

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY
ADMINISTRATIVE/FINANCE COMMITTEE AND
SPECIAL MEETING OF THE BOARD OF DIRECTORS
JUNE 8, 2021 AT 10:00 A.M.**

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

Due to the essential nature of the WQA Board Meetings in conducting Authority business, the WQA Administrative/Finance Committee and Special meeting of the Board took place online and teleconference.

CALL TO ORDER

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

**COMMITTEE MEMBERS
PRESENT**

Mike Whitehead and Lynda Noriega

WATERMASTER LIASON

Dave Michalko

**COMMITTEE MEMBERS
ABSENT**

Mark Paulson

**OTHER BOARD MEMBERS
PRESENT**

Bob Kuhn

STAFF MEMBERS PRESENT

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

**MEMBERS OF THE PUBLIC
PRESENT**

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

PUBLIC COMMENT

None.

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

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

Mr. Whitehead asked if this recommendation was in compliance with the WQA's current policy and if the budget

that was just adopted allowed for the recommended increase.

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

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

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

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

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

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

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

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

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

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

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

After brief discussion, the committee recommended that the proposal from Stetson Engineers for Proposition 68 Engineering Services go to the full Board for approval.

Discussion Regarding Investment Policy Reaffirmation

Ms. Saenz reported that it is WQA's policy to submit the Investment Policy for affirmation by the Board at the beginning of each fiscal year. She noted that Procedure No. 26 was affirmed by the Board last fiscal year on August 19, 2020. She indicated that the investment guidelines require that WQA invest its public funds in a manner which will provide the highest investment return while meeting the daily cash flow demands, maintaining an appropriate risk level and conforming to all state and local statutes. She noted that Procedure No. 26 itemizes the acceptable investment instruments for the WQA and includes a specific requirement that investments be limited to a 12-month term.

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

EXECUTIVE DIRECTOR'S REPORT

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

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

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

ADJOURNMENT

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


Valerie Munoz
Chairwoman


Bob Kuhn
Secretary