

**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

Ms. Saenz reported that Procedure 40 establishes the Cost of

*of Living Adjustment for Exempt
and Non-Exempt Staff*

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 behalf of the Authority.*

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:

- 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 focus 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 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 triple referred and noted that it has substantial opposition.

EXECUTIVE DIRECTOR'S

Mr. Chavez left the meeting.

REPORT

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.

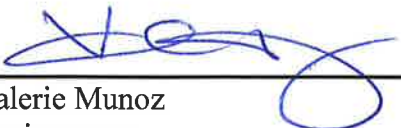
Ms. Noriega thanked staff and congratulated Mr. Schoellerman on a job well done.

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