

**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