

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
ADMINISTRATIVE/FINANCE COMMITTEE AND  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
MARCH 9, 2021 AT 10:00 A.M.**

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*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.*

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**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 Mark Paulson

**WATERMASTER LIASON**

Dave Michalko

**COMMITTEE MEMBERS  
ABSENT**

Lynda Noriega

**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, Brian Bowcock, Three Valleys MWD, Tara Robinson, Valley County Water District

**PUBLIC COMMENT**

None.

***Discussion Regarding Board of  
Directors Cost-of-Living  
Adjustment ("COLA") for Fiscal  
year 2021-2022***

Ms. Saenz reported that each year at this time the Board considers a cost-of-living adjustment for the daily stipend per WQA procedures. She noted that staff is recommending the Committee review the relevant cost of living indicators and applicable CA Water Code requirements when considering this option. She reviewed the attached CPI-U Table 4 which indicates that the Los Angeles/Long Beach/Anaheim CPI for January 2021 is 0.9%. She indicated that increasing Board Member compensation by this amount would comply with the requirements of WQA Procedure No. 23 and the CA Water Code. She noted that if the Board elects to increase the compensation by the January 2021 CPI-U, the rate would increase from \$149.43 to \$150.77. She also reported that the

Board also has the option to increase compensation based on cumulative increases from 2015 to 2021, which could be an increase of up to 15.8%, and could increase the board fees from \$149.43 to \$173.04. Lastly, she reported that for any proposed increase, the Board would need to approve an ordinance at a noticed public hearing pursuant to the CA Water Code.

Mr. Paulson commented that he felt an increase would send the wrong message at this time.

Mr. Whitehead commented that he did not think it was the appropriate time to take an increase but would like the full board to discuss it.

After some discussion, the committee recommended that this item go to the full Board for discussion with a recommendation to not increase the Board Member daily stipend at this time.

***Discussion Regarding Accounting Services for Proposition 68 Grant Renewal***

Ms. Saenz reported that WQA has received two Proposition 68 grants totaling \$35M from the State Water Resources Control Board Division of Financial Assistance to fund Treatment & Remediation costs for 21 water treatment facilities for a period of 4 to 5 years. She indicated that the water purveyors would be submitting their costs to WQA on a quarterly basis, and WQA would review the costs for eligibility and prepare invoices for submittal to DFA for reimbursement. The DFA grant also requires a match, so matching costs will also need to be reviewed and submitted as part of the reimbursement process. She indicated that based on the significant level of effort required staff is recommending contracting the services of an accounting consultant to perform these tasks. She outlined a fee for service proposal submitted by CA Consulting Services, LLC. for an amount not to exceed \$250,000 and indicated the costs would be reimbursable under the grant. She noted that Mr. Castellanos has worked with the WQA in the past and is very familiar with the WQA grant invoicing process which makes him uniquely qualified.

Mr. Whitehead commented that he wanted to make sure that WQA has followed all state guidelines regarding a proposal like this.

Ms. Saenz commented that WQA is following all procedures and guidelines.

Mr. Kuhn asked if WQA needed to match the amount and were only partners going to be working on this project.

Ms. Saenz commented that there was no match needed for this and that other non-partners would be working on this project as well.

After detailed discussion, the committee recommended that this

item go to the full Board for approval.

***Discussion Regarding San Gabriel Valley Economic Partnership Membership Renewal***

Mr. Schoellerman reported that the WQA has a Leader Level Membership with San Gabriel Valley Economic Partnership (SGVEP) and the annual renewal amount of \$20,000 is discounted from the regular price of \$25,000. He indicated that WQA's membership has been beneficial in putting the WQA's issues out in front of the community by allowing the WQA to participate in local events with local and state legislators. He noted that it also gives the WQA a seat on the Board of the Directors.

After some discussion, the committee recommended that SGVEP Membership renewal go to the full Board for approval.

***Discussion Regarding Site Access Agreement Template for the Prop 1 Regional Site Investigation South El Monte Operable Unit Project***

Mr. Schoellerman reported that WQA's Regional Site Investigation South El Monte Operable Unit Proposition 1 Grant Project will require site access for 12 properties. He noted that the work will include the collection and analysis of soil matrix, soil vapor and groundwater samples at each location. He indicated that to facilitate the site access agreement process, staff and WQA legal counsel have developed the attached license agreement template for use at each location. He reported that staff is recommending approval of the agreement and authorization for the Executive Director to execute the 12 agreements with each property owner subject to final legal counsel review.

Mr. Whitehead commented that a template is good for consistency and asked if the WQA has engaged with any of the 12 property owners yet.

Mr. Colby indicated that so far 10 of the 12 property owners have confirmed in writing that they are willing to provide WQA access for the investigative work.

Mr. Whitehead asked if staff could provide a report on the findings that they have so far at these sites.

Mr. Colby reported that staff is reviewing five draft reports along with the L.A. Regional Water Quality Control Board and that he could make them available once finalized.

After some discussion, the committee recommended that the site access template and authorization for the Executive Director to execute the 12 agreements subject to final legal counsel review go to the full Board for approval.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Schoellerman reported that staff is working many items that will be coming to the committee for review in the next month. He noted that staff has begun to work on the budget for FY 21/22 and would have a workshop in April with expected adoption in May. He reported that staff is developing a fee

policy with legal counsel to offset some of WQA's costs and would have more to discuss at the next committee meeting. He noted that work continues to secure funding in DC and that the House has proposed allowing some earmarks. He lastly noted that staff is setting up meetings with members of the State Water Board to discuss WQA activities.

**ADJOURNMENT**

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

  
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Valerie Munoz  
Chairwoman

  
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Bob Kuhn  
Secretary