

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY
ADMINISTRATIVE/FINANCE COMMITTEE
MARCH 11, 2026 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.
REMOTE PARTICIPATION DECLARATION – AB 2449 [Government Code 54953(f)]	None.
COMMITTEE MEMBERS PRESENT	Lynda Noriega, Robert DiPrimio and Mark Paulson.
WATERMASTER LIASON	None.
COMMITTEE MEMBERS ABSENT	None.
OTHER BOARD MEMBERS PRESENT	None
STAFF MEMBERS PRESENT	Randy Schoellerman, Executive Director, Dan Colby, Assistant Executive Director; Stephanie Moreno, Director of Communications; Mary Saenz, Director of Finance; Maritza Cardenas, Director of Finance; Jackie Montgomery, Accounting Specialist; Pearl Escobar, Project Resource Specialist; Michelle Sanchez, Senior Administrative Assistant/Office Coordinator
MEMBERS OF THE PUBLIC PRESENT	Lenet Pacheco, Valley County Water District; Bruce Knoles, San Gabriel Valley Municipal Water District; Chris Lancaster, Civic Publications
MEMBERS OF THE PUBLIC ONLINE	None.
PUBLIC COMMENT	None.
<i>Discussion Regarding Board of Directors Cost of Living Adjustment ("COLA") for Fiscal Year 2026-2027</i>	Ms. Cardenas reported that each year the Board considers a cost-of-living adjustment (COLA) for the daily stipend per WQA procedure No. 23. She stated that the CPI-U for January 2026 is 3%. She reported that should the Board elect to increase the compensation by 3%, the stipend would increase by \$4.65 from \$154.95 to \$159.60. She stated the last increase was last year in 2025.

Ms. Noriega opened the item up for discussion.

Mr. Paulson stated that he was not in support of taking a stipend increase.

Mr. DiPrimio agreed with Mr. Paulson and stated that he was not in support of taking a stipend increase.

Ms. Noriega agreed and was not in support of taking a stipend increase.

After further discussion, the committee recommended that this go to the full Board for consideration with no committee recommendation.

Discussion Regarding Operation and Maintenance Task Order for Weaver Consultants Group

Mr. Colby reported that Weaver Consultants Group (formerly Avocet Environmental, Inc. (Avocet)) has been operating and maintaining WQA's Whitmore Street Groundwater Remediation Facility (WSGRF) for the past 18 years and the current Task Order authorization concluded July 1, 2025. He indicated that the WQA's WSGRF project is an orphan site located within the South El Monte Operable Unit with no responsible party to cleanup it up. The site is contaminated with 1,4-Dioxane, TCE and other volatile organic compounds. The cleanup project was constructed by Avocet with a \$1.42M grant from the State Water Resources Control Board. A subsequent grant of \$995,646 was awarded in 2012 to continue its operation through September 2018. Since that time Proposition 68 award has reimbursed WQA for those costs and provide additional funding for operations. He noted that the task order would be for two years of operation and maintenance and retroactive from July 2025.

He reported that Weaver's duties include monthly well sampling, groundwater level measurements, lab analyses, NPDES compliance reporting, and general system maintenance. He stated that over the past ten years, Weaver's portion of WSGRF costs, including lab expenses, has averaged \$125,000 per year. Other operating costs—such as utilities, peroxide, NPDES fees, site access, and UV lamp replacement—average \$45,000 per year and are paid directly by WQA, separate from Weaver's task order.

After further discussion, the committee recommended that the task order go to the full Board for approval.

Discussion Regarding Monitoring Well MW5-18 License Agreement with Southern California Edison

Mr. Schoellerman reported that Baldwin Park Operable Unit (BPOU) monitoring well MW5-18 was constructed on a vacant portion of Edison's Dalton Substation property in the City of Irwindale. The current 5-year agreement is set to expire March 31, 2026 and Edison has offered another 5-year renewal (their maximum length) through March 31, 2031, for a total fee of \$4,971.54. The agreement requires WQA to maintain a

\$15,000 performance bond for site restoration if terminated.
All costs are reimbursable under the BPOU Project Agreement.

After further discussion, the committee recommended that the license agreement go to the full Board for approval.

***Discussion Regarding
Administrative Procedure No. 10
Professional Services Consultant
Selection***

Ms. Cardenas reported that the update of Administrative Procedure No. 10 – Professional Services Consultant Selection. She stated that the procedure describes the process for selecting and hiring professional services consultants and defines procedures for issuing contracts when required for contracting with consultants for professional services. She noted that Procedure No. 10 had been previously updated on August 18, 2021 to comply with the Federal Office of Management and Budget (OMB) guidelines. She reported that the OMB regulations have recently been revised, and accordingly, Policy No. 10 needs to be updated to comply with the revised guidance regarding acquisitions.

She reported that the revised procedure provides for an increase in the simplified acquisition threshold of an additional \$100,000, noting Section 2, Class IV and Class V both increase the threshold limit from \$250,000 to \$350,000.

After further discussion, the committee recommended that Procedure No. 10 go to the full Board for approval.

***Discussion Regarding Draft
Budget for Fiscal Year 26-27***

Ms. Saenz reported on the draft budget for the fiscal year 2026-2027. She reported that the proposed budgeted assessment is \$2,371,320, which is \$12/acre foot of prescriptive pumping rights. She reviewed the budget summary, explaining the breakdown for capital costs, operating expenses and revenues. She reported that the projected reserve balance at the end of the current fiscal year is \$4,310,106.

Ms. Saenz noted that the first Budget Workshop will be held on April 15, 2026, during the Administrative/Finance Committee meeting, presenting the full draft budget and a 5-year projection. A second workshop is scheduled for the April 22, 2026 Board meeting.

***Discussion Regarding Fiscal Year
25-26 Administrative Budget Line-
Item Transfers***

Ms. Saenz reported that in accordance with WQA procedures, staff is requesting a budget line-item transfers as detailed on the Line-Item Transfer Form SGBWQA A-15.

She stated that this is for operating expense budget for the expense accounts “Salaries – Full Time Employees” and “Retirement Plan” were approved at \$1,168,836 and \$148,746, respectively for the FY 25-26. These amounts were based on projected staffing for the fiscal year.

She reported that there are four months of overlapping services due to the transition and training for the new Director of Finance as well as costs for pay-outs of vacation accruals. She stated that as a result of this staffing change the costs related to both “Salaries – Full Time Employees” and the related expense account “Retirement Plan” increased to \$1,250,000 and \$159,000, respectively.

After further discussion, the committee recommended that the budget line-item transfer go to the full Board for approval.

EXECUTIVE DIRECTOR’S REPORT

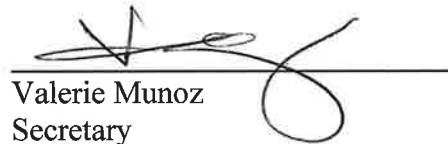
Mr. Schoellerman reported that the audit review will be presented to the Board one month later in April to address a new GASB-related requirement concerning sick time.

Mr. Schoellerman noted that National Groundwater Awareness Week is being observed from March 8–14 and commended Ms. Moreno for promoting the event through WQA’s social media.

ADJOURNMENT

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


Lynda Noriega
Chairwoman


Valerie Munoz
Secretary