

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY
ADMINISTRATIVE/FINANCE COMMITTEE AND
SPECIAL MEETING OF THE BOARD OF DIRECTORS
OCTOBER 12, 2021 AT 10:00 A.M.**

With passage and signing of AB 361 and in light of the ongoing Statewide State of Emergency originally declared by Governor Newsom on March 4, 2020, WQA Board Meetings will continue to be conducted via remote teleconferencing, subject to the requirements of Government Code Section 54953(e).

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	None.
COMMITTEE MEMBERS ABSENT	None.
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	Brian Bowcock, Three Valleys MWD and Javier Vargas, Three Valleys MWD
PUBLIC COMMENT	None.
<i>Report on Cash and Investments for 3rd Quarter 2021</i>	Ms. Saenz reported that the WQA holds its investment funds in the Local Agency Investment Fund (LAIF). She indicated that the average monthly effective yields for the Pooled Money Investment Account (PMIA) for July, August and September are 0.221%, 0.221%, and 0.206%, respectively. The PMIA Quarter to Date rate is .22%, as shown on the PMIA Daily Effective Yield schedule. The LAIF quarterly rate for July through September 2021 has not yet been issued. This was an information item only.
<i>Discussion Regarding Update to Procedure 40 – Merit Salary Increases and Annual Cost of Living Allowance (COLA)</i>	Mr. Schoellerman reported that Procedure 40 establishes the Cost Of Living Adjustment (COLA) procedures for WQA employees. The current Procedure 40 differentiates between Exempt and Non-Exempt employees:

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.

He indicated that the Board approved the 2021 COLA at the June 16, 2021 board meeting. The discussion included a request from the Board for staff to bring Procedure 40 to the Administrative / Finance Committee to discuss the application of the COLA to both Exempt and Non-Exempt employees. He noted that staff has also taken this opportunity to update the job titles and the salary ranges to 2021 information. He reported that staff proposed the following changes to Procedure 40:

1. Both Exempt and Non-Exempt Employees to be eligible for a COLA increase,
2. Update the salary ranges to reflect the current salary ranges as approved by the Board on June 16, 2021, and
3. Update the titles of current staff positions.

After some discussion, the committee recommended the proposed changes to the full Board for approval.

Discussion Regarding Update to Procedure 28 – Risk Transfer Procedure

Ms. Saenz reported that Procedure 28 establishes the risk transfer procedures for the management of risk of loss when obtaining outside services or by WQA employees. She indicated that Association California Water Agencies (ACWA)/Joint Powers Insurance Authority (JPIA) is WQA's insurer for property, liability and workers compensation insurance. She reported that staff is proposing to update WQA's Risk Transfer Procedure No. 28 to conform to the insurance requirements and indemnification clauses as recommended by the ACWA/JPIA. She noted that in general, WQA's Procedure 28 does include the appropriate insurance coverages; however, to more closely conform to the ACWA/JPIA's recommendations, staff was suggesting the following changes.

- Adding specific language regarding indemnifications,
- Increasing the general liability coverage from \$1,000,000/\$2,000,000 per occurrence/aggregate to \$2,000,000 per occurrence,
- Adding waiver of subrogation language to workers compensation insurance,
- Adding specific additional insured language,
- Including a primary coverage provision and,
- Including the requirement that the Authority be notified if policy is cancelled.

Mr. Whitehead asked if these changes would create additional work requirements within the WQA office going forward.

Ms. Saenz commented that this would not require changes to the procedures within the office.

After general discussion, the committee recommended the proposed changes go to the full Board for approval.

***Discussion Regarding ACWA
Election for President and Vice -
President***

Mr. Schoellerman reported that the ACWA will be holding its biennial election for ACWA President and Vice-President for the 2022-2023 term during its Fall conference in Pasadena at 12:00 pm on December 1, 2021. He indicated that the ACWA Nominating Committee recommends current Vice-President Pamela Tobin for ACWA President and current Region 10 Vice-Chair Cathy Green for ACWA Vice-President. He noted that if other candidates are desired, ACWA's Bylaws provides a process for nominations from the floor prior to the election.

After some discussion, the committee recommended the ACWA Nominating Committee's recommended slate of Pamela Tobin for President and Cathy Green for Vice-President and for this to go to the full Board for approval.

**EXECUTIVE DIRECTOR'S
REPORT**

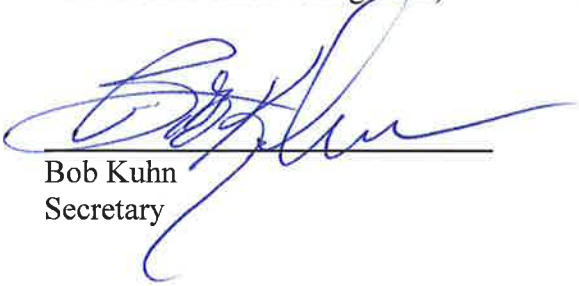
Mr. Schoellerman reported that staff was working on some budget projections for the committee to review at a future meeting. He reported that a resolution regarding AB 361 would go to the Board for consideration on October 20th. He noted that this was a resolution to comply with the new laws regarding the ability of WQA to hold public meetings virtually. He also reported that staff held a city webinar on October 5th for city officials. He indicated that it went well, and the attendance increased from prior webinars. He reminded everyone that the nomination period for the seat representing cities with pumping rights on the WQA Board closes Friday, October 15th at 5:00pm. He lastly reported that there weren't any changes to the status of WQA's \$10M appropriation request for the San Gabriel Basin Restoration Fund.

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