

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY
ADMINISTRATIVE/FINANCE COMMITTEE
AUGUST 13, 2024 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, and Robert DiPrimio
WATERMASTER LIASON	Dave Michalko
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, Director of Communications; Mary Saenz, Director of Finance; Jackie Montgomery, Accounting Specialist; Michelle Sanchez, Senior Administrative Assistant/Office Coordinator
MEMBERS OF THE PUBLIC PRESENT	None.
MEMBERS OF THE PUBLIC ONLINE	Dana Diaz, Valley County Water District
REMOTE PARTICIPATION DECLARATION – AB 2449 [Government Code 54953(f)] <ul style="list-style-type: none">a. Notification of Just Causeb. Emergency Circumstances Requests	None.
PUBLIC COMMENT	None.
<i>Report on Cash and Investments – 2nd Quarter 2024</i>	Ms. Saenz reported that WQA holds its investment funds at the Local Agency Investment Fund (LAIF). The LAIF quarterly rate for April to June 2024 is 4.55% with quarterly interest earned of \$95,962.19. She noted that WQA holds its cash funds at BMO Bank. Funds held at BMO exceed the FDIC insured limit of \$250,000. All funds in excess of the FDIC limits are collateralized by BMO in accordance with California

Government Code Title 5, Division 2, Part 1, Chapter 4, Article 2 – Deposit of Funds. She indicated that BMO has agreed to pay interest of 4.5%, effective April 1, 2024, on the funds held in the Project/Admin Fund Money Market Account if WQA agreed to hold a minimum balance of \$10M in that account. Interest earned for the 3 months of April, May and June totals \$115,095.

Discussion Regarding Update of Procedure 36 Definition of Part Time Employee

Ms. Saenz reported that back on December 16, 2020, the Board approved the update of WQA's policy for Part-Time Personnel to conform with ACWA's requirements as well as with the California Healthy Workplaces, Healthy Families Act of 2014. On September 13, 2023, the California legislature passed S.B. 616 which expanded the California Healthy Workplaces, Healthy Families Act of 2014. The law took effect on January 1, 2024. She noted that S.B. 616 expands the sick leave benefits for part-time employees. As such staff is proposing an update to WQA's Procedure 36 to conform with those changes. The changes include the following:

- a. The expanded sick leave benefits now apply to all employees who work for at least 30 days including part-time (under 20 hours per week), regular part-time (20 hours to less than 30 hours per week), temporary and per diem. Section 3.C.a.
- b. The annual amount of paid sick leave is five days or 40 hours (whichever is greater) for eligible employees. Section 3 B.b.
- c. Employees may accrue a maximum of 80 hours or 10 days of paid sick leave. Section 3.B.c.
- d. All employees who work for at least 30 days, including part-time (under 20 hours per week), regular part-time (20 hours to less than 30 hours per week), temporary and per diem are eligible for sick leave under S.B. 616. Section 3.C.a.
- e. Employees must satisfy a 90-day employment period for taking any sick leave. Section 3.C.b.

After some discussion, the committee recommended that the presented changes go to the full Board for approval.

Discussion Regarding Disposal of Fixed Assets

Ms. Saenz reported that according to WQA's 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. She indicated that WQA wishes to dispose of surplus equipment, as listed on the presented schedule that is

either damaged, obsolete or has been replaced with updated technology, and is of no further use. She noted that these items have been fully depreciated and have a net book value of \$0. She indicated 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 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.

After brief discussion the committee recommended that the equipment items listed on the presented schedule be declared surplus as of June 30, 2024, allowing the Executive Director to dispose of the property in accordance with Administrative Procedure 35 and to go to the full Board for approval.

Discussion Regarding Resolution No. 24-005, A Resolution for LAIF

Ms. Saenz reported that LAIF Resolution 93-006 established the initial authorizations to deposit or withdraw funds in LAIF. The authorized officers and their successors are the Treasurer, Executive Director and the Assistant to the Executive Director. She indicated that LAIF has recommended that WQA revise and expand the authorizations to include the four board officers - Chairman, Vice-Chairwoman, Secretary and Treasurer – and the Executive Director and the Director of Finance. This resolution would supersede the original resolution 93-006. She presented draft Resolution No. 24-005 that has been approved by LAIF.

After brief discussion, the committee recommended that the presented draft Resolution No. 24-005 go to the full Board for adoption.

Discussion Regarding Site Access Agreements with M.O.D. Holdings and Logos Evangelical

Mr. Schoellerman reported that access agreements were needed for the Prop 1 Whitmore Street Groundwater Remediation Facility Expansion Project Implementation Grant. He noted that the agreements were not available for this meeting but would expect to have them for the full Board to review at the Board meeting next week.

Mr. Paulson requested that staff show the full Board a diagram of these properties and where the extraction and monitoring wells are located on the properties.

EXECUTIVE DIRECTOR'S REPORT

Mr. Schoellerman reported that at the next Board meeting there will be a public hearing on the \$12/acre foot assessment for fiscal year 2024/2025. He also reported WQA legal counsel will give a brief workshop on the requirements of AB 1234 pertaining to Board members monthly expense reports. He

also noted that Ms. Moreno would follow that discussion with the new feature on the WQA website that will allow WQA Board Members to submit their expense forms online. He also noted that staff has received approval for a large payment request for Prop 68. He lastly reported that Mr. Zampielo will be retiring from Watermaster, and that staff is preparing a resolution to commend his work and would bring it to the full Board in September.

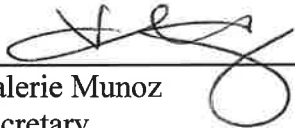
Ms. Moreno reported that ACWA Region 8 is holding an event on August 21st immediately following the WQA Board meeting that will highlight women in water. She noted that Women in Water San Gabriel Valley Region will be hosting the reception following the event.

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