

*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). Members of the public can participate remotely via Zoom following the instructions provided below. Members of the public may also submit comments in writing to [Stephanie@wqa.com](mailto:Stephanie@wqa.com) which comments will be distributed to the members of the Board, provided such written comments are received prior to the meeting start time. To address the Board during the meeting you may use the "raise hand" feature and you will be called upon when appropriate.*

**To attend the meeting please register in advance at:**

[https://us06web.zoom.us/webinar/register/WN\\_ewZvEgvxSlq9SXFJQXK0SQ](https://us06web.zoom.us/webinar/register/WN_ewZvEgvxSlq9SXFJQXK0SQ)

**A confirmation email will be sent to you with instructions on how to join the meeting virtually or a call-in option**

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**A REGULAR MEETING  
OF THE  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
AT  
1720 W. CAMERON AVENUE, SUITE 100  
WEST COVINA, CALIFORNIA**

**WEDNESDAY, JANUARY 19, 2022 AT 12:00 P.M.**

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**AGENDA**

**I. CALL TO ORDER MUNOZ**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL OF BOARD MEMBERS MORENO**

Valerie Munoz, Chairwoman	_____	_____ (alt)
Mark Paulson, Vice-Chairman	_____	_____ (alt)
Bob Kuhn, Secretary	_____	_____ (alt)
Lynda Noriega	_____	_____ (alt)
Mike Whitehead	_____	_____ (alt)
Ed Chavez	_____	_____ (alt)
Robert Gonzales	_____	_____ (alt)

**IV. PUBLIC COMMENTS (Agendized Matters Only): MUNOZ**

As provided under Government Code Section 54954.3, this time has been set aside for persons in the audience to provide comment or make inquiries on matters appearing on this Special Meeting agenda only. Please complete the appropriate request card and submit it to the Secretary, prior to the item being heard. A five-minute time limit on remarks is requested.

**V. ITEMS TOO LATE TO BE AGENDIZED - Recommended Action: MUNOZ**

Approve motion determining need to take action on item(s) which arose subsequent to posting of the Agenda (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board or, if less than two-thirds of Board members are present, a unanimous vote)

**VI. ELECTION OF OFFICERS**

**CHAIRPERSON**

- (a) Chairman
- (b) Vice-Chairman
- (c) Treasurer
- (d) Secretary

**VII. APPOINTMENT OF COMMITTEE MEMBERS**

**CHAIRPERSON**

- (a) Administrative/Finance Committee
- (b) Legislative/Public Information Committee
- (c) Special Legislative Ad Hoc Committee

**VIII. CONSENT CALENDAR**

**CHAIRPERSON**

(Consent items may all be approved by single motion) [enc]

- (a) Minutes for 12/15/21 Regular Board Meeting
- (b) Minutes for 1/11/22 Administrative/Finance Committee – Special Joint Meeting
- (c) Minutes for 1/12/22 Legislative/Public Information Committee – Special Joint Meeting
- (d) Demands on Administrative Fund
- (e) Demands on Project Fund
- (f) Resolution No. 22-001 (AB 361)

**IX. COMMITTEE REPORTS**

(These items may require action)

- (a) Administrative/Finance Committee Report [enc]
  - 1. Discussion Regarding Report on Cash and Investments for 4<sup>th</sup> Quarter 2021 [enc]
  - 2. Discussion/Action Regarding Disposal of Fixed Assets [enc]
  - 3. Discussion Regarding Update to Procedure 28 – Risk Transfer [enc]
  - 4. Discussion Regarding Proposal for Audit Services for Fiscal Years Ending 6/30/22 and 6/30/2023 [enc]
- (b) Legislative/Public Information Committee Report [enc]

**X. OTHER ACTION/INFORMATION ITEMS**

**CHAIRPERSON**

(These items may require action)

- (a) Discussion/Action Regarding Authorization to Contract Services with the Bank of the West [enc]
  - 1. Adopt Resolution No. 22-002
- (b) Draft San Gabriel Basin Groundwater Quality Management and Remediation Plan “§406 Plan” for 2022 [enc]

1. Review Comments Received

2. Adopt Plan for 2022

## **XI. PROJECT REPORTS**

**COLBY**

### **(a) Treatment Plants:**

	<u>Status</u>
1. Baldwin Park Operable Unit	
• Arrow/Lante Well (Subarea 1)	Operational
• Monrovia Wells	Operational
• SGVWC B6 Plant	Operational
• SGVWC B5 Plant	Operational
• CDWC Well No. 14	Operational
• La Puente Valley County Water District	Operational
• VCWD Nixon	Operational
• VCWD Maine	Operational
2. El Monte Operable Unit	
• Eastern Shallow Zone	Operational
• Eastern Deep Zone	Operational
• GSWC Encinita Plant	Operational
• Western Shallow Zone	Operational
3. South El Monte Operable Unit	
• Whitmore Street. Ground Water Remediation Treatment Facility	Operational
• City of M.P. Well No. 5 VOC Treatment Facility	Operational
• City of M.P. Well No. 12 VOC Treatment Facility	Operational
• City of M.P. Well No. 15	Operational
• City of M.P. Well Nos. 1, 3, 10 VOC Treatment Facility	Operational
• GSWC Wells SG-1 & SG-2	Operational
• GSWC Garvey	Operational
• SGVWC Plant No. 8	Operational
• SGVWC Plant G4	Operational
4. Puente Valley Operable Unit	
• Intermediate Zone	Construction
• SGVWC Plant B11	Operational
5. Area 3 Operable Unit	
• City of Alhambra Phase 1	Operational
• City of Alhambra Phase 2	Operational
• City of South Pasadena Wilson	Operational
6. Non-Operable Unit	
• City of Arcadia Longden	Operational
• City of Arcadia Live Oak	Operational
• City of Monrovia Tower 1&2	Operational
• City of Monrovia Tower 3&4	Operational
• SGVWC Plant 11	Operational

- XII. ATTORNEY'S REPORT** **PADILLA**
- XIII. LEGISLATIVE REPORT** **MONARES**
- XIV. EXECUTIVE DIRECTOR'S REPORT** **SCHOELLERMAN**
- XV. FUTURE AGENDA ITEMS** **CHAIRPERSON**
- XVI. INFORMATION ITEMS [enc]** **CHAIRPERSON**
- (a) San Gabriel Basin Water Calendar
- XVII. FUTURE BOARD/COMMITTEE MEETINGS** **CHAIRPERSON**
- (a) The next Administrative/Finance Committee Meeting is scheduled for Tuesday, February 8, 2022 at 10:00 a.m.
- (b) The next Legislative/Public Information Committee meeting was scheduled for Wednesday, February 9, 2022 at 11:00 a.m.
- (c) The next WQA Board meeting is scheduled for Wednesday, February 16, 2022 at 12:00 p.m.
- XVIII. BOARD MEMBERS' COMMENTS/REPORTS** **CHAIRPERSON**
- XIX. ADJOURNMENT**  
**CHAIRPERSON**

*Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the Authority's business office located at 1720 W. Cameron Ave., Suite 100, West Covina, CA 91790, during regular business hours. When practical, these public records will also be made available on the Authority's internet web site, accessible at [www.wqa.com](http://www.wqa.com).*

# DRAFT

## A REGULAR MEETING OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY DECEMBER 15, 2021 AT 12:00 P.M.

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*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, this WQA Board meeting took place online and teleconference.*

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<b>CALL TO ORDER</b>	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.
<b>ROLL CALL OF BOARD MEMBERS</b>	Valerie Munoz, Jorge Marquez, Brian Bowcock (alternate for Bob Kuhn), Lynda Noriega, Mark Paulson
<b>BOARD MEMBERS ABSENT</b>	Bob Kuhn and Mike Whitehead
<b>STAFF MEMBERS PRESENT</b>	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
<b>MEMBERS OF THE PUBLIC PRESENT</b>	None.
<b>MEMBERS OF THE PUBLIC THAT PARTICIPATED VIA ONLINE/TELECONFERENCE</b>	Gabriel Monares, The Monares Group; Christy Canieda, Vasquez and Co.; Rhoda Dollaga, Vasquez and Co.
<b>PUBLIC COMMENT</b>	None.
<b>ITEMS TOO LATE TO BE AGENDIZED</b>	None.
<b>ELECTION OF WQA REPRESENTATIVE FOR CITIES WITH PUMPING RIGHTS</b>	Ms. Moreno presented the election results. She reported that Mr. Gonzales from the city of Azusa received 16 votes and Mr. Marquez from the city of Covina received 14 votes. Therefore, Mr. Gonzales is the WQA Board Member representing cities with pumping rights and Mr. Marquez is the Alternate Board Member representing cities with pumping rights. She noted that Mr. Gonzales' 4-year term would begin on January 3, 2022.
<b>PRESENTATION</b>	
<i><b>"Presentation on Audited</b></i>	Ms. Christy Canieda presented a detailed summary of audit

***Financial Statements for Fiscal  
Year Ending June 30, 2021”***

results and reported an unmodified opinion. She noted that they found no material weaknesses, deficiencies or non-compliance material to the financial statements.

**CONSENT CALENDAR**

Ms. Noriega moved to approve the consent calendar. Mr. Paulson seconded the motion, and it was approved by the following roll call vote.

AYES: MUNOZ, PAULSON, MARQUEZ, BOWCOCK, NORIEGA

NO: NONE

ABSENT: KUHN and WHITEHEAD

**ABSTENTIONS:**

Ms. Noriega abstained from Project Demand Nos. E91381.

**COMMITTEE REPORTS**

Mr. Schoellerman reported that there were no regular committee meetings held in December, however, the Legislative ADHOC committee did meet. He reported that the ADHOC committee discussed WQA’s legislative priorities with our WQA’s federal lobbyist, which included an increase in the authorization for the San Gabriel Basin Restoration Fund and to extend the funding limit regarding treatment and remediation beyond 10 years. He noted that the committee also discussed WQA’s sunset date, its assessment cap, and the status of the remaining Prop 68 funds.

Ms. Noriega asked if the Chairwoman would be replacing Mr. Marquez on the ADHOC committee and if so, she would be interested in being the considered.

Ms. Munoz reported that at the January Board meeting she will appoint a member to the ADHOC committee to replace Mr. Marquez.

**OTHER  
ACTION/INFORMATION  
ITEMS**

***Discussion/Action Regarding  
Draft of Audited Financial  
Statements for the Fiscal Year  
Ended June 30, 2021***

Mr. Marquez moved to approve the Audited Financial Statements for the Fiscal year Ended June 30, 2021. Ms. Munoz seconded the motion, and it was approved by the following roll call vote:

AYES: MUNOZ, PAULSON, MARQUEZ, BOWCOCK, NORIEGA

NO: NONE

ABSENT: KUHN and WHITEHEAD

***Draft San Gabriel Groundwater  
Quality Management and  
Remediation Plan “§406 Plan” for  
2022***

Mr. Schoellerman reported that Section 406 of WQA’s enabling act requires the WQA to develop and adopt a basinwide groundwater quality management and remediation plan. He indicated that the plan includes a characterization of the contamination, comprehensive cleanup plan, summary of financing available, description of public outreach efforts and a discussion about the roles of other agencies in which WQA interacts with to facilitate basin cleanup efforts. He noted that staff reviewed policy statement for 2022 and recommended no changes.

Mr. Colby reviewed some of the updates that were made to the plan.

Mr. Schoellerman noted that each year staff updates the §406 Plan and releases it for public comment prior to the Board adopting it.

***Open of 30-day Public Comment  
Period***

Ms. Noriega moved to open the 30-day public comment period. Mr. Paulson seconded the motion, and it was approved by the following roll call vote:

AYES: MUNOZ, PAULSON, MARQUEZ, BOWCOCK,  
NORIEGA

NO: NONE

ABSENT: KUHN and WHITEHEAD

**PROJECT REPORTS**

Mr. Colby reported that staff has executed all but one of the Prop 68 funding agreements. He indicated that the first payment requests will be submitted in February 2022.

**ATTORNEY’S REPORT**

None.

**LEGISLATIVE REPORT**

Mr. Monares thanked Mr. Marquez for his service on the WQA Board.

He reported that Congress has been discussing the debt ceiling but didn’t think it would be an issue for the WQA. He indicated that the FY22 bills should start moving again soon. He also wished everyone a Merry Christmas.

**EXECUTIVE DIRECTOR’S  
REPORT**

Mr. Schoellerman reported that state guidelines for the allocations from the infrastructure bill have not been released, however, the State Water Board should have some funding forthcoming along with the EPA who is receiving \$3.5B for the Superfund program. He reported that he gave a presentation to the Upper District Board to update them on the WQA activities on December 8th. He also attended the California Groundwater Coalition Board meeting in November. He reported that he attended the ACWA Fall Conference virtually and due to technical issues ACWA will be issuing partial

refunds to virtual attendees. He also reported that staff is working on the next city webinar and may be scheduled for late January. He indicated that staff was still working on the WQA Procedure No. 28 regarding insurance requirements and would bring it back to the Administrative/Finance Committee in January. He also indicated that staff was considering if a request for proposal was needed for auditing servicing and would bring a recommendation to the Administrative/Finance Committee for discussion in January. He thanked Mr. Marquez for his time on the WQA Board and indicated that it was a pleasure to work with him. He lastly wished everyone a Merry Christmas and reminded everyone that the WQA would be closed from December 23<sup>rd</sup> to January 3, 2022.

#### **FUTURE AGENDA ITEMS**

None.

#### **FUTURE BOARD AND COMMITTEE MEETINGS**

The next Administrative/Finance Committee meeting was scheduled for Tuesday, January 11, 2022, at 10am.

The next Legislative/Public Information Committee meeting was scheduled for Wednesday, January 12, 2022, at 11:00am.

The next WQA Board meeting is scheduled for Wednesday, January 19, 2022, at 12:00pm.

#### **BOARD MEMBERS' COMMENTS/REPORTS**

Mr. Paulson thanked Mr. Marquez for his service on the WQA board and wished everyone a Merry Christmas.

Ms. Noriega thanked Ms. Saenz for all her work on the audit. She also thanked Mr. Marquez for his work on the WQA Board. She lastly wished everyone a Merry Christmas.

Mr. Chavez said he was thankful for the rain and wished everyone a Merry Christmas.

Ms. Munoz thanked the WQA staff for their hard work over the last year. She thanked Mr. Marquez for his time on the WQA Board and wished everyone a Merry Christmas.

Mr. Marquez thanked the Board for their support during his time as a Board Member. He wished everyone a Merry Christmas and Happy New Year.

#### **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 January 19, 2022.

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Valerie Munoz  
Chairwoman

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Jorge Marquez  
Treasurer

# DRAFT

## SAN GABRIEL BASIN WATER QUALITY AUTHORITY ADMINISTRATIVE/FINANCE COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS JANUARY 11, 2022 AT 10:00 A.M.

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*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.*

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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, Lynda Noriega and Mark Paulson

### WATERMASTER LIASON

None.

### COMMITTEE MEMBERS ABSENT

None.

### OTHER BOARD MEMBERS PRESENT

Bob Kuhn; Robert Gonzales

### STAFF MEMBERS PRESENT

Randy Schoellerman, Executive Director; Dan Colby, Assistant Executive Director/Senior Project Manager; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant

### MEMBERS OF THE PUBLIC PRESENT

Brian Bowcock, Three Valleys MWD; Javier Vargas, Valley County Water District; Ralph Galvan, Valley County Water District; Lenet Pacheco, Valley County Water District

### PUBLIC COMMENT

None.

### *Discussion Regarding Disposal Surplus Property*

Mrs. Saenz reported that staff wished to dispose of surplus items as listed on the attached schedule that is either broke, worn out or has been replaced with updated technology and, is of no further use. She indicated that these items have been fully depreciated and have a net book value of \$0. She noted that under Guideline #1 of Administrative Procedure 35, the value of the property shall be determined by the Executive Director after contacting appraisers or dealers, vendors, or other businesses which buy used equipment or take such items as trade-in. After review of the list of surplus items and further examination of the actual equipment, it was determined that the items proposed for disposal have no trade-in value or resale

value. Guideline #3 states that if the property has no reasonable resale value, the Executive Director may determine to donate the property to another governmental agency or a charitable institution.

After brief discussion, the committee recommended that this item go to the full Board for approval.

***Discussion Regarding Update to  
Procedure 28 – Risk Transfer***

Mr. Schoellerman reported that at the October 20, 2021, Board meeting, staff presented updates to Procedure 28 – Risk Transfer Procedure as recommended by the Admin/Finance Committee. After review and discussion, the Board recommended that staff develop criteria to determine when it is appropriate to lower insurance limits or modify insurance requirements and to include the criteria for a waiver in limitations. Staff worked with legal counsel to develop the criteria now included as Section 7 of the Procedure. Staff recommends approval of the updated Procedure 28 with the following recommended changes.

- Adding specific language regarding indemnifications (Section 1a),
- Increasing the general liability coverage from \$1,000,000/\$2,000,000 per occurrence/aggregate to \$2,000,000 per occurrence (Section 2b),
- Adding specific additional insured language (Section 4a),
- Including a primary coverage provision (Section 4b),
- Including the requirement that the Authority be notified if policy is cancelled (Section 4c),
- Adding acceptability of insurers requirement (Section 4d), and
- Reserving the right to modify insurance requirements (Section 7).

After brief discussion, the committee recommended that this item go to the full Board for approval.

***Discussion Regarding Proposal  
for Audit Services for Fiscal Years  
Ending FYE 6/30/2022 and 2023***

Mrs. Saenz reported that the WQA conducted a full RFP process in April 2016 to select an independent audit firm. This resulted in the Board of Directors approving a contract for audit services with Vasquez & Company LLP (Vasquez) for three years, which covered fiscal years of 2016, 2017 and 2018 at fixed fees of \$24,280, \$25,008 and \$25,758, respectively. In February 2019, the Board of Directors approved extending Vasquez's contract for audit services for fiscal years 2019, 2020 and 2021 at fixed fees of \$25,758, \$26,531 and \$27,326, respectively. Mrs. Saenz reported that Vasquez changed the audit partner and audit staff halfway through the 2020 audit and the new audit team worked on the 2021 audit. Mrs. Saenz reported that due to the current Covid restrictions and need for remote access, that the committee consider recommending a contract for services with Vasquez for another two years.

Vasquez submitted a proposal to cover fiscal years 2022 and 2023 at fixed fees of \$27,326 and \$28,146, respectively.

Mr. Paulson commented that he thinks it is good to retain a new audit firm after four to five years but would agree to an extension of one year.

Mrs. Noriega commented that she understands the complexities of the audit done remotely. She also understands the undertaking staff would have with a new audit firm with the current Covid restrictions. She would agree to the extension of two more years.

After brief discussion, the committee recommended that this item go to the full Board for further discussion with consideration of Mr. Paulson's concerns about the timing of rotating audit firms.

***Discussion Regarding 4<sup>th</sup> Quarter Cash Report***

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 October, November and December are 0.203%, 0.203%, and 0.21%, respectively. The PMIA Quarter to Date rate is .21%, as shown on the PMIA Daily Effective Yield schedule. The LAIF quarterly rate for October through December 2021 has not yet been issued. This was an information item only.

***Discussion Regarding Comments on Draft 406 Plan for 2022***

Mr. Schoellerman reported that at the December 15, 2021, Board meeting, the 30-day public comment period for the draft 406 Plan for 2022 was opened and that staff had not received any comments from the public at this time. He informed the committee that the closing date of the public comment period is Friday, January 14, 2022. He stated that staff would address any comments received at the upcoming Board meeting when it is presented for adoption. This was an information item only.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Schoellerman reported that Congress is primarily focused on the Voting Rights Act this time. However, discussions are continuing to resolve the FY22 budget that must be passed before the February 18<sup>th</sup> Continuing Resolution expiration. He noted that WQA's \$10M request is still included the budget package.

He reported that Congress passed the debt ceiling extension in December, which pushes the issue to the end of 2022.

He reported that WQA has scheduled the next City Webinar for February 2, 2022, at noon, and the first notice was sent out the previous week.

He introduced WQA's new Board member representing cities

with pumping rights, Mr. Robert Gonzales. He indicated that he had the opportunity to meet with Mr. Gonzales the previous week to provide a brief background and update him on WQA's current activities.

He reported that discussion/action for contract services with the Bank of the West regarding the new WQA officers will be brought before the Board for approval at the upcoming Board meeting.

He lastly reported that staff continues to follow all the local and state COVID-19 guidelines for the office. Additionally, he has extended the flexibility for staff to work remotely during this period.

## **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

# DRAFT

## SAN GABRIEL BASIN WATER QUALITY AUTHORITY LEGISLATIVE/PUBLIC INFORMATION COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS JANUARY 12, 2022 AT 11:00 A.M.

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*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 Legislative/Public Information Committee and Special meeting of the Board took place online and teleconference.*

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### **CALL TO ORDER**

The Chairman 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**

Valerie Munoz and Bob Kuhn

### **WATERMASTER LIASON**

None.

### **COMMITTEE MEMBERS ABSENT**

None.

### **OTHER BOARD MEMBERS PRESENT**

Robert Gonzales

### **STAFF MEMBERS PRESENT**

Randy Schoellerman, Executive Director; Dan Colby, Assistant Executive Director/Senior Project Manager; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant

### **MEMBERS OF THE PUBLIC PRESENT**

Chris Lancaster, Civic Publications; Gabriel Monares, The Monares Group; Brian Bowcock, Three Valleys MWD; Ralph Galvan, Valley County Water District; Brienne Logasa, San Gabriel Valley Council of Governments; Klaus Rohwer, Equipoise Corp.; Irma Cooper, public.

### ***Public Comment***

None.

### ***Discussion Regarding Next Advertorial***

Mr. Lancaster reported regarding the distribution of WQA's Annual Report via email blast. He explained that it was sent to 72,000 email addresses and resulted in 15,720 views. In addition, 1,536 people clicked through to the report and an average of 6 minutes was spent viewing it with most clicks coming from iPhones.

Mr. Lancaster reported that he and staff are currently working on the next advertorial which will be for the Sustainable Living publication that is expected to publish in

February. He indicated that he was working with staff to develop appropriate topics such as the importance of a local, sustainable groundwater source.

The advertorial which will follow the Sustainable Living will be the Civic Leadership publication that comes out at the end of March. Mr. Lancaster suggested that this advertorial cover what WQA does to inform the cities regarding the groundwater cleanup by conducting webinars, producing advertorials, social media posts, etc.

Mr. Kuhn commented that when it rains, as it had recently, there are a lot of questions about how the rainwater is conserved for later use by the residents. He suggested that WQA consider answering some of the questions in its advertorials. Mr. Schoellerman noted that L.A. County is responsible for flood control operations, which includes capturing the stormwater when possible. Mr. Lancaster indicated that he would consider a separate publication that would include an expert from the county to answer those questions.

#### ***Discussion Regarding Next City Webinar***

Mr. Schoellerman reported that the next City Webinar is scheduled for February 2, 2022 at 12:00 p.m. Topics include Groundwater Treatment 101, WQA Act Extension and Funding Updates/Opportunities. Mr. Schoellerman explained that the groundwater treatment 101 topic was requested by previous webinar attendees and will cover the types of treatment technologies used in the basin and how they work.

#### ***Legislative Activities/Reports***

##### **State**

Mr. Monares reported that he and staff were working on the draft language of the WQA extension bill to be presented to the Legislative Counsel. He reported that he and Mr. Schoellerman had a meeting with Assemblywoman Blanca Rubio asking her to author the bill. He stated that once a bill number has been assigned that he will contact the various agencies to obtain support letters. He reported that Mr. Schoellerman would be meeting with the San Gabriel Valley Water Association and other stakeholders regarding support as well.

##### **Federal**

Mr. Monares reported that Congress is currently working to pass the Voting Rights Bill. He reported that the fiscal bills are on hold until the following week.

#### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Schoellerman introduced WQA's new Board member representing cities with pumping rights, Mr. Robert Gonzales. He reported that he and Mr. Gonzales met the previous week to go over WQA's current activities.

#### **ADJOURNMENT**

The Chairwoman 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

**DRAFT**

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for payment.

Check No.	Payable to	Description	Amount
D01946	Bob Kuhn	Board Member Compensation for December 2021	
		2 Days WQA Business	298.86
		Meeting/Travel Expenses/Other	14.56
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(22.86)
			290.56
D01947	Michael Whitehead	Board Member Compensation for December 2021	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01948	Ed Chavez	Board Member Compensation for December 2021	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(68.59)
			827.99
D01949	Jorge Marquez	Board Member Compensation for December 2021	
		6 Days WQA Business	896.58
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(453.73)
			442.85
D01950	Valerie Munoz	Board Member Compensation for December 2021	
		4 Days WQA Business	597.72
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(45.73)
			551.99
D01951	Mark Paulson	Board Member Compensation for December 2021	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
D01952	Lynda Noriega	Board Member Compensation for December 2021	
		1 Day WQA Business	149.43
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(11.43)
			138.00
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund	
		Staff Payroll - for December 2021	80,235.22
		Board Payroll Taxes - Federal & State	865.26
			81,100.48
		<b>Total replenishment to payroll fund</b>	<b>83,627.87</b>
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 12/01/21 to 12/31/21 disbursements	
		Group Insurance	1,382.43
		Dues and Subscriptions	875.00
		Office Supplies	136.75
		Telephone Service	415.02
		Postage	500.00
		Plant & Water Service	214.61
		Copier Machine	411.72
		Computer Systems O&M	435.97
		Outside Services: Computer Consultant	1,370.48
		Meetings and Conferences	139.70
			5,881.68

mko  
1-13-22

**DRAFT**

The following demands on the Administration Fund Account at Bank of the West are hereby submitted for payment.

Check No.	Payable to	Description	Amount
E91392	ACWA/JPIA	Invoice No. 679881, Medical and life insurance premiums for February 1, 2022 to March 1, 2022	7,032.41
E91393	ACWA/JPIA	Invoice No. '4Q-2021-WC', For Worker's Compensation program for October 1, 2021 to December 31, 2021	1,191.41
E91394	Accent Computer Solutions, Inc.	Invoice No. 149098, Professional IT services for January 2022	1,496.34
E91395	Bank of America	Invoice No. '21-12Dec-RS', Credit Card Expenses incurred for 12/01/21 to 12/31/21 Dues and Subscriptions 129.99 Internet 29.95	159.94
E91396	Bank of America	Invoice No. '21-12Dec-SM', Credit card expenses incurred for 12/01/21 to 12/31/21 Public Relations 490.79	490.79
E91397	California Groundwater Coalition	Invoice No. '2022', Membership dues for 2022	4,500.00
E91398	Civic Publications	Professional services for community outreach Invoice No. 1692, Annual Report Newspaper Inserts and Digital Email Blasts 26,328.00 Invoice No. 1693, 2021 Annual Report 13,275.00	39,603.00
E91399	The Gualco Group	Invoice No '21-12Dec', Professional consulting services for December 2021	5,140.35
E91400	Kadesh & Associates, LLC	Invoice No. 1-22, Professional consulting services for December 2021	15,000.00
E91401	The Monares Group, LLC	Invoice No. '22-01Jan', Professional consulting services for January 2022	16,000.00
E91402	Olivarez Madruga Lemieux O'Neill, LLP	Invoice No. 18026, Professional legal services for December 2021	2,652.50
E91403	Ruffle Properties, LLC	Office lease, CAM, and Storage for February 2022 Invoice No. '22-02Feb', Office lease 6,845.79 Invoice No. '22-02Feb-CAM', Electricity charges 643.20 Invoice No. '22-02Feb-Storage', Storage Room 150.00	7,638.99
E91404	Stetson Engineers Inc.	Invoice No. 1609-005-004, Professional services for November 2021 - Prop 68 grant implementation	3,835.50
<b>TOTAL</b>			<b>194,250.78</b>

mb  
1-13-22



Water Quality Authority

## EXPENSE SHEET

### Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

(updated July 2021)

**Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.**

NAME: Bob Kuhn

Dec. 2021

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
1 12/3/21	Glendora Chamber of Commerce Legislative Committee San Gabriel Valley Legislative Rep's giving year end reports.	0.0	1	\$149.43
Meeting Description				
2 12/9/21	SGVEP Meeting Meeting with Chairs of the Legislative Committee about a new Director	26.0	1	\$149.43
Meeting Description				
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			2	\$298.86
Total Mileage (at \$0.56 per mile)		26		\$14.56

DATE	Expense Reimbursement Description (receipts required)	Amount
	TOTAL Expenses	\$0.00

TOTAL MEETINGS, MILEAGE, EXPENSES		\$313.42
TOTAL		\$313.42



Please check box if AB1234 documentation is attached.

I hereby certify that I have attended all of the meetings listed above and I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY.

Signature



Water Quality Authority

## EXPENSE SHEET

### Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

(updated July 2021)

*Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.*

NAME: Michael Whitehead

MONTH/YEAR: Dec-21

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 5)	\$149.43 PER DIEM
1 12/6/21	AD Hoc Legislative Committee Meeting	0.0	1	\$149.43
Meeting Description	Consider state and federal legislative initiatives.			
2		0.0	1	
Meeting Description				
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			2	\$149.43
Total Mileage (at \$0.56 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
	TOTAL Expenses	\$0.00

TOTAL MEETINGS, MILEAGE, EXPENSES		\$149.43
TOTAL		\$149.43

☐ Please check box if AB1234 documentation is attached.

I hereby certify that I have attended all of the meetings listed above and I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY.

Signature \_\_\_\_\_



Water Quality Authority

# EXPENSE SHEET

## Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

(updated July 2021)

**Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.**

NAME: Edward L. Chavez

MONTH/YEAR: Dec-21

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
1 12/7/21	Drought Seminar - Water Education for Latino Leaders (WELL)		1	\$149.43
Meeting Description				
2 12/8/21	Legislative Roundtable (ASM Rubio) - SGV Economic Partnership		1	\$149.43
Meeting Description				
3 12/13/21	Board of Directors' Meeting - Valley County Water District		1	\$149.43
Meeting Description				
4 12/14/21	Board of Directors' Meeting - Metropolitan Water District of S.C.		1	\$149.43
Meeting Description				
5 12/15/21	Board Meeting - San Gabriel Basin Water Quality Authority		1	\$149.43
Meeting Description				
6 12/21/21	Council Meeting - City of San Gabriel		1	\$149.43
Meeting Description				
Total Meetings			6	\$896.58
Total Mileage (at \$0.56 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00

TOTAL MEETINGS, MILEAGE, EXPENSES			\$896.58
TOTAL			\$896.58



Please check box if AB1234 documentation is attached.

I hereby certify that I have attended all of the meetings listed above and I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY.

Signature \_\_\_\_\_



Water Quality Authority

# EXPENSE SHEET

## Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

(updated July 2021)

**Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.**

NAME: Jorge A. Marquez

MONTH/YEAR: Dec-21

	DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
1	12/1/21	Meeting with Monterey Park Staff and Mayor	0.0	1	\$149.43
	Meeting Description	Presented an brief update of WQA (role of pumping rights for local cities and election proces)			
2	12/6/21	WQA - ADHOC Meeting - Legislative	0.0	1	\$149.43
	Meeting Description	Special Committee for Chair's ADHOC Committee			
3	12/13/21	SGV Progressives Community Group - Zoom	0.0	1	\$149.43
	Meeting Description	Meeting to update community group of approx. 15 residents in the West Covina/Covina/La Puente area to go over various water issues in the SGV			
4	12/15/21	WQA Regular Boardmeeting	0.0	1	\$149.43
	Meeting Description	Standard Regular WQA Meeting			
5	12/16/21	WQA Administrative Work	0.0	1	\$149.43
	Meeting Description	Going to WQA office for signing documents.			
6	12/29/21	Meeting with SGVRCC Executive Director A.Duarte	0.0	1	\$149.43
	Meeting Description	Meeting to go over update with WQA and transition out of SGVRCC as a member representing WQA			
Total Meetings				6	\$896.58
Total Mileage (at \$0.56 per mile)			0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
	TOTAL Expenses	\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES		\$896.58
TOTAL		\$896.58

☐ Please check box if AB1234 documentation is attached.

I hereby certify that I have attended all of the meetings listed above and I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY.

Signature



**Board Member Per Diem**  
 \$149.43 per meeting, 6 meeting maximum per month  
 Mileage Rate: \$0.545 per mile

## EXPENSE SHEET

NAME: Valerie Munoz MONTH/YEAR: Dec-21

DATE	MEETING DESCRIPTION	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
12/6/21	WQA Adhoc Meeting	0	1	\$149.43
12/7/21	WQA Adhoc followup meeting with Randy and Gabriel	0	1	\$149.43
12/15/21	WQA Board Meeting	0	1	\$149.43
12/16/2021	WQA Check signing and review	0	1	\$149.43
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Meetings</b>			<b>4</b>	<b>\$597.72</b>
<b>Total Mileage (at \$0.545 per mile)</b>		<b>0</b>		<b>\$0.00</b>

DATE	Expense Reimbursement Description (receipts required)	Amount
<b>TOTAL Expenses</b>		<b>\$0.00</b>

<b>TOTAL MEETINGS, MILEAGE, EXPENSES</b>		<b>\$597.72</b>
457	Deferred Compensation Amount (enter a positive number)	
<b>TOTAL</b>		<b>\$597.72</b>

I hereby certify that I have incurred and paid all of the above expenses on behalf of the  
 SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Signature [Signature]

**Please attach any fliers or back-up information regarding meetings listed above to be in compliance with AB 1234. If there are no attachments, a verbal report is required.**



Water Quality Authority

# EXPENSE SHEET

## Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

(updated July 2021)

**Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.**

NAME: Mark Paulson

MONTH/YEAR: Dec-21

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
1 12/15/21	Board Meeting		1	\$149.43
Meeting Description				
2				\$0.00
Meeting Description				
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			1	\$149.43
Total Mileage (at \$0.56 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00

TOTAL MEETINGS, MILEAGE, EXPENSES			\$149.43
TOTAL			\$149.43

☐ Please check box if AB1234 documentation is attached.

I hereby certify that I have attended all of the meetings listed above and I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY.

Signature \_\_\_\_\_



Water Quality Authority

# EXPENSE SHEET

## Board Member Per Diem

\$149.43 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.56 per mile

(updated July 2021)

**Per the requirements of AB1234, please attach back-up documentation (fliers, agendas, etc.) regarding meetings listed below. Alternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.**

NAME: Lynda NoriegaMONTH/YEAR: Dec-21

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$149.43 PER DIEM
1 12/15/21	WQA Board of Directors Meeting		1	\$149.43
Meeting Description	Receive and file audited financial statements for fiscal year ended 06/30/2021. Receive and file reports - Consent Calendar, Project Reports, and Staff Reports.			
2				\$0.00
Meeting Description				
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			1	\$149.43
Total Mileage (at \$0.56 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
	TOTAL Expenses	\$0.00

TOTAL MEETINGS, MILEAGE, EXPENSES			\$149.43
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TOTAL	\$149.43
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☐ Please check box if AB1234 documentation is attached.

I hereby certify that I have attended all of the meetings listed above and I have incurred and paid all of the above expenses on behalf of the SAN GABRIEL BASIN WATER QUALITY AUTHORITY.

DocuSigned by:

DDB92C1F4A024B6...

Signature

**DRAFT**

The following demands on the Project Fund Account and Trustee Account at Bank of the West are hereby submitted for payment.

Check No.	Payable to	Description	Amount	Funding Sources
<b><u>BALDWIN PARK OPERABLE UNIT</u></b>				
E91405	Alderson F LLC	Invoice No. '2022', For annual lease fee for maintenance and operation of MW-5-01 ground water monitoring well.	2,472.00	CR's
E91406	RC Foster Corporation	Project costs for Spare parts		
		Invoice No. 02-22-001 - Spare parts for January 2022	755.02	
		Invoice No. 02-22-002 - Insurance coverage for 2022	<u>1,772.00</u>	CR's
<b><u>SOUTH EL MONTE OPERABLE UNIT</u></b>				
E91407	Avocet Environmental Inc.	Project costs for Whitmore Street Groundwater Remediation Facility and Site Investigation Project for December 2021		
		Invoice No. 6875 - Whitmore GW Treatment System	3,703.84	
		Invoice No. 6876 - Round 2 Prop 1 SGV Priority Sites	<u>15,051.00</u>	WQA/Prop 1
E91414	State Water Resources Control Board	Invoice No. WD-0196436, Annual permit fee for the Whitmore Street Groundwater Remediation Facility project for the period of 07/01/21 to 06/30/22	18,120.00	WQA
<b>Total</b>			<u><b>41,873.86</b></u>	

*info*  
1-13-22

**DRAFT**

The following demands on the Project Fund Account at Bank of the West are hereby submitted for payment. Pursuant to the BPOU Project Agreement Section 4.7 Payment of Invoices, the following invoices were approved by the BPOU Project Committee on December 29, 2021.

Check No.	Payable to	Description	Amount	Funding Sources
<b><u>BALDWIN PARK OPERABLE UNIT</u></b>				
E91408	La Puente Valley County WD	Invoice No. 4-2021-11, Project T&R costs for November 2021	78,330.24	CR's
E91409	Main San Gabriel Basin Watermaster	Invoice No. 02-238, Administrative Project Costs for November 2021		
		Administrative costs	23,118.13	
		T&R costs	<u>17,151.65</u>	CR's
E91410	Suburban Water Systems	Invoice No. 59881220, Project T&R costs for November 2021	76,162.22	CR's
E91411	Valley County Water District	Project costs for November 2021		
		Invoice No. 453, T&R costs	114,267.99	
		Invoice No. 454, T&R costs	<u>42,672.53</u>	CR's
E91412	California Domestic Water Co.	Project costs for November 2021		
		Invoice No. 3518, T&R costs for Perchlorate	28,484.55	
		Invoice No. 3519, T&R costs for NDMA & VOC's	<u>120,420.82</u>	CR's
E91413	San Gabriel Valley Water Co.	Project costs for October 2021		
		Invoice No. 21-11338, B5 T&R costs	25,939.67	
		Invoice No. 21-11335, B6 T&R costs	607,067.68	
		Invoice No. 21-11337, B6 Capital costs - UV Flex Treatment	<u>405.54</u>	CRs
			<b>Total</b>	<b><u>1,134,021.02</u></b>

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1-13-22

# **DRAFT**

## **RESOLUTION NO. 22-001**

### **A RESOLUTION OF THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY PROCLAIMING THE PERSISTENCE OF LOCAL EMERGENCY, AFFIRMING THE PROCLAMATION OF A STATEWIDE STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020 AND AUTHORIZING, PURSUANT TO GOVERNMENT CODE SECTION 54953(E), THE ONGOING TELECONFERENCING OF MEETINGS OF THE BOARD AND OTHER BODIES OF THE AUTHORITY SUBJECT TO THE BROWN ACT FOR A PERIOD OF 30 DAYS FROM JANUARY 20, 2022**

WHEREAS, the governing board ("Board") of the San Gabriel Basin Water Quality Authority ("Authority") is committed to preserving and nurturing public access and participation in meetings of the Board and other bodies of the Authority subject to the Ralph M. Brown Act (Cal. Gov. Code 54950-54963) ("Brown Act"); and

WHEREAS, all meetings of bodies subject to the Brown Act must be open and public so that any member of the public may view the proceedings and be given an opportunity to offer public comment; and

WHEREAS, on September 16, 2021, the Governor signed AB 361 which allows members of public agency governing bodies to continue participating remotely for meetings under the relaxed teleconferencing procedures first established by Governor Newsom's executive orders; and

WHEREAS, AB 361 amends Government Code section 54953 which sets forth the procedures that must be followed in order for public agencies to avail themselves of such relaxed teleconferencing procedures; and

WHEREAS, among the conditions is the requirement that a state of emergency be declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Authority's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a State of Emergency in response to the rising cases of COVID-19 throughout the state of California; and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Department of Public Health ("LACDPH") declared a local emergency and local public health emergency in response to the spread of COVID-19 throughout the County; and

WHEREAS, since the declaration of emergency by LACDPH, LACDPH has issued a series of Health Officer Orders containing mandates and recommendations for keeping individuals safe and preventing the spread of COVID-19; and

WHEREAS, the most recent Health Officer Order, issued by LACDPH on September 17, 2021, states that all individuals and businesses are strongly urged to follow the LACDPH Best Practice Guidance, containing health and safety recommendations for COVID-19; the LACDPH Best Practice Guidance for individuals titled "COVID-19: Reducing Risk, Keeping Safe & Preventing Spread," in a section titled "How to Reduce the Risk of COVID-19," states "Keep your distance. Use two arms lengths as your guide (about 6 feet) for social distancing with people outside your household when you are not sure they are fully vaccinated"; and the LACDPH Best Practices to Prevent COVID-19, Guidance for Businesses and Employers, in a section titled "Maintain healthy business operations," recommends implementation of policies and practices that support physical distancing, stating, "Whenever possible, take steps to reduce crowding indoors and enable employees and customers to physically distance from each other. Generally, at least 6 feet of distance is recommended, although not a guarantee of safety, especially in enclosed or poorly ventilated spaces."; and

WHEREAS, AB 361 requires legislative bodies that conduct teleconferenced meetings under its relaxed and abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body; and

WHEREAS, AB 361 requires the legislative body take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored; and

WHEREAS, AB 361 prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time; and

WHEREAS, AB 361 prohibits the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified; and

WHEREAS, the Board meetings and meetings of certain other subordinate bodies of the Authority are open and public, as required by the Brown Act, so that any member of the public may attend, participate, and watch the Board or such bodies conduct business; and

WHEREAS, the Authority finds that the continuing spread of COVID-19 and its variants throughout the nation and in the greater Los Angeles region justifies the ongoing implementation of social distancing and other infection control measures, including the conduct of remote meetings under the relaxed teleconferencing rules set forth under AB361;

WHEREAS, the Authority posts COVID-19 safety measures throughout its office and requires all staff and visitors to wear masks and maintain social distancing guidelines;

WHEREAS, in light of the continuing State declaration of emergency resulting from the COVID-19 pandemic, the continuing recommendation by Los Angeles County Public Health officials of measures to promote social distancing, and the imminent risks to the health and safety of attendees at meetings conducted in person due to the spread of COVID-19, the Board desires to make the findings required by AB 361 to allow the Board and all other bodies of the Authority that are subject to the Brown Act to continue to meet under AB 361's relaxed and abbreviated teleconferencing procedures.

**NOW, THEREFORE, THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

SECTION 1. Incorporation and Adoption of Findings. The recitals set forth above are true and correct and incorporated into this Resolution by this reference.

SECTION 2. Affirmation that Local Emergency Persists. The Board hereby considers the conditions of the state of emergency in the County and the State and acknowledges and affirms the ongoing existence of a Statewide and local emergency due to the COVID-19 pandemic, and finds that local officials, specifically, the Los Angeles County Department of Public Health, has continued to recommend social distancing and other infection control measures.

SECTION 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby acknowledges and affirms the Governor's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

SECTION 4. Remote Teleconference Meetings. The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of

the Brown Act.

SECTION 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for a period of thirty (30) calendar days from its effective date in accordance with Government Code section 54953(e).

SECTION 6. Severability. All portions of this Resolution are severable. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this Resolution, and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases or clauses be declared unconstitutional on their face or as applied.

PASSED, APPROVED AND ADOPTED by the Board of the San Gabriel Basin Water Quality Authority at the regular meeting of this 19<sup>TH</sup> day of January 2022.

---

Chairwoman

---

Secretary



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Randy Schoellerman, Executive Director  
**Date:** January 19, 2022  
**Subject:** **Report on Cash and Investments – 4th Quarter 2021**

---

### **Discussion**

Attached for your review is the quarterly report on cash and investments as of December 31, 2021.

SGBWQA holds its investment funds at the Local Agency Investment Fund (LAIF). The average monthly effective yield for the Pooled Money Investment Account (PMIA) for each of the months October, November, and December is 0.203%, 0.203% and 0.212%, respectively. The PMIA Quarterly Performance for the quarter ended 12/31/2021 is .21%, as shown on the PMIA/LAIF Performance Report as of 1/13/2022. The LAIF quarterly rate for October through December 2021 has not yet been issued.

SGBWQA holds its cash funds at Bank of the West (BOTW). Funds held at BOTW exceed the FDIC insured limit of \$250,000. All funds in excess of the FDIC limits are collateralized by BOTW in accordance with California Government Code Title 5, Division 2, Part 1, Chapter 4, Article 2 – Deposit of Funds.

### **Recommendation / Proposed Action**

For information only.

### **Enclosures**

*Cash Report*

*Schedule of Interest Received and Interest Rates*

*PMIA/LAIF Performance Report as of 1/13/22*

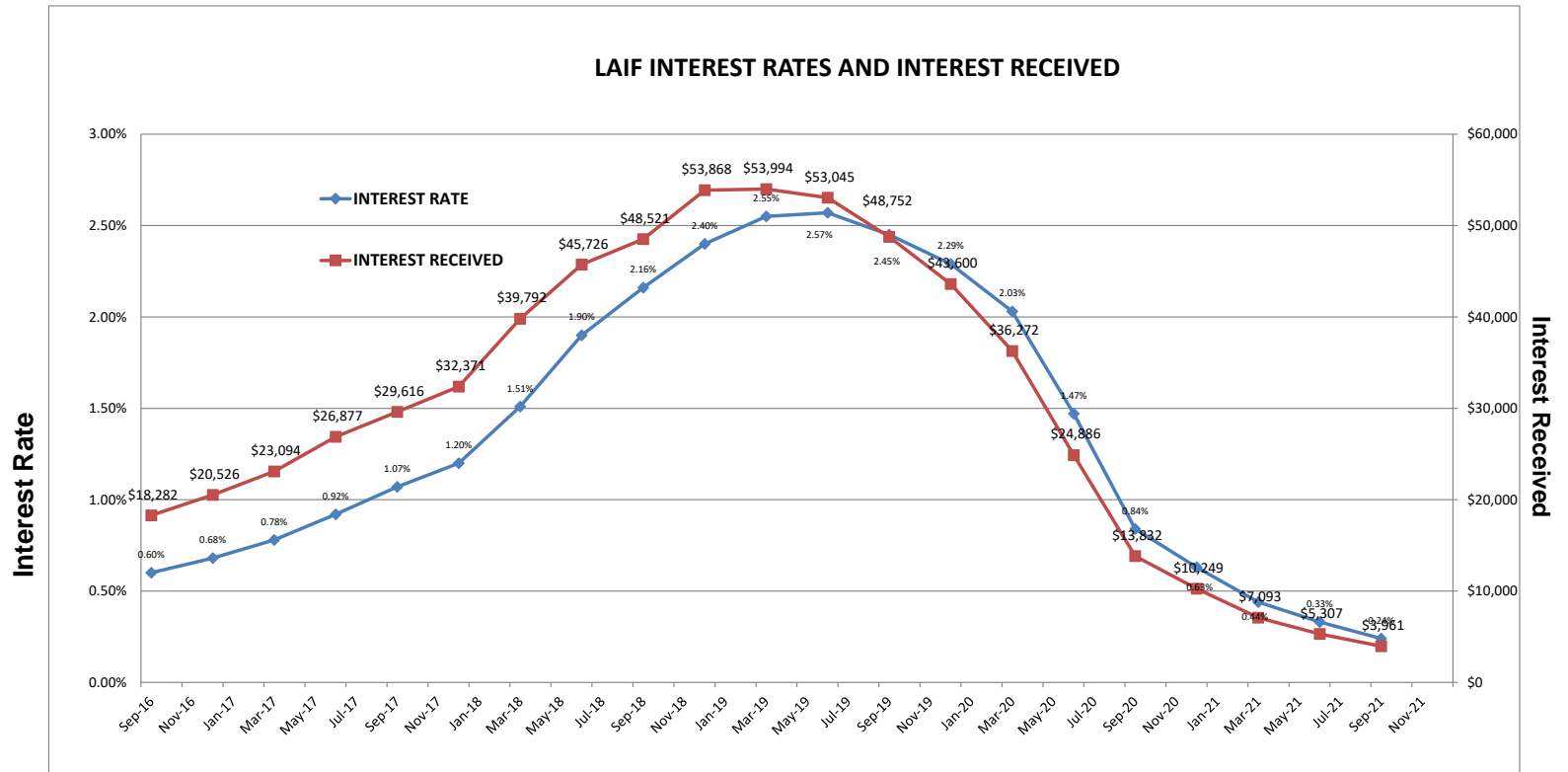
*PMIA Daily Effective Yield*

**San Gabriel Basin Water Quality Authority**  
**SUMMARY OF CASH AND INVESTMENTS**  
December 31, 2021  
**DRAFT**

DESCRIPTION	BALANCE
<b><u>CASH AND BANK ACCOUNTS</u></b>	
Cash on Hand	\$ 250
 <u>Bank of the West Checking Accounts</u>	
General Account	1,000
Revolving Account	22,242
Payroll Account	70,019
Project Account	2,727,609
Pooled Money Market Account - Project/Admin	11,985
Federal Funding Account	1,000
Total Cash and Bank Accounts	<u>2,834,105</u>
 <b><u>Trustee Accounts</u></b>	
 <u>Bank of the West</u>	
South El Monte Operable Unit (SEMOU) Checking Account	<u>6,543</u>
Total Trustee Accounts	<u>6,543</u>
 <b><u>Investment Accounts</u></b>	
California Treasurer's Office	
Local Agency Investment Fund (LAIF)	
WQA General	5,481,357
SEMOU RP's	<u>1,027,627</u>
Total Investment Accounts	<u>6,508,984</u>
 <b>TOTAL CASH, TRUSTEE AND INVESTMENT ACCOUNTS</b>	 <u><u>\$ 9,349,632</u></u>

**San Gabriel Basin Water Quality Authority**  
**SUMMARY OF CASH AND INVESTMENTS**  
**Schedule of LAIF Interest Received and Interest Rates**  
**AS OF DECEMBER 31, 2021**  
**DRAFT**

LAIF RATE TABLE		
Quarter Ended	Interest Rate (%)	Interest Rec'd
Sep-16	0.60%	\$ 18,282
Dec-16	0.68%	\$ 20,526
Mar-17	0.78%	\$ 23,094
Jun-17	0.92%	\$ 26,877
Sep-17	1.07%	\$ 29,616
Dec-17	1.20%	\$ 32,371
Mar-18	1.51%	\$ 39,792
Jun-18	1.90%	\$ 45,726
Sep-18	2.16%	\$ 48,521
Dec-18	2.40%	\$ 53,868
Mar-19	2.55%	\$ 53,994
Jun-19	2.57%	\$ 53,045
Sep-19	2.45%	\$ 48,752
Dec-19	2.29%	\$ 43,600
Mar-20	2.03%	\$ 36,272
Jun-20	1.47%	\$ 24,886
Sep-20	0.84%	\$ 13,832
Dec-20	0.63%	\$ 10,249
Mar-21	0.44%	\$ 7,093
Jun-21	0.33%	\$ 5,307
Sep-21	0.24%	\$ 3,961
Dec-21		





# PMIA/LAIF Performance Report as of 01/13/22



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Dec	0.212
Nov	0.203
Oct	0.203

## Quarterly Performance Quarter Ended 12/31/21

LAIF Apportionment Rate <sup>(2)</sup> :	0.23
LAIF Earnings Ratio <sup>(2)</sup> :	0.00000625812849570
LAIF Fair Value Factor <sup>(1)</sup> :	0.997439120
PMIA Daily <sup>(1)</sup> :	0.22%
PMIA Quarter to Date <sup>(1)</sup> :	0.21%
PMIA Average Life <sup>(1)</sup> :	340

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 12/31/21 \$181.4 billion

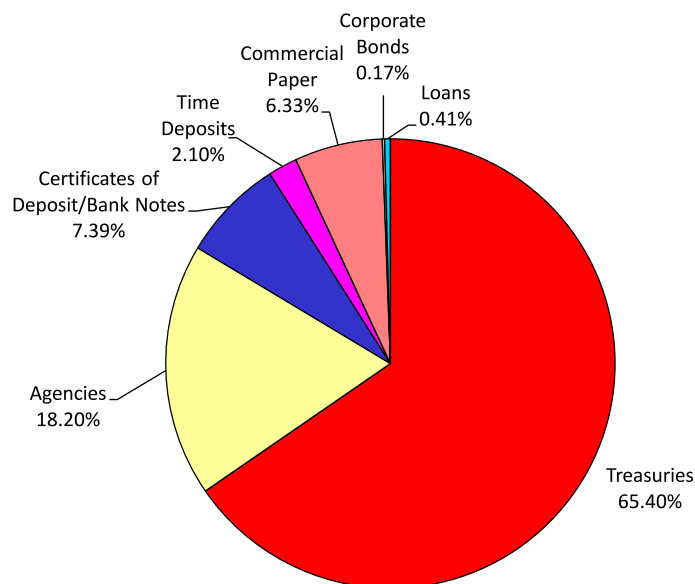


Chart does not include \$6,716,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



**CALIFORNIA STATE TREASURER  
FIONA MA, CPA**



**PMIA Daily Effective Yield**

Date	Daily	Quarter to Date	Average Maturity
12/29/21	0.22	0.21	334
12/28/21	0.22	0.21	335
12/27/21	0.22	0.21	336
12/26/21	0.22	0.21	338
12/25/21	0.22	0.21	338
12/24/21	0.22	0.21	338
12/23/21	0.22	0.21	339
12/22/21	0.22	0.21	337
12/21/21	0.22	0.21	338
12/20/21	0.21	0.21	338
12/19/21	0.21	0.20	342
12/18/21	0.21	0.20	342
12/17/21	0.21	0.20	342
12/16/21	0.22	0.20	343
12/15/21	0.21	0.20	340
12/14/21	0.21	0.20	340
12/13/21	0.21	0.20	340
12/12/21	0.21	0.20	343
12/11/21	0.21	0.20	343
12/10/21	0.21	0.20	343
12/09/21	0.21	0.20	341
12/08/21	0.21	0.20	341
12/07/21	0.20	0.20	340
12/06/21	0.20	0.20	341
12/05/21	0.20	0.20	343
12/04/21	0.20	0.20	343
12/03/21	0.20	0.20	343
12/02/21	0.20	0.20	344
12/01/21	0.20	0.20	339
11/30/21	0.20	0.20	332
11/29/21	0.21	0.20	331
11/28/21	0.21	0.20	337
11/27/21	0.21	0.20	337
11/26/21	0.21	0.20	337
11/25/21	0.21	0.20	337
11/24/21	0.21	0.20	337
11/23/21	0.21	0.20	335
11/22/21	0.21	0.20	336

\*Daily yield does not reflect capital gains or losses

Updated: 12/30/2021



**CALIFORNIA STATE TREASURER**  
**FIONA MA, CPA**



**PMIA Daily Effective Yield**

Date	Daily	Quarter to Date	Average Maturity
11/21/21	0.21	0.20	338
11/20/21	0.21	0.20	338
11/19/21	0.21	0.20	338
11/18/21	0.21	0.20	340
11/17/21	0.20	0.20	337
11/16/21	0.20	0.20	337
11/15/21	0.20	0.20	335
11/14/21	0.20	0.20	338
11/13/21	0.20	0.20	338
11/12/21	0.20	0.20	338
11/11/21	0.20	0.20	338
11/10/21	0.20	0.20	338
11/09/21	0.21	0.20	338
11/08/21	0.20	0.20	336
11/07/21	0.20	0.20	338
11/06/21	0.20	0.20	338
11/05/21	0.20	0.20	338
11/04/21	0.20	0.20	339
11/03/21	0.20	0.20	336
11/02/21	0.20	0.20	338
11/01/21	0.20	0.20	338



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Randy Schoellerman, Executive Director  
**Date:** January 19, 2022  
**Subject:** Disposal of Surplus Personal Property

---

### **Background and Discussion**

Under WQA Administrative Procedure 35, the Executive Director has the authority and responsibility for the disposal of surplus personal property that has been maintained as fixed assets of the WQA. If it is determined that the items are either broken, obsolete or of no further use for the purposes of the WQA, the Executive Director shall submit the items to the Board of Directors to be declared surplus.

WQA wishes to dispose of surplus equipment as listed on the attached schedule that is either obsolete or has been replaced with updated technology and is of no further use. These items have been fully depreciated and have a net book value of \$0.

Under Guideline #1 of Administrative Procedure 35, the value of the property shall be determined by the Executive Director after contacting appraisers or dealers, vendors, or other businesses which buy used equipment or take such items as trade-in. After review of the list of surplus items and further examination of the actual equipment, it was determined that the items proposed for disposal do not have any resale value. Guideline #3 states that if the property has no reasonable resale value, the Executive Director may determine to donate the property to another governmental agency or a charitable institution.

The Administrative/Finance Committee reviewed this item and recommended its approval.

### **Recommendation / Proposed Action**

Recommend that the equipment items listed on the attached schedule be declared surplus allowing the Executive Director to dispose of the property in accordance with Administrative Procedure 35.

SCHEDULE OF SURPLUS / OBSOLETE EQUIPMENT					
JANUARY 19, 2022					
Date		Original	Accum	Net	
Acquired	Equipment Description	Cost	Depr	Book Value	Explanation for Disposal
04/01/93	PZ Mic System & PA Amp	488.97	(488.97)	0.00	Obsolete, no longer operational
06/15/93	Technics Cassette Recorder	419.04	(419.04)	0.00	Obsolete, no longer operational
03/26/93	Microwave	1,551.13	(1,551.13)	0.00	Obsolete, no longer operational
01/31/08	1 Dell 4GB DDR2 SDRAM 25	2,192.53	(2,192.53)	0.00	Obsolete, no longer operational
05/31/11	CORO Group-Social Media	21,000.00	(21,000.00)	0.00	Replaced by in-house and Civic Publications Social Media Campaigns
07/26/11	ARC View Data & Mapping	1,652.95	(1,652.95)	0.00	Converted to subscription model
06/29/12	Dell -Power Edge T620 Serv	4,988.70	(4,988.70)	0.00	Obsolete technology
06/28/12	Adobe X - 6 user licenses	2,156.00	(2,156.00)	0.00	Converted to subscription model
09/13/12	Dell 1610HD Projector	1,003.36	(1,003.36)	0.00	Obsolete technology
		<u>35,452.68</u>	<u>(35,452.68)</u>		



# San Gabriel Basin Water Quality Authority

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## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Randy Schoellerman, Executive Director  
**Date:** January 19, 2022  
**Subject:** **Update to Procedure 28 – Risk Transfer Procedure**

---

### **Summary**

At the October 20, 2021 Board meeting, staff presented updates to Procedure 28 – Risk Transfer Procedure as recommended by the Administrative / Finance Committee. After review and discussion, the Board recommended that staff develop criteria to determine when it is appropriate to lower insurance limits or modify insurance requirements and to include those criteria for a waiver in limitation. Staff worked with legal counsel to develop the criteria now included as Section 7. Staff presented the updated Procedure 28 to the Administrative / Finance Committee on January 11, 2022. The Committee has recommended approval of the updated Procedure 28.

### **Background and Discussion**

Procedure 28 establishes the risk transfer procedures for the management of risk of loss when obtaining outside services or by Authority employees.

ACWA/JPIA is the Authority's insurer for property, liability and workers compensation insurance. Staff updated the Authority's Risk Transfer Procedure No. 28 to conform to the insurance requirements and indemnification clauses as recommended by the ACWA/JPIA. In general, the Authority's Procedure 28 does include the appropriate insurance coverages. To more closely conform to the ACWA/JPIA's recommendations, staff has made the following changes.

- Adding specific language regarding indemnifications (Section 1a),
- Increasing the general liability coverage from \$1,000,000/\$2,000,000 per occurrence/aggregate to \$2,000,000 per occurrence (Section 2b),
- Adding specific additional insured language (Section 4a),
- Including a primary coverage provision (Section 4b),
- Including the requirement that the Authority be notified if policy is cancelled (Section 4c),
- Adding acceptability of insurers requirement (Section 4d), and
- Reserving the right to modify insurance requirements (Section 7).

### **Recommendation / Proposed Action**

The Administrative/Finance Committee recommends approval of the updates to Procedure 28 – Risk Transfer Procedure.

### **Attachment**

*Draft V2 of Policy 28 -Risk Transfer Procedure*

# DRAFT

## SAN GABRIEL BASIN WATER QUALITY AUTHORITY

### Policy and Procedures Manual

No. 28

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Date: 11/21/94

Revised 01/19/22

Page 1 of 4

RISK TRANSFER PROCEDURE

APPROVED

#### **Purpose**

To provide management of potential risk of loss: 1) when obtaining outside contractors' services; or 2) by Authority employees.

#### **Procedure**

The Authority's policy with respect to management of risks of loss when obtaining the services of any outside contractor shall have as its objectives, to the extent physically and financially practicable:

1. To obtain written agreements from all contractors which includes a scope of work and/or duties to be performed while under contract with the Authority.
  - a. Indemnification Language – To the extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the San Gabriel Basin Water Quality Authority, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the San Gabriel Basin Water Quality's sole negligence or willful acts.
  - b. To require the contractor, his/her employees and subcontractors to follow all applicable laws, regulations, policies of governmental agencies with jurisdiction and when applicable, shall require all contractors to comply with all Cal-OSHA standards when performing work for the Authority.

2. To obtain from each contractor certificates of insurance and the proper accompanying policy endorsements for the following.
  - a. Auto liability for no less than \$1,000,000 per occurrence in accordance with ISO Form CA 00 01.
  - b. Commercial general liability for no less than \$2,000,000 per occurrence in accordance with the ISO Form CG 00 01 (with the Authority named as additional insured with the ISO CG 20 10 11 85 endorsement form or equivalent).
  - c. Workers compensation insurance as required by the State of California, with statutory limits and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
3. To obtain certificates of insurance for professional liability appropriate to the Contractor's profession (e.g., errors and omissions) for no less than \$2,000,000/\$2,000,000 per occurrence/aggregate from any contractors providing consultation services to the Authority.
4. Other Required Provisions - The general liability policy must contain, or be endorsed to contain, the following provisions:
  - a. Additional Insured Status: The San Gabriel Basin Water Quality Authority, its directors, officers, employees, and volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85), with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.
  - b. Primary Coverage: For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the San Gabriel Basin Water Quality Authority, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the San Gabriel Basin Water Quality Authority, its directors, officers, employees and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
  - c. Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with 30-day notice to the San Gabriel Basin Water Quality Authority.

- d. Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the Authority.
5. The Authority's policy with respect to management of risks of loss by employees of the Authority shall include the following programs:
- a. The Authority will enroll all employees in the Department of Motor Vehicles - Driver Record Information Services Employer Pull Notice Program for governmental agencies. The information received from the Department of Motor Vehicles as part of this program shall not be a public record and the Authority shall take all steps necessary to ensure the information obtained from the Department is not disclosed to unauthorized persons.
  - b. The Authority will provide a defensive driving course to be taken by Authority employees at least every four (4) years.
6. This Policy's application as related to Section 2.b. is prospective to any new contracts or the extension of any existing contracts that are entered into after January 19, 2022.
7. The Authority reserves the right to modify any or all of these requirements, including limits based on the nature of the risk, prior experience, insurer, coverage, or special circumstances on a case-by-case basis in the best interests of the Authority or as otherwise required by applicable law.

In evaluating whether to waive or relax any of the requirements of this policy, the Board and/or staff, may weigh and consider the following factors.

- (1) The nature of the risks and liabilities that may reasonably be anticipated or associated with a vendor's performance of a given service or task, including whether any risks or liabilities involve the risk of injury or death to persons or damage to the property of the Authority or any third party.
- (2) The potential magnitude and financial exposure of such risks and liabilities.
- (3) The likelihood of such risks or liabilities actually occurring.
- (4) The carrier rating of the insurer a vendor proposes to use.
- (5) Whether certain risks or liabilities are covered by other sources of coverage, including the Authority's own self-insurance.

- (6) Whether the insurance requirements recommended by this policy are not commercially or legally available for the type of work or services to be performed.
- (7) The degree to which oversight by Authority staff over the vendor's performance may serve to minimize the occurrence of certain risks and liabilities.
- (8) The practical and financial feasibility of identifying and/or engaging other vendors capable of performing the same service while also meeting the recommended requirements of this policy.
- (9) The scope of any indemnity obligation on the part of the vendor and whether the vendor is financially capable of satisfying such obligations in the event insurance does not cover anticipated risks or liabilities.
- (10) Whether other insurance or forms of security maintained or offered by the vendor offer comparable or greater protection to the Authority.
- (11) The impact of the requirements on the overall cost to the Authority in procuring the services sought.
- (12) Whether emergency conditions and the need to act quickly warrant the waiver or relaxation of the recommended requirements in order to expedite the engagement of a vendor to respond to an emergency.



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Randy Schoellerman, Executive Director  
**Date:** January 19, 2022  
**Subject:** **Proposal for Audit Services for Fiscal Years Ending 6/30/2022 and 6/30/2023**

---

### Summary

At the WQA Administrative/Finance Committee on January 11, 2022 the committee reviewed staff's recommendation to approve continuing audit services with Vasquez and Co. LLC (Vasquez) for another two years (fiscal years 2022 and 2023). After discussing the recommendation, the Committee requested that the item go to the full board for additional consideration about the length of time the agency retains an auditor.

### Background

WQA conducted a full RFP process in April 2016 to select an independent audit firm. This resulted in the Board of Directors approving a contract for audit services with Vasquez for three years, which covered fiscal years of 2016, 2017 and 2018 at fixed fees of \$24,280, \$25,008, and \$25,758, respectively. In February 2019, the Board approved a three-year extension of the audit contract for fiscal years 2019, 2020, and 2021 at fixed fees of \$25,758, \$26,531, and \$27,326, respectively. The firm switched audit partners and management level staff for the fiscal year 2021 audit.

### Discussion

Given the current situation with COVID-19 in which all audit procedures are performed remotely, it would be very difficult and time-consuming for WQA Finance staff to change audit firms at this time. And it appears that the need for remote-access auditing will continue indefinitely.

Because of Vasquez's established knowledge of WQA's operations, the Finance staff would like to engage the firm for an additional two years. This would allow for greater continuity and will help to minimize the potential for disruption in connection with the independent audit.

Vasquez has submitted an audit proposal for the two fiscal years ending June 30 with the following proposed fixed fees:

- 2022 – \$27,326 (no increase from 2021)
- 2023 – \$28,146 (3% increase over 2022)

These fees include both a financial statement audit and a single audit of the WQA's federal awards. If a single audit is not required, the fees will be reduced accordingly.

Vasquez changed the audit partner and management level staff for the fiscal year ended 6/30/21 audit and has committed to providing the same partner and management level staff for the next two fiscal years.

**Guidance for Auditor Rotation Requirements**

As support for extending the contract with Vasquez for an additional two years, included below is guidance related to audit firm rotation.

The State of California recognizes that auditor rotation at the partner level (not the entire firm) after six consecutive years satisfactorily promotes independence and objectivity. Government Code section 12410.6(b) indicates that a local agency shall not employ a public accounting firm if the lead partner has performed audit services that that local agency for six consecutive years.

The Government Accounting Office believes that mandatory audit firm rotation may not be the most efficient way to strengthen auditor independence and improve audit quality considering the additional financial costs and loss of institutional knowledge of the of the previous auditor of record.

The Government Finance Officers Association's (GFOA) recommended practice for audit procurement states an audit contract should be at least five years in duration when obtaining the services of independent auditors. Such multi-year agreements can take a variety of forms, including a series of single or multiple year agreements.

The American Institute of Certified Public Accounts (AICPA) has determined there is a link between auditor tenure and auditor competence – studies have shown audit failures are three times more likely in the first two years of an audit engagement. The cost of audit firm rotation exceeds the potential benefits.

**Recommendation**

The Admin/Finance Committee recommends that the full board discuss staff's recommendation to approve the Vasquez and Co. LLC proposal for audit services for the fiscal years 2022 and 2023.



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Randy Schoellerman, Executive Director  
**Date:** January 19, 2022  
**Subject:** Resolution 22-002 for Authorization to Contract for Service and Establish Accounts with Bank of the West

---

### Discussion

WQA currently has its banking relationship with Bank of the West ("Bank"). The Bank requires that WQA adopt a resolution each time Board Officers are elected, authorizing the Board Officers to contract for service and establish accounts with the Bank, including checking signing authorization.

The election of Board Officers typically takes place at the January regular board meeting. Last year at the January 20, 2021, Board meeting, Resolution 21-001 was adopted, authorizing the newly elected Board Officers to contract for service with the Bank.

If new officers are elected at today's regular Board meeting, WQA will need to pass and adopt Resolution 22-002 authorizing the newly elected Board Officers to contract for service with the Bank and rescinding Resolution 21-001.

A draft resolution is enclosed with this staff report listing the Board's officer positions, but not the officers' names. Once the election has taken place, the resolution will be updated with the information for the newly elected Board Officers.

Attached is a draft copy of Resolution 22-002 for your review.

### Recommendation / Proposed Action

Recommend that the Board pass and adopt Resolution 22-002 authorizing Board Officers to contract for services with Bank of the West as described in the attached resolution.

### Attachment:

Resolution 22-002

**RESOLUTION NO. 22-002**

**A RESOLUTION OF THE  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
AUTHORIZING BOARD OFFICERS TO CONTRACT FOR SERVICE AND  
ESTABLISH ACCOUNTS WITH  
BANK OF THE WEST**

**WHEREAS**, the San Gabriel Basin Water Quality Authority ("WQA") has a banking relationship with Bank of the West; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. Each of the Board Officers is authorized to open deposit accounts, manage or provide instructions regarding each account and contract for other banking services deemed necessary to manage the deposit accounts with Bank of the West ("Bank") on behalf of the WQA, acting alone, to: (1) establish one or more deposit accounts and from time to time additional accounts; (2) to designate from time to time persons to manage, operate or otherwise provide instructions regarding each account, including the designation of authorized signers; and (3) contract for such other banking services as any authorized representative deems necessary or appropriate to manage this Organization's deposit accounts.

This authorization is in addition to any other authorizations in effect and will remain in force until the Bank receives written notice of its revocation at the address and in the manner designated by it.

SECTION 2. The Board hereby certifies that the Board Officers for the WQA as of January 19, 2022, are as follows:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

SECTION 3. The Board certifies that the above referenced officers constitute all of the WQA's Board Officers.

SECTION 4. The signatures and titles of the authorized person(s) identified in SECTION 1 and SECTION 2 are the genuine signatures and titles of those persons.

SECTION 5. No other person's signature or authorization is required to bind the WQA with respect to the agreements or authorizations mentioned above.

SECTION 6. Resolution 21-001 is hereby rescinded.

**PASSED AND ADOPTED THIS 19th DAY OF JANUARY 2022**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

## AGENDA SUBMITTAL

**To:** WQA Board of Directors  
**From:** Randy Schoellerman, Executive Director  
**Date:** January 19, 2022  
**Subject:** Draft 2022 §406 Plan

---

### **Summary**

On December 15, 2021, the Board authorized staff to post the Draft §406 Plan for 2022 for a 30-day public comment period ending January 14, 2022. Staff posted notices of the public comment period in La Opinion and the San Gabriel Valley Tribune as well as WQA's website. Additionally, the item was reviewed at January's Admin/Finance Committee meeting. No comments were received during that meeting, and none have been submitted otherwise. Therefore, staff is recommending adoption of the §406 San Gabriel Basin Groundwater Quality Management and Remediation Plan for 2022.

### **Recommendation / Proposed Action**

Adopt the §406 San Gabriel Basin Groundwater Quality Management and Remediation Plan for 2022.

## Calendars

- SGVMWD
- TVMWD
- USGVMWD
- WM
- WQA

Jan 13 - Apr 12, 2022

### Wednesday Jan 19, 2022

- 8:00am - 10:30am [TVMWD Board Meeting](#)
- 12:00pm - 1:00pm [WQA Board Meeting](#)
- 1:30pm - 2:30pm [WM Administrative Committee Mtg](#)

### Monday Jan 24, 2022

- 10:00am - 11:30am [SGVWA Leg. Committee Meeting](#)
- 11:30am - 1:00pm [SGVWA Board Meeting](#)

### Wednesday Jan 26, 2022

- 8:00am - 9:00am [USGVMWD Board Meeting](#)

### Tuesday Feb 1, 2022

- 4:00pm - 5:00pm [USGVMWD Admin & Finance Committee meeting](#)

### Wednesday Feb 2, 2022

- 8:00am - 10:30am [TVMWD Board Meeting](#)
- 2:30pm - 3:30pm [Watermaster Board Meeting](#)
- 4:00pm - 5:00pm [USGVMWD Water Resources & Facility Management Committee](#)

### Monday Feb 7, 2022

- 4:00pm - 5:00pm [USGVMWD Gov Affairs Committee Meeting](#)

### Tuesday Feb 8, 2022

- 10:00am - 11:00am [WQA Admin/Finance Committee](#)

### Wednesday Feb 9, 2022

- 8:00am - 9:00am [USGVMWD Board Meeting](#)
- 11:00am - 12:00pm [WQA Leg/Pub Committee](#)
- 1:30pm - 3:00pm [WM Basin Watermaster Committee Mtg](#)

### Wednesday Feb 16, 2022

- 8:00am - 10:30am [TVMWD Board Meeting](#)

8:00am - 10:30am [TVMWD Board Meeting ↗](#)

12:00pm - 1:00pm [WQA Board Meeting ↗](#)

1:30pm - 2:30pm [WM Administrative Committee Mtg ↗](#)

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## Wednesday Feb 23, 2022

8:00am - 9:00am [USGVMWD Board Meeting ↗](#)

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## Monday Feb 28, 2022

10:00am - 11:30am [SGVWA Leg. Committee Meeting ↗](#)

11:30am - 1:00pm [SGVWA Board Meeting ↗](#)

---

## Tuesday Mar 1, 2022

4:00pm - 5:00pm [USGVMWD Admin & Finance Committee meeting ↗](#)

---

## Wednesday Mar 2, 2022

8:00am - 10:30am [TVMWD Board Meeting ↗](#)

2:30pm - 3:30pm [Watermaster Board Meeting ↗](#)

4:00pm - 5:00pm [USGVMWD Water Resources & Facility Management Committee ↗](#)

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## Monday Mar 7, 2022

4:00pm - 5:00pm [USGVMWD Gov Affairs Committee Meeting ↗](#)

---

## Tuesday Mar 8, 2022

10:00am - 11:00am [WQA Admin/Finance Committee ↗](#)

---

## Wednesday Mar 9, 2022

8:00am - 9:00am [USGVMWD Board Meeting ↗](#)

11:00am - 12:00pm [WQA Leg/Pub Committee ↗](#)

1:30pm - 3:00pm [WM Basin Watermaster Committee Mtg ↗](#)

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## Wednesday Mar 16, 2022

8:00am - 10:30am [TVMWD Board Meeting ↗](#)

12:00pm - 1:00pm [WQA Board Meeting ↗](#)

1:30pm - 2:30pm [WM Administrative Committee Mtg ↗](#)

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## Wednesday Mar 23, 2022

8:00am - 9:00am [USGVMWD Board Meeting ↗](#)

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**Monday** Mar 28, 2022

10:00am - 11:30am **SGVWA Leg. Committee Meeting** ↻

11:30am - 1:00pm **SGVWA Board Meeting** ↻

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**Monday** Apr 4, 2022

4:00pm - 5:00pm **USGVMWD Gov Affairs Committee Meeting** ↻

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**Tuesday** Apr 5, 2022

4:00pm - 5:00pm **USGVMWD Admin & Finance Committee meeting** ↻

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**Wednesday** Apr 6, 2022

8:00am - 10:30am **TVMWD Board Meeting** ↻

2:30pm - 3:30pm **Watermaster Board Meeting** ↻

4:00pm - 5:00pm **USGVMWD Water Resources & Facility Management Committee** ↻

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**Tuesday** Apr 12, 2022

10:00am - 11:00am **WQA Admin/Finance Committee** ↻

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