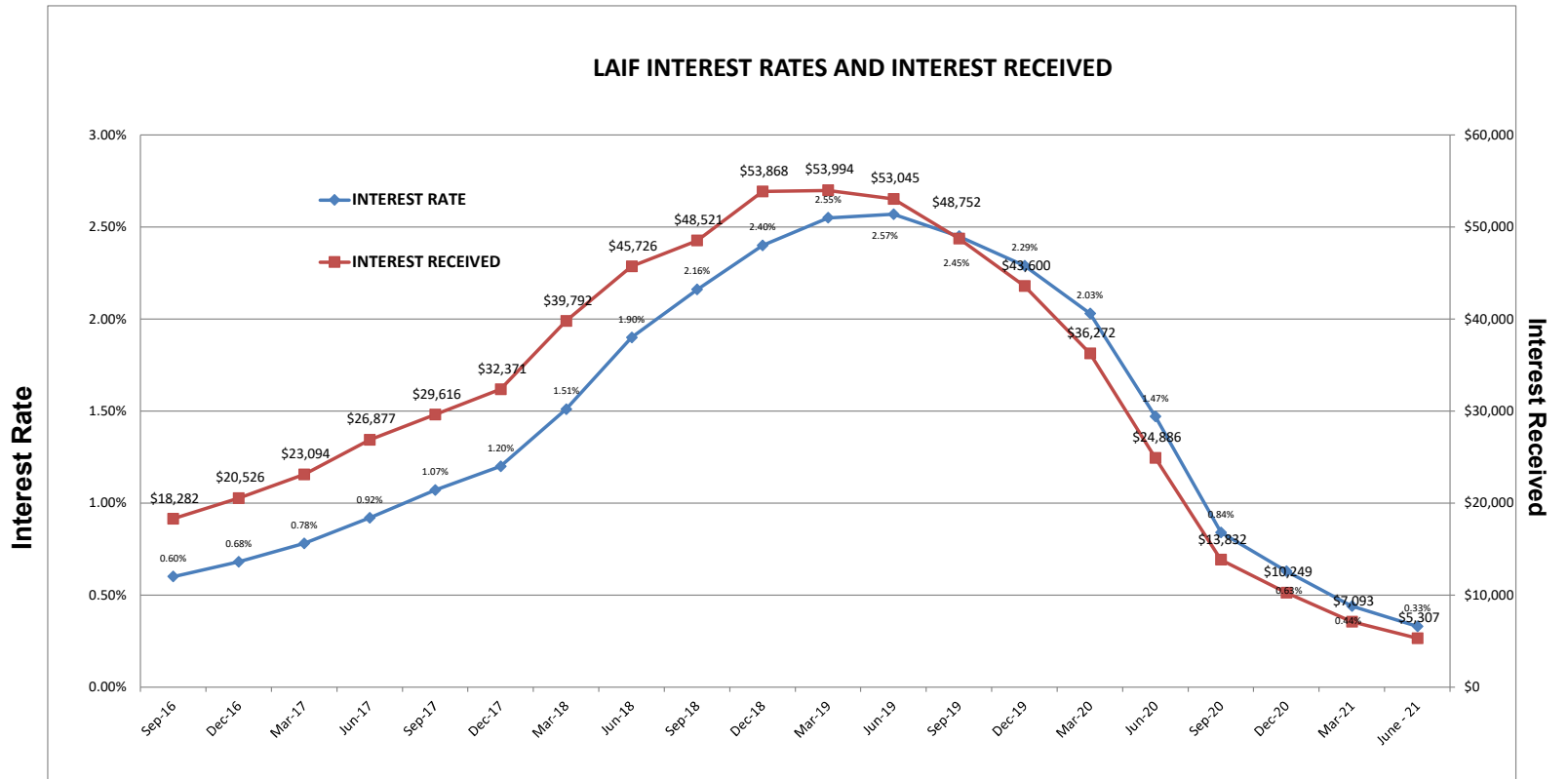
Schedule of Interest Received and Interest Rates

San Gabriel Basin Water Quality Authority
SUMMARY OF CASH AND INVESTMENTS
June 30, 2021
DRAFT

DESCRIPTION	BALANCE
<u>CASH AND BANK ACCOUNTS</u>	
Cash on Hand	\$ 250
 <u>Bank of the West Checking Accounts</u>	
General Account	1,000
Revolving Account	18,610
Payroll Account	54,877
Project Account	558,464
Pooled Money Market Account - Project/Admin	11,980
Federal Funding Account	1,000
Total Cash and Bank Accounts	<u>646,181</u>
 <u>Trustee Accounts</u>	
 <u>Bank of the West</u>	
South El Monte Operable Unit (SEMOU) Checking Account	<u>6,543</u>
Total Trustee Accounts	<u>6,543</u>
 <u>Investment Accounts</u>	
California Treasurer's Office	
Local Agency Investment Fund (LAIF)	
WQA General	5,473,553
SEMOU RP's	<u>1,026,164</u>
Total Investment Accounts	<u>6,499,717</u>
 TOTAL CASH, TRUSTEE AND INVESTMENT ACCOUNTS	 <u><u>\$ 7,152,441</u></u>

San Gabriel Basin Water Quality Authority
SUMMARY OF CASH AND INVESTMENTS
Schedule of LAIF Interest Received and Interest Rates
AS OF JUNE 30, 2021

Quarter Ended	Interest Rate (%)	Interest Rec'd
Sep-16	0.60%	\$ 18,282
Dec-16	0.68%	\$ 20,526
Mar-17	0.78%	\$ 23,094
Jun-17	0.92%	\$ 26,877
Sep-17	1.07%	\$ 29,616
Dec-17	1.20%	\$ 32,371
Mar-18	1.51%	\$ 39,792
Jun-18	1.90%	\$ 45,726
Sep-18	2.16%	\$ 48,521
Dec-18	2.40%	\$ 53,868
Mar-19	2.55%	\$ 53,994
Jun-19	2.57%	\$ 53,045
Sep-19	2.45%	\$ 48,752
Dec-19	2.29%	\$ 43,600
Mar-20	2.03%	\$ 36,272
Jun-20	1.47%	\$ 24,886
Sep-20	0.84%	\$ 13,832
Dec-20	0.63%	\$ 10,249
Mar-21	0.44%	\$ 7,093
June - 21	0.33%	\$ 5,307





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: August 18, 2021
Subject: Update of Administrative Procedures
No. 10 – Professional Services Consultant Selection
No. 18 – Purchase Procedures

Summary

Staff updated Administrative Procedure No. 10 – Professional Services Consultant Selection. This procedure describes the process for selecting and hiring professional services consultants. The revised procedure provides for added flexibility in the selection process and conforms with federal guidance and regulations. In addition, it now includes seven separate classes of procurements and establishes a formal policy for sole source procurement.

The Administrative/Finance Committee reviewed Procedure No. 10 on August 10, 2021 and recommended additional modifications. Specifically, the committee recommended raising the Class II authorization limit from \$10,000 to \$25,000 and clarifying that obtaining proposals for Class I, II & III would be at the discretion of the Executive Director.

The Committee is also recommending an update to Administrative Procedure No. 18 – Purchase Procedures to increase the authority of the Executive Director to \$25,000. This change is being made to conform to the increased limits detailed in the update of Procedure No. 10 - Professional Services Consultant Selection.

Recommendation

Approve the updated Administrative Procedure No. 10 – Professional Services Consultant Selection as well as the updated Administrative Procedure No. 18 - Purchase Procedure.

Attachment:

Administrative Procedures No. 10 draft v2

Administrative Procedure No. 18 draft v1

SAN GABRIEL BASIN WATER QUALITY AUTHORITY
Policy and Procedures Manual

DRAFT v2

ADMINISTRATIVE PROCEDURE

No. 10

Date: 7/92

Revised: 8/18/21

Page 1 of 5

**Professional
Services Consultant Selection**

Approved:

1. Purpose

To describe the Authority's policies and procedures for securing professional consulting services and to define procedures for issuing contracts when required for contracting with consultants for professional services.

Professional services are those activities that are essentially analytical in nature and typically require specialized training, knowledge, skill and/or certification, including but not limited to training, knowledge, skill and/or certification attained through the completion of recognized course instruction. Such services may be performed by individuals or consulting firms composed of individuals possessing these qualities. The following is a non-exhaustive list of services considered professional services: engineering services, environmental services, accounting/auditing services, design services, technical services and other administrative services.

2. Procedure

All work carried out by consultants is governed by this policy, as adopted by the San Gabriel Basin Water Quality Authority Board of Directors. In general, contracts for professional services are executed in the form of task orders.

2.1 Classification

Proposed professional services are assigned to seven separate classes. The procedure for consultant selection and approval of contracts / task orders is determined by the classifications as described below.

Class I - \$5,000 or less

These services do not require competitive offers and the Executive Director has the discretion to obtain verbal quotations from consultants staff determines to be qualified. The Executive Director will select a consultant and authorize issuance of a Class I contract / task order.

Class II - Greater than \$5,000 up to \$25,000

These services do not require competitive offers and the Executive Director has the discretion to obtain verbal quotations from consultants staff determines to be qualified consultant. The Executive Director will select a consultant and authorize issuance of a Class II contract / task order, with a notification to the WQA Chairperson.

Class III - Greater than \$25,000 up to \$50,000

These services do not require competitive offers and the Executive Director has the discretion to obtain at informal proposals from qualified consultants. If informal proposals are received, staff will recommend a consultant based upon evaluation of these proposals. A Class III contract / task order may be awarded without soliciting competitive pricing or rate quotations if the Executive Director considers the price to be reasonable. A recommendation will be made by the Executive Director to the Board of Directors for approval before issuance of a Class III contract / task order. The Board shall approve the contract in a public meeting.

Class IV Greater than \$50,000 up to \$250,000

At least three informal quotes should be obtained to ensure a competitive price is received, while avoiding the additional time and expense involved with a formal RFP solicitation. If three quotes are not received, staff shall document what steps were taken, what vendors were contacted that declined to quote and if applicable, why it is not practicable to obtain three quotes.

Staff shall evaluate the informal quotes received and determine the best value procurement. Because unique services are requested, cost is not considered the primary selection criteria. A recommendation will be made by the Executive Director to the Board of Directors for approval before issuance of a Class IV contract / task order. The Board shall approve the contract in a public meeting.

Class V Greater than \$250,000

A formal RFP should be undertaken to assure all possible vendors are given the opportunity to submit competitive proposals to perform Authority services. A formal RFP process should be used, thereby assuring that the Authority has engaged the most qualified consultant for the engagement. A staff committee formed by the Executive Director will review all proposals, ranking them on the basis of experience, prior projects, qualifications of key personnel assigned, technical merit of the proposal, cost and any other relevant criteria. Because unique services are requested, cost is not considered the primary selection criteria. The committee will make a recommendation to the Executive Director for submittal to the Board for final selection and authorization to issue a Class V contract / task order. The Board shall approve the contract in a public meeting.

Class VI Continuing Services

The Board will select consultants for certain continuing professional services such as the annual audit and general counsel.

Class VII Sole Source

Sole source is a procurement method used when only one viable source exists. Examples include technical expertise or continuation of work to an existing contract. A sole source contract is justified when the Executive Director determines that no other party can perform the services without incurring additional costs; or no other party has the knowledge or expertise to perform the services in an efficient and cost-effective manner. The sole source shall be authorized by the Board as part of the approval process of the services.

A Single/Sole source justification form must be completed for Class IV and V contracts when requesting procurement of services without providing for full and open competition.

2.2 Time and Material Contract

A time-and-materials type contract may be used if no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

2.3 Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract / task order if he or she has a real or apparent conflict of interest.

2.4 Termination Process

Contracts in excess of \$10,000 must address termination for cause and convenience including the manner in which it will be affected and the basis for settlement.

2.5 Suspension and Debarment

A contract must not be made with parties that are debarred, suspended or otherwise excluded by agencies as well as parties declared ineligible under statutory or regulatory authority.

3. Scheduling of Work

Authority policy requires that an official contract / task order be issued and fully executed before commencement of work. Permission to proceed may not be granted by verbal agreement between staff and consultants unless it is an extension or renewal of an existing contract.

4. Insurance Requirements

The amounts of comprehensive general, automobile, and professional liability and workers compensation insurance required of the consultant will be determined by the Executive Director or designee according to the established Authority Procedure No. 28.

5. Preparation and Execution of Contract

Upon completion of the steps required according to the contract classification, staff will prepare the contract which contains the appropriate program specifications, funding, and summary of tasks to be performed.

The contract must be accompanied by copies of written proposals that were either approved by the Executive Director and/or Board of Directors.

A digital list of contracts / task orders will be maintained by the Director of Finance.

6. Amendments

A contract / task order may be amended to authorize additional funds, to extend the time for completion of work, for changes in scope of work, or other alterations in the original contract. The Executive Director shall be authorized to execute amendments to a contract / task order, provided that the increase does not exceed \$10,000. Amendments to a contract / task order that do not meet this criterion shall require Board approval.

7. Federal, State and Other Grant Programs

Federal, State or grant programs may require special conditions that are more stringent than the Authority procedures. It is the responsibility of the Authority to ensure that all grant provisions are complied with.

EXHIBIT A- AUTHORITY SINGLE/SOLE SOURCE JUSTIFICATION FORM

When a request is made for a non-competitive service and the solicitation of services is limited to a single source, the requesting staff must complete the following sole source justification if the service dollar amount falls within Classes IV or V. The sole source shall be authorized by the Board as part of the approval process of the services.

Service: _____

Vendor: _____

Estimated Dollar Amount _____

Please check all applicable categories below and provide additional information where indicated:

- ☐ 1. The requested services require unique knowledge, technical skills, design and/or performance specifications or quality requirements that have not been found or are not available from similar consultants. Identify unique features and why they are required (not merely preferred):

Have you contacted other consultants or vendors to evaluate services with similar capabilities? If no, explain why not. If yes, list vendors/consultants and explain why their services do not meet the department's needs.

- ☐ 2. The services to be provided are a continuation of an existing contract, or a follow-up to work previously performed.
- ☐ 3. These services are requested in order to respond to an emergency declared by the Authority, by the state, a state agency, or political subdivision of the state and the reasons for the finding of the emergency are contained in the public records of the WQA.
- ☐ 4. Other:

I am aware of the Authority's policy for Professional Services Consultant Selection and certify that the above information is accurate to the best of my knowledge.

Executive Director: _____

Date: _____

SAN GABRIEL BASIN WATER QUALITY AUTHORITY
Policy and Procedures Manual

ADMINISTRATIVE PROCEDURES

No. 18

Draft v1

Date: 7/92 Revised: 8/2014 Revised: 8/18/21

Page 1 of 2

PURCHASE PROCEDURES

Approved: _____

Purpose: To define policy and procedures regarding the authorization to approve purchases and/or invoices for administration or projects.

PROCEDURE

Purchases

Accounting checks the most current "Budgetary Balance". If sufficient funds exist in the subject line item, a purchase may proceed (if budget amount is insufficient, see Procedure No. 16). The information is submitted to the Executive Director for authorization and/or approval. Purchases and checks of \$5,000 or less may be approved and signed by the Executive Director. Purchases greater than \$5,000 and up to \$25,000 may be approved by the Executive Director, with a notification to the WQA Chairman. Amounts higher than \$25,000 shall be approved by a majority vote of the Board of Directors. Checks in amounts higher than \$5,000 are signed by two of the following: Executive Director, Chairman, Vice Chairman, Treasurer, or Secretary.

Accounting - Monthly Payables for Administration

Accounting receives invoices and researches and signs his/her initials indicating that invoice and amount is correct. The invoice is then forwarded to the Executive Director or his designee for approval and returned to Accounting for processing. Purchases and checks of \$5,000 or less may be approved and signed by the Executive Director. Purchases higher than \$5,000 and up to \$25,000 may be approved by the Executive Director, with a notification to the WQA Chairman. Amounts higher than \$25,000 shall be approved by a majority vote of the Board of Directors. Checks in amounts higher than \$5,000 are signed by two of the following: Executive Director, Chairman, Vice Chairman, Treasurer, or Secretary.

Draft v1

Accounting – Monthly Payables for Projects

Accounting receives invoices and researches and signs his/her initials indicating that invoice and amount is correct. The invoice is then forwarded to the Executive Director or designee for approval and returned to Accounting for processing. Purchases and checks of \$5,000 or less may be approved and signed by the Executive Director. Purchases higher than \$5,000 and up to \$25,000 may be approved by the Executive Director, with a notification to the WQA Chairman. Purchases higher than \$25,000 shall be approved by a majority vote of the Board of Directors. Checks in amounts higher than \$5,000 are signed by two of the following: Executive Director, Chairman, Vice Chairman, Treasurer, or Secretary.



San Gabriel Basin Water Quality Authority

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

AGENDA SUBMITTAL

To: WQA Board Members
From: Randy Schoellerman, Executive Director
Date: August 18, 2021
Subject: ACWA Committee Appointment Nominations for the 2022-2023 Term

Discussion

Committees are an integral part of ACWA's activities and policy development. Structured to include representation from all 10 ACWA regions, committees provide key technical and policy input to the ACWA Board of Directors and bring together expertise and perspectives from across the state. Committee members are appointed for two-year terms that begin on January 1 of even-numbered years. The end of the current committee term is approaching, and it is time to submit nominations for the ACWA Committees for the 2022-2023 term. The Administrative/Finance Committee discussed and recommended the following ACWA Committee appointments:

Ground Water Committee –Randy Schoellerman and Dan Colby
Water Quality Committee – Randy Schoellerman and Dan Colby
Communications Committee – Stephanie Moreno
Local Government Committee – Stephanie Moreno

Recommendation

The Legislative/Public Information Committee recommended approval of the listed ACWA Committee nominations for the 2022-2023 term.

Attachment:

ACWA Committee Nomination Form and Information Packet



JOIN A COMMITTEE AND GET INVOLVED

ACWA has 13 standing committees that members can join and get involved. This is a great way for members to engage in state and local issues and influence policy and legislation. Committees are structured to include representation from all 10 ACWA Regions, bringing together diverse voices on technical and policy matters. **Take action, join a committee!**

COMMITTEE APPOINTMENT PROCESS TIMELINE

2022 - 2023 TERM

Committee consideration forms emailed to member agency general managers and board presidents.

13

JULY

Region Chair and Vice Chair recommendation deadline.

18

NOV

Incoming ACWA President appoints members of committees.

13

DEC

30

SEPT

All completed consideration forms due.
Any consideration submitted after deadline will be put on a waiting list.

2

DEC

Region recommendations given to incoming ACWA President.

31

DEC

ACWA notifies committee members of appointments and rosters posted on acwa.com.

COMMITTEE COMPOSITION

Committee members are appointed for two-year terms that begin on Jan. 1 of even-numbered years. You can learn more about ACWA's 13 standing committees below. For more information and bylaws, visit www.acwa.com. If you have any questions, please contact Region and Member Engagement Specialist Ana Javid at anaj@acwa.com.

Committee	Description	Composition	Meetings Per Year	Liaison
Agriculture	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. 	Unlimited	4	Lauren Bernadett Regulatory Advocate II laurenb@acwa.com
Business Development	<ul style="list-style-type: none"> Develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members. 	Unlimited	2	Tiffany Giammona Senior Director of Operations & Member Engagement tiffanyg@acwa.com
Communications	<ul style="list-style-type: none"> Develops and recommends to the Board of Directors and ACWA staff regarding communications and public affairs programs. Promotes sound public information and education programs and practices among member agencies. Prepares and distributes materials for use by member agencies in their local outreach efforts. Provides input and guidance to ACWA's Communications Department. 	Limited to 40	4	Heather Engel Director of Communications heathere@acwa.com
Energy	<ul style="list-style-type: none"> Recommends policies and programs to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee as appropriate. 	Unlimited	4	Nick Blair Regulatory Advocate nickn@acwa.com
Federal Affairs	<ul style="list-style-type: none"> Coordinates with other ACWA committees regarding input on federal issues before both Congress and the federal administrative branches. 	Limited to 5 per Region	2	David Reynolds Director of Federal Relations davidr@acwa.com
Finance	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters. 	Limited to 2 per Region (1 Region Chair/ Vice Chair and 1 with financial experience)	4 - 5	Dan Gumpert Controller dang@acwa.com
Groundwater	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors on groundwater policy issues. Monitors state and federal regulations and legislation affecting the quality and management of groundwater. Conducts studies and gathers data on groundwater issues. Develops policies regarding groundwater management. Coordinates with other committees on groundwater issues. 	Unlimited	4	Lauren Bernadett Regulatory Advocate II laurenb@acwa.com

Committee	Description	Composition	Meetings Per Year	Liaison
Legal Affairs	<ul style="list-style-type: none"> Acts on requests for assistance on legal matters of significance to ACWA member agencies. Reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws. Files amicus curiae filing on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights matters of interest to member agencies. 	Limited to 45	2 - 3	Kris Anderson Legislative Advocate II krisa@acwa.com
Local Government	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors and the State Legislative Committee on local government matters affecting water agencies, including planning issues, local government organization, and finance. Gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery. 	Limited to 3 per Region	2	Julia Hall Senior Legislative Advocate juliah@acwa.com
Membership	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors regarding membership policies, eligibility and applications for membership. Assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure. 	Unlimited	2	Katie Dahl Member Svcs Manager katied@acwa.com
State Legislative	<ul style="list-style-type: none"> Reviews relevant introduced and amended legislation, and develops positions and provides recommendations to the Board of Directors on ballot measures and other major statewide policy issues. Works with staff amendments to bills and provides direction for staff on legislative matters. 	Limited to 4 per Region	10 - 12	Adam Quiñonez Director of State Legislative Relations adamq@acwa.com
Water Management	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors on policy and programs related to water management. Reviews and recommends positions on legislation and regulations as requested by other committees. Assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse. 	Limited to 4 per Region	4	Chelsea Haines Regulatory Relations Manager chelseah@acwa.com
Water Quality	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee on policy and programs regarding water quality issues. Promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations. Develops and recommends positions and testimony on water quality regulatory issues. 	Unlimited	4	Adam Quiñonez Director of State Legislative Relations adamq@acwa.com

TO GET INVOLVED, SUBMIT YOUR CONSIDERATION FORM NOW!

COMMITTEE CONSIDERATION FORM

PLEASE PRINT LEGIBLY

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

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

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

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

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

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

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

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

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

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

Contact Region and Member Engagement Specialist II
Ana Javaid at anaj@acwa.com or (916) 441-4545

980 9th Street, Suite 1000
Sacramento, CA 95814
www.acwa.com

DRAFT

RESOLUTION 21-004

A RESOLUTION OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY IMPOSING AN ANNUAL PRESCRIPTIVE PUMPING RIGHT ASSESSMENT TO PAY FOR THE AUTHORITY BUDGET FOR FISCAL YEAR 2021/2022

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

WHEREAS, the Authority reserves the right and is authorized pursuant to section 608 of the San Gabriel Basin Water Quality Authority Act to annually adjust the assessment rate by an amount not to exceed the percentage change in the LA/Long Beach/Anaheim Consumer Price Index from 2004 to 2020, which would currently represent a maximum assessment of \$14.70 per acre foot;

WHEREAS, on February 17, 2021, the Board of the Authority adopted an Amended San Gabriel Basin Groundwater Quality Management and Remediation Plan identifying several capital projects that include the Authority's participation and are reflected in the adopted Authority Budget for the 2021/2022 fiscal year authorizing the expenditure of funds;

WHEREAS, the Authority has determined that the annual pumping right assessment of twelve dollars (\$12) per acre foot of prescriptive pumping rights imposed upon the holders of such rights will generate sufficient funds to meet the Authority Budget for the 2021/2022 fiscal year;

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

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

Section 1: Findings

The Board of the Authority finds and determines:

- a. That an annual pumping right assessment in the sum of twelve dollars (\$12) per acre foot of the prescriptive pumping rights assessed against the holders of such rights will yield revenues sufficient to meet the requirement of the Authority Budget for the 2021/2022 fiscal year.

- b. That notice of the public hearing to consider the adoption of the pumping right assessment was duly given and a public hearing was duly held.
- c. The Board has considered all input and has determined that the proposed assessment supports the mission and goals of the Authority for fiscal year 2021/2022.

Section 2: Pumping Right Assessment

A pumping right assessment is hereby adopted for the 2021/2022 fiscal year in the amount of twelve dollars (\$12) for each acre foot of prescriptive pumping right. Said assessment shall be imposed upon each holder of prescriptive pumping rights as determined under the judgment.

Section 3: Collection

The Executive Director is directed to cause the pumping right assessment to be assessed, billed and collected as provided by Resolution No. 21-003.

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

Section 4: Effective Date

The resolution shall take effect immediately upon its adoption.

The undersigned Chairman of the Authority, hereby certifies that the foregoing, is a full, true and correct copy of the Resolution of the Board of said Authority duly adopted at the meeting thereof held on August 18, 2021 and that said Resolution has not been amended, modified or revoked by said Board.

PASSED AND ADOPTED AUGUST 18, 2021

Valerie Munoz
Chairwoman

Bob Kuhn
Secretary

Calendars



Aug 13 - Nov 12, 2021

August 2021

Wed Aug 18	8:00am - 10:30am	CANCELLED - TVMWD Board Meeting
	12:00pm - 1:00pm	WQA Board Meeting ↻
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↻
Mon Aug 23	10:00am - 11:30am	SGVWA Leg. Committee Meeting ↻
	11:30am - 1:00pm	SGVWA Board Meeting ↻
Wed Aug 25	8:00am - 9:00am	USGVMWD Board Meeting ↻

September 2021

Wed Sep 1	8:00am - 10:30am	CANCELLED - TVMWD Board Meeting
	2:30pm - 3:30pm	Watermaster Board Meeting ↻
	4:00pm - 5:00pm	USGVMWD Water Resources & Facility Management Committee ↻
Mon Sep 6	4:00pm - 5:00pm	USGVMWD Gov Affairs Committee Meeting ↻
Tue Sep 7	4:00pm - 5:00pm	USGVMWD Admin & Finance Committee meeting ↻
Wed Sep 8	8:00am - 9:00am	USGVMWD Board Meeting ↻
	11:00am - 12:00pm	WQA Leg/Pub Committee ↻
	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↻
Tue Sep 14	10:00am - 11:00am	WQA Admin/Finance Committee ↻
Wed Sep 15	8:00am - 10:30am	TVMWD Board Meeting ↻
	12:00pm - 1:00pm	WQA Board Meeting ↻
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↻
Wed Sep 22	8:00am - 9:00am	USGVMWD Board Meeting ↻
Mon Sep 27	10:00am - 11:30am	SGVWA Leg. Committee Meeting ↻
	11:30am - 1:00pm	SGVWA Board Meeting ↻

October 2021

Mon Oct 4	4:00pm - 5:00pm	USGVMWD Gov Affairs Committee Meeting ↗
Tue Oct 5	4:00pm - 5:00pm	USGVMWD Admin & Finance Committee meeting ↗
Wed Oct 6	8:00am - 10:30am	TVMWD Board Meeting ↗
	2:30pm - 3:30pm	Watermaster Board Meeting ↗
	4:00pm - 5:00pm	USGVMWD Water Resources & Facility Management Committee ↗
Tue Oct 12	10:00am - 11:00am	WQA Admin/Finance Committee ↗
Wed Oct 13	8:00am - 9:00am	USGVMWD Board Meeting ↗
	11:00am - 12:00pm	WQA Leg/Pub Committee ↗
	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↗
Wed Oct 20	8:00am - 10:30am	TVMWD Board Meeting ↗
	12:00pm - 1:00pm	WQA Board Meeting ↗
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↗
Mon Oct 25	10:00am - 11:30am	SGVWA Leg. Committee Meeting ↗
	11:30am - 1:00pm	SGVWA Board Meeting ↗
Wed Oct 27	8:00am - 9:00am	USGVMWD Board Meeting ↗

November 2021

Mon Nov 1	4:00pm - 5:00pm	USGVMWD Gov Affairs Committee Meeting ↗
Tue Nov 2	4:00pm - 5:00pm	USGVMWD Admin & Finance Committee meeting ↗
Wed Nov 3	8:00am - 10:30am	TVMWD Board Meeting ↗
	2:30pm - 3:30pm	Watermaster Board Meeting ↗
	4:00pm - 5:00pm	USGVMWD Water Resources & Facility Management Committee ↗
Tue Nov 9	10:00am - 11:00am	WQA Admin/Finance Committee ↗
Wed Nov 10	8:00am - 9:00am	USGVMWD Board Meeting ↗
	11:00am - 12:00pm	WQA Leg/Pub Committee ↗
	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↗