

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

WEDNESDAY, NOVEMBER 15, 2023 AT 12:00 P.M.

Zoom Link:

<https://us06web.zoom.us/join/zoomlink/register/tZAucO6prTksG9Lkd7QuL6IouuRbliuVTdnN>

AGENDA

I. CALL TO ORDER **PAULSON**

II. PLEDGE OF ALLEGIANCE

III. REMOTE PARTICIPATION DECLARATION - AB 2449 **MORENO**
[Government Code Section 54953(f)]

- (a) Notification of Just Cause Remote Participation
- (b) Notification and Vote to Approve Emergency Circumstance Request
For Remote Participation

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

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

V. PUBLIC COMMENTS (Agendized Matters Only): **PAULSON**

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.

VI. ITEMS TOO LATE TO BE AGENDIZED - Recommended Action: **PAULSON**

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)

VII. CONSENT CALENDAR

PAULSON

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

- (a) Minutes for 10/18/23 Regular Board Meeting
- (b) Minutes for 11/7/23 Legislative/Public Information Committee Meeting
- (c) Minutes for 11/7/23 Administrative/Finance Committee Meeting
- (d) Demands on Administrative Fund
- (e) Demands on Project Fund

VIII. COMMITTEE REPORTS

(These items may require action)

- (a) Legislative/Public Information Committee Report
- (b) Administrative/Finance Committee Report
 - 1. Discussion Regarding/Action Regarding Administrative Procedure No. 40: PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy[enc]

IX. OTHER ACTION/INFORMATION ITEMS

PAULSON

(These items may require action)

- (a) None.

X. 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

XI. ATTORNEY'S REPORT **PADILLA**

XII. LEGISLATIVE REPORT **MONARES**

XIII. EXECUTIVE DIRECTOR'S REPORT **SCHOELLERMAN**

XIV. FUTURE AGENDA ITEMS **PAULSON**

XV. INFORMATION ITEMS [enc] **PAULSON**

- (a) San Gabriel Basin Water Calendar

XVI. FUTURE BOARD/COMMITTEE MEETINGS **PAULSON**

- (a) The next Legislative/Public Information Committee meeting was scheduled for Tuesday, December 12, 2023 at 9:00 a.m.
- (b) The next Administrative/Finance Committee Meeting was scheduled for Tuesday, December 12, 2023 at 10:00 a.m.
- (c) The next WQA Board meeting was scheduled for Wednesday, December 20, 2023 at 12:00 p.m.

XVII. CLOSED SESSION **PAULSON**

- (a) Closed Session Pursuant to Government Code Section 54956.9(d)(1)
– Conference with Legal Counsel re: Existing Litigation - San Gabriel Basin Water Quality Authority v. 3M Company et al, USDC Case No. 2:23-av-55555-CIV

XVIII. RECONVENE OPEN SESSION **PAULSON**

XIX. BOARD MEMBERS' COMMENTS/REPORTS

PAULSON

XX. ADJOURNMENT

PAULSON

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.

DRAFT

A REGULAR MEETING OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY OCTOBER 18, 2023 AT 12:00 P.M.

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.
REMOTE PARTICIPATION DECLARATION – AB 2449	None.
ROLL CALL OF BOARD MEMBERS	Mark Paulson, Lynda Noriega, Valerie Munoz, Robert Gonzales, Bob Kuhn, Ed Chavez, and Robert DiPrimio
BOARD MEMBERS ABSENT	None.
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; Jackie Montgomery, Admin/Accounting Assistant; Michelle Sanchez, Admin/Accounting Assistant (online); Richard Padilla, Legal Counsel
MEMBERS OF THE PUBLIC PRESENT	Greg Galindo, Suburban Water Systems; Phil Miller, Avocet Environmental; Deke Siren, Avocet Environmental
MEMBERS OF THE PUBLIC THAT PARTICIPATED VIA ONLINE/TELECONFERENCE	Jessica Taylor, California American Water; Jody Roberto, Three Valleys MWD; Garry Hofer, California American Water
PUBLIC COMMENT	None.
ITEMS TOO LATE TO BE AGENDIZED	None.
CONSENT CALENDAR	Ms. Noriega moved to approve the consent calendar as presented. Ms. Munoz seconded the motion, and it was approved with the following abstentions: Mr. DiPrimio abstained from Project Demand No. E92016. Ms. Noriega abstained from Project Demand No. E92015.
COMMITTEE REPORTS	
<i>Administrative/Finance Committee Report</i>	Mr. Gonzales entered the meeting. Mr. Schoellerman reported that the minutes for the committee

meeting were enclosed for review. He noted that the committee reviewed WQA's Procedure No. 40 COLA policy and that staff would be updating the policy per the committee's direction and then taking it back to the committee for additional review in November.

Mr. Kuhn commented that he had some concerns about the policy but is not on the Admin/Finance committee.

Mr. Padilla suggested that Mr. Kuhn contact Ms. Noriega, who is the Committee's Chairperson, and communicate his concerns directly to her.

*Discussion Regarding 3rd Quarter
2023 Cash Report*

Ms. Saenz reported that the WQA holds its investment funds at the Local Agency Investment Fund (LAIF). She reported that the average monthly effective yield for the Pooled Money Investment Account (PMIA)/LAIF for July, August, and September is 3.305%, 3.434%, and 3.534% respectively. She noted that the LAIF quarterly rate for July through September was 3.59%, and \$156,452 in interest received.

**OTHER
ACTION/INFORMATION
ITEMS**

None.

PROJECT REPORTS

Mr. Colby introduced Phil Miller and Deke Siren from Avocet Environmental (Avocet) who were sitting in the audience. He indicated that the WQA began working with Mr. Miller back in the early 2000's with the construction of two early action projects, the South El Monte Barrier, and the Whittier Narrows Barrier. He reported that in 2006 Avocet designed and built the Whitmore Street Groundwater Remediation Facility (WSGRF) and has been operating it on behalf of the WQA. He reported that Avocet conducted the expanded site investigation around the WSGRF which led to the recent Proposition 1 Round 3 application and preliminary award. He lastly noted that Avocet is currently conducting site investigations activities related to WQA's Proposition 1 Round 2 grant.

ATTORNEY'S REPORT

None.

LEGISLATIVE REPORT

None.

**EXECUTIVE DIRECTOR'S
REPORT**

Mr. Schoellerman reported that WQA's bill AB 279 has been signed by the Governor and will go into effect January 1, 2024. He thanked Assemblywoman Rubio and her staff for their work on the bill. He also thanked the San Gabriel Valley Water Association for supporting the bill along with the individual cities and water companies that supported it as well. He commended the work that Jack Gualco and Gabriel Monares did for the bill. He reminded everyone that this bill does not increase the assessment and there are no plans to increase the assessment at this time. He reported that

legislators continue to struggle with appropriations bills in the House and the Senate, and that the current Continuing Resolution keeps the government operating until mid-November. He noted that it was unclear what impact that may have on funding for the San Gabriel Basin Restoration Fund. He reported that WQA's election for the representative for the Cities Without Pumping Rights is underway and two nominations were received. He indicated that the two nominations were Ms. Munoz from the city of La Puente and Ms. Clark from the City of Rosemead. He noted that the nomination deadline was October 19, 2023. He reported that he would be speaking at the WELL Untapped event on October 28th. He reported that he would be providing the L.A. Regional Water Quality Control Board with a presentation on the Prop 1 funding that WQA has received on November 16th. He reported that Mr. Colby gave a presentation to the City of Industry on October 12th along with Mr. Gonzales and Ms. Munoz. He noted that staff has upcoming presentations for the cities of Covina and Arcadia with Mr. Gonzales. Mr. Schoellerman introduced Greg Galindo from Suburban Water Systems who was sitting in the audience and noted that he is the WQA Alternate Board Member for Mr. DiPrimio. He lastly reported that the San Gabriel Valley Economic Partnership Awards Gala was scheduled for November 4th.

FUTURE AGENDA ITEMS

None.

**FUTURE BOARD AND
COMMITTEE MEETINGS**

The next Legislative/Public Information Committee meeting was scheduled for Tuesday, November 7, 2023, at 9:00 a.m.

The next Administrative/Finance Committee meeting was scheduled for Tuesday, November 7, 2023, at 10 a.m.

The next WQA Board meeting was scheduled for Wednesday, November 15, 2023, at 12:00 p.m.

CLOSED SESSION

A closed session was not held.

**BOARD MEMBERS'
COMMENTS/
REPORTS**

Ms. Noriega congratulated the WQA on the passing of AB 279. She indicated that the San Gabriel Valley Water Association did support the legislation and noted that the water producers are the ones paying the WQA annual assessment.

ADJOURNMENT

The Chairman asked if there were any other items of business to come before the Board, there being none, the meeting was adjourned to the next meeting on December 20, 2023.

Mark Paulson
Chairman

Valerie Munoz
Secretary

DRAFT

SAN GABRIEL BASIN WATER QUALITY AUTHORITY ADMINISTRATIVE/FINANCE COMMITTEE NOVEMBER 7, 2023 AT 10:00 A.M.

CALL TO ORDER	Ms. Noriega called the Administrative/Finance committee 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	Lynda Noriega, Mark Paulson, Robert DiPrimio
WATERMASTER LIASON	Absent
COMMITTEE MEMBERS ABSENT	None
OTHER BOARD MEMBERS PRESENT	Ed Chavez (online)
STAFF MEMBERS PRESENT	Randy Schoellerman, Executive Director; Dan Colby, Assistant Executive Director/Senior Project Manager; Stephanie Moreno, Public Outreach Coordinator; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant; Jackie Montgomery, Admin/Accounting Assistant
MEMBERS OF THE PUBLIC PRESENT	None.
MEMBERS OF THE PUBLIC ONLINE	None.
REMOTE PARTICIPATION DECLARATION – AB 2449 [Government Code 54953(f)] a. Notification of Just Cause b. Emergency Circumstances Requests	None.
PUBLIC COMMENT	None.
<i>Discussion Regarding Administrative Procedure No. 40: PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy</i>	Mr. Schoellerman reported that at the October committee meeting staff was instructed to make some updates to Procedure No. 40 based on the discussion that took place at that meeting and to bring it back for further review. He indicated that staff made the following updates for the committee to review:

- Include provisions for Board flexibility in approving and applying the COLA.
- Include the specific COLA index in the Procedure, which is the April CPI-U index for selected local areas “Los Angeles-Long Beach-Anaheim, CA”.
- Define Eligibility.
- Define Employees.

Ms. Noriega commented that she was fine with the procedure and that a lot of detail was added that may not be necessary. She also noted that she tried to contact Mr. Kuhn to discuss his comments on the procedure and was unable to reach him.

Mr. DiPrimio concurred with Ms. Noriega’s comments. He also suggested removing the phrase “in good standing” in section 3.5.

After detailed discussion, the committee recommended that the updated procedure with the one deletion in section 3.5 go to the full Board for discussion and approval.

EXECUTIVE DIRECTOR’S REPORT

Mr. Schoellerman reported that next month Ms. Saenz will bring to the Committee the semi-annual reserve projections and analysis. He reported that there will be a closed session at the Board meeting next week to get an update on the PFAS litigation. He reported that he will be presenting to the Covina City Council at their meeting tonight along with Mr. Gonzales. He reported that he spoke at the WELL Untapped event on October 28th. He lastly reported that he along with staff, Ms. Munoz, Ms. Noreiga, and Mr. Paulson, attended the Pure Water Treatment Facility Dedication Ceremony for Congresswoman Napolitano on November 2nd.

Mr. DiPrimio asked a question about the amount of funding that is still available for South El Monte Operable remedy projects considering the upcoming transition of OU management from EPA to DTSC. Mr. Schoellerman explained that WQA staff has been meeting regularly with EPA and DTSC to assure a smooth transition and that WQA would be entering into a funding agreement with DTSC that would continue funding the SEMOU remedy projects.

ADJOURNMENT

Ms. Noriega asked if there were any other items of business to come before the committee. There being none, the meeting was adjourned.

Mark Paulson
Chairman

Valerie Munoz
Secretary

DRAFT

SAN GABRIEL BASIN WATER QUALITY AUTHORITY LEGISLATIVE/PUBLIC INFORMATION COMMITTEE NOVEMBER 7, 2023 AT 9:00 A.M.

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
WATERMASTER LIASON	None.
COMMITTEE MEMBERS ABSENT	Robert Gonzales and Bob Kuhn
OTHER BOARD MEMBERS PRESENT	Ed Chavez (online)
STAFF MEMBERS PRESENT	Randy Schoellerman, Executive Director; Dan Colby, Assistant Executive Director/Senior Project Manager; Stephanie Moreno, Executive Assistant/Public Outreach Coordinator; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant; Jackie Montgomery, Admin/Accounting Assistant
MEMBERS OF THE PUBLIC PRESENT	None.
MEMBERS OF THE PUBLIC ONLINE	Chris Lancaster, Civic Publications; Gabriel Monares, The Monares Group
REMOTE PARTICIPATION DECLARATION – AB 2449 [Government Code Section 54953(f)]	None.
<i>Public Comment</i>	None.
<i>Discussion Regarding Next Advertorial</i>	Ms. Moreno reported that the next advertorial would be in the Sustainable Living publication that would be published in December. She indicated that staff had discussed the topic for this advertorial to be focused on the role that WQA plays in keeping the Main San Gariel Basin sustainable and why that is important. She noted that the advertorial could be written to tell the WQA story and highlight all the things that the WQA does annually to keep the community educated on the WQA activities.

Mr. Lancaster mentioned that he was also working with staff on WQA's annual report and hopes to have it finished soon.

Legislative Activities/Reports

- a. State – Mr. Monares reported that Legislature was on break until December.
- b. Federal – Mr. Monares reported that now that a Speaker of the House has been selected and is now focused on passing a Continuing Resolution to keep the government open.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that he is giving a presentation to the City of Covina tonight along with Mr. Gonzales. He reported that he spoke at the WELL Untapped event on October 28th in Baldwin Park. He reported that he would be providing a presentation to the L.A. Regional Water Quality Control Board regarding the Prop 1 funding that has been awarded. He reported that he along with staff, Ms. Munoz, Ms. Noriega and Mr. Paulson attended the Pure Water Treatment Facility dedication ceremony for Congresswoman Napolitano. He also noted that the San Gabriel Valley Water Association will be honoring Congresswoman Napolitano at their luncheon on November 8th.

ADJOURNMENT

Ms. Munoz asked if there were any other items of business to come before the committee. There being none, the meeting was adjourned.

Mark Paulson
Chairman

Valerie Munoz
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
D2220	Bob Kuhn	Board Member Compensation for October 2023	
		3 Days WQA Business	450.00
		Meeting/Travel Expenses/Other	38.65
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(34.43)
			454.22
D2221	Ed Chavez	Board Member Compensation for October 2023	
		6 Days WQA Business	900.00
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(868.85)
			31.15
D2222	Valerie Munoz	Board Member Compensation for October 2023	
		5 Days WQA Business	750.00
		Meeting/Travel Expenses/Other	17.03
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(57.38)
			709.65
D2223	Mark Paulson	Board Member Compensation for October 2023	
		2 Days WQA Business	300.00
		Meeting/Travel Expenses/Other	32.62
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(22.95)
			309.67
1007	Lynda Noriega	Board Member Compensation for October 2023	
		2 Days WQA Business	300.00
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	(277.05)
		Less Taxes Withheld	(22.95)
			0.00
D2224	Robert Gonzales	Board Member Compensation for October 2023	
		6 Days WQA Business	900.00
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(68.85)
			831.15
D2225	Robert DiPrimio	Board Member Compensation for October 2023	
		3 Days WQA Business	450.00
		Meeting/Travel Expenses/Other	0.00
		Less Deferred Compensation	0.00
		Less Taxes Withheld	(34.43)
			415.57
EFT/ACH	SGBWQA - Payroll Fund	Replenish payroll fund	
		Staff Payroll - for October 2023	86,439.00
		Board Payroll Taxes - Federal & State	1,419.68
		Deferred Comp - Lincoln Life	277.05
			88,135.73
		Total replenishment to payroll fund	90,887.14
EFT/ACH	SGBWQA - Revolving Fund	Replenish revolving fund for 10/01/23 to 10/31/23 disbursements	
		Group Insurance	1,078.94
		Dues and Subscriptions	1,563.87
		Telephone Service	691.87
		Equipment Lease	180.61
		Plant & Water Service	272.95
		Office Supplies	334.30
		Internet	162.97
		Computer Systems O&M	630.98
		Project Costs	2,304.95
			7,221.44

7/11/23
11-9-23

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
E92023	ACWA/JPIA	Invoice No. 701062, Medical and life insurance premiums for December 1, 2023 to December 31, 2023	6,936.23
E92024	ACWA/JPIA	Invoice No. 229, General Liability for Policy Year 10/1/23-10/1/24	34,174.00
E92025	Accent Computer Solutions, Inc.	Professional IT services for Oct. 2023 Invoice No.159946	1,975.91
E92026	Bank of America	Invoice No. '23-10OCT-DC', Credit Card Expenses incurred for 10/01/23 to 10/31/23 Meetings and Conferences 318.95 Dues and Subscriptions 329.65 Office Supplies 199.22 Training 575.00	1422.82
E92027	Bank of America	Invoice No. '23-10OCT-RS', Credit Card Expenses incurred for 10/01/23 to 10/31/23 Internet 34.99 Security System 555.00	589.99
E92028	Bank of America	Invoice No. '23-10OCT-SM', Credit card expenses incurred for 10/01/23 to 10/31/23 Meeting & Conferences 120.00 Dues and Subscriptions 20.00	140.00
E92029	Civic Publications	Professional services for Community Relations Invoice No.1810 California Water 2023	8,755.00
E92030	The Gualco Group	Invoice No '23-10OCT', Professional consulting services for October 2023	5,325.00
E92031	Kadesh & Associates, LLC	Invoice No. 10-23, Professional consulting services for October 2023	15,000.00
E92032	The Monares Group, LLC	Invoice No. '23-11NOV', Professional consulting services for November 2023	16,000.00
E92033	Olivarez Madruga Law Organization, LLP	Invoice No. 23498, Professional legal services for October 2023	2,500.00
E92034	Ruffle Properties, LLC	Office lease, CAM, and Storage for December 2023 Invoice No. '23-12DEC.', Office lease 9,274.94 Invoice No. '23-12DEC.-CAM', Electricity charges 643.20 Invoice No. '23-12DEC.-Storage', Storage Room 150.00	10,068.14
E92035	West Yost & Associates	Professional services from September 9 to October 6, 2023 Invoice No. 2055657	2,424.75
TOTAL			203,420.42

mls
11-9-23



EXPENSE SHEET

Board Member Per Diem
\$150.00 per meeting, 6 meeting maximum per month
Mileage Rate: \$0.655 per mile

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

Oct

DATE	MEETING	Roundtrip Mileage	# of Days (up to allowed \$)	\$150.00 PER DIEM
1 10/5/23	Glendora Chamber of Commerc Legislative Committee	7.0	1	\$150.00
Meeting Description	Gle			
2 10/11/23	SGVEP Board Meeting	26.0	1	\$150.00
Meeting Description				
3 10/18/23	Board of Directors meeting	26.0	1	\$150.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			3	\$450.00
Total Mileage (at \$0.655 per mile)		59		\$38.65
DATE	Expense Reimbursement Description (receipts required)	Amount		
	TOTAL Expenses	\$0.00		
TOTAL MEETINGS, MILEAGE, EXPENSES		\$488.65		
TOTAL		\$488.65		

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.



Water Quality Authority

EXPENSE SHEET

Board Member Per Diem
\$150.00 per meeting, 6 meeting maximum per month
Mileage Rate: \$0.655 per mile
(updated January 2023)

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: Oct-23

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$150.00 PER DIEM
1 10/6/23	50th Anniversary Celebration - California Latino Legislative Caucus		1	\$150.00
Meeting Description				
2 10/9/23	Ethics, Organization, & Personnel Committee - Metropolitan W.D.		1	\$150.00
Meeting Description				
3 10/10/23	Administrative & Finance Committee - SGB Water Quality Authority		1	\$150.00
Meeting Description				
4 10/18/23	Board Members Meeting - San Gabriel Basin Water Quality Authority		1	\$150.00
Meeting Description				
5 10/24/23	Executive Committee - Metropolitan Water District of Southern Cal.		1	\$150.00
Meeting Description				
6 10/25/23	Council Meeting - City of Irwindale		1	\$150.00
Meeting Description				
Total Meetings			6	\$900.00
Total Mileage (at \$0.655 per mile)		0		\$0.00

DATE	Expense Reimbursement Description (receipts required)	Amount
	TOTAL Expenses	\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES		\$900.00
TOTAL		\$900.00

☐ 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
\$150.00 per meeting, 6 meeting maximum per month
Mileage Rate: \$0.655 per mile
(updated January 2023)

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: Valerie Munoz MONTH/YEAR: Oct-23

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$150.00 PER DIEM
1 10/12/23	City of Industry Council Meeting Presentation made by Dan Colby to the city council	5.0	1	\$150.00
2 10/16/23	Meeting with Mayor Charlie Klinakis Updates with Mayor of WQA matters, secure of future support letters for WQA business interests		1	\$150.00
3 10/18/23	WQA Board Meeting	6.0	1	\$150.00
4 10/25/23	Meeting with Mayor Pro Tem Margaret Clark Meeting to discuss WQA matters, upcoming WQA seat	10.0	1	\$150.00
5 10/30/23	Meeting with Roy Frausto La Puente Water Company Discuss upcoming projects, La Puente Valley Water Company business, WQA	5.0	1	\$150.00
6				\$0.00
Total Meetings			5	\$750.00
Total Mileage (at \$0.655 per mile)		26		\$17.03

DATE	Expense Reimbursement Description (receipts required)	Amount
TOTAL Expenses		\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES		\$767.03
TOTAL		\$767.03

☐ 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

XPENSE SHEET

Board Member Per Diem
\$150.00 per meeting, 6 meeting maximum per month
Mileage Rate: \$0.655 per mile
(updated January 2023)

4, please attach back-up documentation (fliers, agendas, etc.) regarding meetings ternatively, if no documentation is provided, AB1234 requires that a verbal report be provided at the next board meeting.

NAME: Mark Paulson

MONTH/YEAR: Oct-23

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$150.00 PER DIEM
1 10/10/23	Committee Meeting	24.9	1	\$150.00
Meeting Description				
2 10/18/23	Board Meeting	24.9	1	\$150.00
Meeting Description				
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			2	\$300.00
Total Mileage (at \$0.655 per mile)		49.8		\$32.62
DATE	Expense Reimbursement Description (receipts required)			Amount
	TOTAL Expenses			\$0.00
TOTAL MEETINGS, MILEAGE, EXPENSES				\$332.62
TOTAL				\$332.62

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.



Water Quality Authority

EXPENSE SHEET

Board Member Per Diem

\$150.00 per meeting, 6 meeting maximum per month

Mileage Rate: \$0.655 per mile

(updated January 2023)

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: Oct-23

DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$150.00 PER DIEM
1 10/10/23	WQA Administrative/Finance Committee Meeting		1	\$150.00
Meeting Description	Review Administrative Procedure No. 40 - PERSONNEL Merit Salary Increases and Annual Cost of Living Adjustment Policy and receive reports from staff.			
2 10/18/23	WQA Board of Directors Meeting		1	\$150.00
Meeting Description	Approve Consent Calendar, receive 3rd Quarter 2023 Cash Report, receive and file reports from staff.			
3				\$0.00
Meeting Description				
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			2	\$300.00
Total Mileage (at \$0.655 per mile)		0		\$0.00

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

TOTAL MEETINGS, MILEAGE, EXPENSES			\$300.00
TOTAL			\$300.00

☐ 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:

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Signature



Water Quality Authority

EXPENSE SHEET

Board Member Per Diem
\$150.00 per meeting, 6 meeting maximum per month
Mileage Rate: \$0.655 per mile
(updated January 2023)

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: Robert DiPrimio		MONTH/YEAR: Oct-23		
DATE	MEETING	Roundtrip Mileage	# of Days (not to exceed 6)	\$150.00 PER DIEM
1 10/10/23	Adimin Finance Committee			\$150.00
Meeting Description				
2 10/18/23	WQA Board Meeting			\$150.00
Meeting Description				
3 10/25/23	Attended SGV Public Affairs Network Annual Mayors Reception			\$150.00
4				\$0.00
Meeting Description				
5				\$0.00
Meeting Description				
6				\$0.00
Meeting Description				
Total Meetings			0	\$450.00
Total Mileage (at \$0.655 per mile)		0		\$0.00
DATE	Expense Reimbursement Description (receipts required)	Amount		
	TOTAL Expenses	\$0.00		
TOTAL MEETINGS, MILEAGE, EXPENSES		\$450.00		
TOTAL		\$450.00		

☐ 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.

DRAFT

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

Check No.	Payable to	Description	Amount	Funding Sources
<u>BALDWIN PARK OPERABLE UNIT</u>				
4718	Covina Irrigating Company	Invoice No. PR#1-FFPA award for Baldwin Park Treatment Plant #2	505,466.00	FFPA
E92036	RC Foster Corporation	Project costs for Spare parts for October 2023 Invoice No.02-23-033, Spare Parts Costs	785.52	CR's
<u>SOUTH EL MONTE OPERABLE UNIT</u>				
E92037	Avocet Environmental Inc.	Project costs for Whitmore Street Groundwater Remediation Facility for October 2023		
		Invoice No. 7714- Whitmore GW Treatment System	6,041.53	
		Invoice No. 7715 - Regional Site Investigation	<u>45,154.50</u>	WQA/SWRCB
			51,196.03	
4719	Trojan Technologies	Project costs for Whitmore Street Groundwater Remediation Facility - October 2023	15,139.95	WQA/SWRCB
Total			<u><u>572,587.50</u></u>	

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11-9-23

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 November 1, 2023.

Check No.	Payable to	Description	Amount	Funding Sources
<u>BALDWIN PARK OPERABLE UNIT</u>				
E92038	La Puente Valley County WD	Invoice No. 4-2023-09 Project T&R costs for September 2023	112,888.75	CR's
E92039	Main San Gabriel Basin Watermaster	Invoice No. 10-260, Administrative Project Costs for September 2023		
		Administrative costs	34,607.60	
		T&R costs	<u>20,519.75</u>	CR's
E92040	Suburban Water Systems	Invoice No. 59880923, Project T&R costs for September 2023	3,841.77	CR's
E92041	Valley County Water District	Project costs for September 2023		
		Invoice No. 497 Capital Costs	287,215.24	
		Invoice No. 497, T&R Costs	394,970.22	
		Invoice No. 498, T&R Costs	<u>158,065.66</u>	CR's
E92042	California Domestic Water Co.	Project costs for September 2023		
		Invoice No. 3684, T&R costs for Perchlorate	36,685.85	
		Invoice No. 3685, T&R costs for NDMA & VOC's	<u>149,107.93</u>	CR's
E92043	San Gabriel Valley Water Co.	Project costs for August 2023		
		Invoice No. 23206, B5 T&R costs	236,260.29	
		Invoice No. 23213, B5 Replace AC unit in the UV building	1,393.36	
		Invoice No. 23214, B5 Purchase Digital Flow Meter	1,170.78	
		Invoice No. 23203, B6 T&R costs	304,090.04	
		Invoice No. 23198, B6 Capital Costs, UV Flex Phase 2	1,439.21	
		Invoice No. 23205, B6 Feasibility Study - Replace Air Strippers	12,607.32	
		Invoice No. 23207, B6 Replace Two Gamma X acid pumps	<u>5,807.21</u>	CR's
Total			<u><u>1,760,670.98</u></u>	

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11-9-23



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: November 15, 2023
Subject: Administrative Procedure No. 40: PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy

Discussion

Staff brought Procedure No. 40 to the Administrative/Finance Committee on October 10, 2023, and November 7, 2023 for review and discussion at the request of the Board during the June 2023 Board meeting. At the June Board meeting several members of the Board noted that the Board has often deviated from the COLA procedure and recommended having the Administrative / Finance committee review the COLA policy to see if any modifications need to be made.

Procedure No. 40 establishes the COLA procedures for WQA employees. The COLA increase is based on the April Consumer Price Index for All Urban Consumers (“CPI-U”). The procedure, subject to Board approval, annually increases the salary ranges and salaries for employees, except for the Executive Director, by the April CPI-U.

After discussion by the Committee in October and November, the Committee recommended that the following updates be incorporated into the Procedure.

- Include provisions for Board flexibility in approving and applying the COLA.
- Include the specific COLA index in the Procedure, which is the April CPI-U index for selected local areas “Los Angeles-Long Beach-Anaheim, CA”.
- Define Eligibility.
- Define Employees.

Recommendation

Approved the updated Procedure No. 40 COLA Policy.

Enclosure

Administrative Procedure 40: PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy

DRAFT

ADMINISTRATIVE PROCEDURES

No. 40

Date: 6-19-2007, Revised: 10-20-21, Revised:11-15-23

Page 1 of **23**

PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy

1. **Purpose**

To define policies and procedures regarding the San Gabriel Basin Water Quality Authority merit salary increases and annual cost of living allowance (“COLA”) for both exempt and non-exempt employees. This policy applies to all WQA employees with the exception of the Executive Director.

2. **Background**

As described in the employee manual, employees are eligible for merit raises, up to the limit of the salary range for their position. An annual COLA is also considered on July 1st of each year. Several years ago, the Board of Directors directed staff to use the April cost of living index each year to gauge and propose the employee COLA. This was done to create a consistent benchmark (i.e., time and CPI) for determining a proposed COLA instead of subjectively developing a percentage. Accordingly, the April **CPI-U index for selected local areas, “Los Angeles-Long Beach – Anaheim, CA”** is used to determine the annual COLA. The Executive Director makes a recommendation for the COLA, based on the April Consumer Price Index **CPI-U**, to the Administrative / Finance Committee, and then to the full Board of Directors based on the Committee’s recommendation.

3. **Policy**

The merit salary increase and COLA policy shall be as follows:

3.1 In June of each fiscal year, the April COLA index **for selected local areas, “Los Angeles-Long Beach – Anaheim, CA”** is researched by staff and submitted by the Executive Director to the Administrative/Finance Committee. The Administrative/Finance Committee will prepare a recommendation which is then submitted by the Executive Director to the full Board of Directors at the June board meeting.

3.2 All employees shall receive an annual performance evaluation in writing. If deemed necessary by the Executive Director or the Assistance Executive Director, more frequent evaluations may be conducted.

3.3 Unless authorized by the Board of Directors, no employee shall receive annual compensation above their respective salary range. Salary ranges can only be adjusted by

ADMINISTRATIVE PROCEDURES

PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy

Page 2 of 3

board action, either through the COLA process or individually if recommended by the Executive Director.

~~3.4 The defined salary ranges for Exempt and Non-exempt Employees positions are increased by the same percentage as the COLA adjustment, effective July 1st. The Board has the following options for approving a CPI-U COLA adjustment:~~

-

- ~~a) Approve the same percentage as the April CPI-U index~~
- ~~b) Approve a percentage higher than the April CPI-U index~~
- ~~c) Approve a percentage lower than the April CPI-U index~~
- ~~b)d) Decline to approve a COLA for the year.~~

~~3.5 Employees who are permanent full-time (30 plus hours a week), regular part-time (20 hours to less than 30 hours a week), and part-time (less than 20 hours a week) are eligible to receive an increase in salary in the amount of the approved COLA as approved by the Board in Section 3.4, effective July 1. Additionally, salary ranges are updated in accordance with the Board-approved COLA.~~

3.6 Employees are also eligible for merit salary increases, up to the limit of the salary range for their position. The eligibility for an employee to receive a merit salary increase shall be determined: 1) with written review; 2) authorized by the Executive Director; and 3) based on demonstrated performance.

4. Definitions of Exempt and Non-Exempt Employees:

Each staff position is categorized as exempt or non-exempt according to federal and state wage hour laws.

4.1 A non-exempt full-time employee is paid a monthly salary, with the regular rate determined by multiplying the monthly rate by 12 to get the annual salary, dividing the annual salary by 52 weeks to get the weekly salary and dividing the weekly salary by the number of regular hours to get the regular hourly salary. A non-exempt employee is eligible for overtime pay or compensatory time off. Currently, non-exempt employee positions include the Project Resource Manager, Executive Assistant/Public Outreach Coordinator, and Administrative/Accounting Assistant.

4.2 An exempt employee is paid a regular monthly salary based on an annual salary divided by 12 calendar months and does not qualify for overtime pay. California law classifies an exempt employee as an executive, administrative or professional employee. The same law specifically defines what duties meet the eligibility requirements of an exempt employee. Currently, exempt employee positions include the Executive Director, Assistant Executive Director/Sr. Project Manager, and the Director of Finance.

ADMINISTRATIVE PROCEDURES

PERSONNEL – Merit Salary Increases and Annual Cost of Living Allowance (“COLA”) Policy

Page 3 of 3

5. Current Positions and Monthly Salary Ranges

	<u>Low</u>	<u>High</u>
<u>Exempt Positions</u>		
Executive Director	N/A – by contract	
Assistant Executive Director/Sr. Project Manager	\$8,858	\$16,708
Director of Finance	\$7,792	\$15,612
<u>Non-Exempt Positions</u>		
Project Resource Manager	\$4,459	\$9,801
Executive Assistant/Public Outreach Coordinator	\$4,329	\$9,072
Admin/Accounting Assistant	\$3,636	\$7,135

Calendars

- SGVMWD
- TVMWD
- USGVMWD
- WM
- WQA

Dec 9, 2023 - Mar 8, 2024

December 2023

Mon Dec 11	8:00am - 10:00am	SGVMWD Board Meeting ↗
Tue Dec 12	9:00am - 10:00am	WQA Leg/Pub Committee ↗
	10:00am - 11:00am	WQA Admin/Finance Committee ↗
Wed Dec 13	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↗
	4:00pm - 5:00pm	USGVMWD Board Meeting ↗
Wed Dec 20	8:00am - 10:30am	TVMWD Board Meeting ↗
	12:00pm - 1:00pm	WQA Board Meeting ↗
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↗
Fri Dec 22	All day - Tue Jan 2	WQA Closed for the Holidays ↗
Mon Dec 25	10:00am - 11:30am	SGVWA Leg. Committee Meeting ↗
	11:30am - 1:00pm	SGVWA Board Meeting ↗
Wed Dec 27	4:00pm - 5:00pm	USGVMWD Board Meeting ↗

January 2024

Fri Dec 22	All day - Tue Jan 2	WQA Closed for the Holidays ↗
Mon Jan 1	4:00pm - 5:00pm	USGVMWD Gov Affairs Committee Meeting ↗
Tue Jan 2	4:00pm - 5:00pm	USGVMWD Admin & Finance Committee meeting ↗
Wed Jan 3	8:00am - 10:30am	TVMWD Board Meeting ↗
	2:30pm - 3:30pm	Watermaster Board Meeting ↗
	4:00pm - 5:00pm	USGVMWD Water Resources & Facility Management Committee ↗
Mon Jan 8	8:00am - 10:00am	SGVMWD Board Meeting ↗
Tue Jan 9	9:00am - 10:00am	WQA Leg/Pub Committee ↗
	10:00am - 11:00am	WQA Admin/Finance Committee ↗

Wed Jan 10	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↻
	4:00pm - 5:00pm	USGVMWD Board Meeting ↻

Wed Jan 17	8:00am - 10:30am	TVMWD Board Meeting ↻
	12:00pm - 1:00pm	WQA Board Meeting ↻
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↻

Mon Jan 22	10:00am - 11:30am	SGVWA Leg. Committee Meeting ↻
	11:30am - 1:00pm	SGVWA Board Meeting ↻

Wed Jan 24	4:00pm - 5:00pm	USGVMWD Board Meeting ↻
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February 2024

Mon Feb 5	4:00pm - 5:00pm	USGVMWD Gov Affairs Committee Meeting ↻
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Tue Feb 6	4:00pm - 5:00pm	USGVMWD Admin & Finance Committee meeting ↻
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Wed Feb 7	8:00am - 10:30am	TVMWD Board Meeting ↻
	2:30pm - 3:30pm	Watermaster Board Meeting ↻
	4:00pm - 5:00pm	USGVMWD Water Resources & Facility Management Committee ↻

Mon Feb 12	8:00am - 10:00am	SGVMWD Board Meeting ↻
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Tue Feb 13	9:00am - 10:00am	WQA Leg/Pub Committee ↻
	10:00am - 11:00am	WQA Admin/Finance Committee ↻

Wed Feb 14	1:30pm - 3:00pm	WM Basin Watermaster Committee Mtg ↻
	4:00pm - 5:00pm	USGVMWD Board Meeting ↻

Mon Feb 19	All day	WQA Closed - Presidents' Day
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Wed Feb 21	8:00am - 10:30am	TVMWD Board Meeting ↻
	12:00pm - 1:00pm	WQA Board Meeting ↻
	1:30pm - 2:30pm	WM Administrative Committee Mtg ↻

Mon Feb 26	10:00am - 11:30am	SGVWA Leg. Committee Meeting ↻
	11:30am - 1:00pm	SGVWA Board Meeting ↻

Wed Feb 28	4:00pm - 5:00pm	USGVMWD Board Meeting ↻
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March 2024

Mon Mar 4	4:00pm - 5:00pm	USGVMWD Gov Affairs Committee Meeting ↻
Tue Mar 5	4:00pm - 5:00pm	USGVMWD Admin & Finance Committee meeting ↻
Wed Mar 6	8:00am - 10:30am	TVMWD Board Meeting ↻
	2:30pm - 3:30pm	Watermaster Board Meeting ↻
	4:00pm - 5:00pm	USGVMWD Water Resources & Facility Management Committee ↻