

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
ADMINISTRATIVE/FINANCE COMMITTEE  
JUNE 10, 2026 AT 10:00 A.M.**

---

<b>CALL TO ORDER</b>	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.
<b>REMOTE PARTICIPATION DECLARATION – AB 2449 [Government Code 54953(f)]</b>	None.
<b>COMMITTEE MEMBERS PRESENT</b>	Lynda Noriega, Robert DiPrimio and Mark Paulson.
<b>WATERMASTER LIASON</b>	None.
<b>COMMITTEE MEMBERS ABSENT</b>	None.
<b>OTHER BOARD MEMBERS PRESENT</b>	None.
<b>STAFF MEMBERS PRESENT</b>	Randy Schoellerman, Executive Director; Dan Colby, Assistant Executive Director; Stephanie Moreno, Director of Communications; Maritza Cardenas, Director of Finance Jackie Montgomery, Accounting Specialist; Pearl Escobar, Project Resource Specialist; Michelle Sanchez, Senior Administrative Assistant/Office Coordinator
<b>MEMBERS OF THE PUBLIC PRESENT</b>	Bruce Knowles, San Gabriel Valley Municipal Water District
<b>MEMBERS OF THE PUBLIC ONLINE</b>	Mary Saenz, Saenz Consulting
<b>PUBLIC COMMENT</b>	None.
<b><i>Discussion Regarding Amendment to Contract for Consulting Services with Saenz Consulting</i></b>	Mr. Schoellerman distributed a handout providing an overview of the first three agenda items that were all related to WQA’s Proposition 68 grants. The handout was intended to clarify each consultant's primary responsibilities and identify the associated contract and/or task order amounts. The Committee then proceeded to discuss each agenda item individually.  Mr. Schoellerman reported that, in May, the Board approved an

independent contractor agreement with Mary Saenz to provide as-needed accounting consultant services to support the transition of the incoming Director of Finance, including the transfer of institutional knowledge and insight.

He explained that staff is now recommending an amendment to Ms. Saenz's existing agreement to add accounting consultant services related to the preparation of reimbursement requests for the 24 groundwater treatment projects that receive funding through WQA's Proposition 68 grants. Mr. Schoellerman noted that staff had previously anticipated that these services would be provided by Ms. Saenz through WQA's existing CA Consulting, LLC (CAC) task order; however, based on feedback received from the Board, staff is no longer pursuing that approach and instead recommends adding the Proposition 68 work directly to Ms. Saenz's current consultant agreement with WQA.

Mr. Padilla stated that the work originally contemplated through the private entity was removed and incorporated into Ms. Saenz's consulting agreement directly with the WQA. He noted that, under this arrangement, her duty of loyalty is solely to the WQA and that she will be providing supplemental and transitional support to assist new staff in assuming her previous responsibilities.

In response to a question from Mr. Paulson regarding whether a cooling-off or timeout period would apply, Mr. Padilla explained that such restrictions generally relate to former employees or officials returning as representatives or lobbyists for another entity. He stated that, because Ms. Saenz is being retained directly by WQA to provide transitional services, those concerns do not apply in this situation.

Mr. DiPrimio asked who Ms. Saenz would report to under the consulting arrangement, and it was confirmed that she would report to Ms. Cardenas.

Mr. Schoellerman reported that the proposed amendment would add an amount not to exceed \$86,000 for Proposition 68 grant-related services, in addition to the existing \$30,000 authorized for Director of Finance transition support. He noted that the billing rate would remain unchanged at \$175 per hour.

He further advised the Committee that staff consulted with the State Water Resources Control Board's Division of Financial Assistance (DFA), which confirmed in writing that Ms. Saenz's work on the Proposition 68 grants under the amended agreement would be eligible for reimbursement through the grant program.

Following discussion, the Committee recommended approval of the First Amendment to the Consultant Services Agreement with Ms. Saenz and forwarding the item to the Board for

approval.

***Discussion Regarding Accounting Services with CA Consulting Services, LLC for Proposition 68 Grant – Task Order Amendment 3***

Mr. Schoellerman explained that the Authority has an existing agreement with CAC for accounting support services related to grant reimbursement processing and reporting, which is scheduled to expire on June 30, 2026.

Mr. Schoellerman provided background on the agreement, noting that the Board originally approved a Task Order with CAC in April 2021 with a not-to-exceed amount of \$250,000 and a completion date of April 30, 2023. He stated that after the grant term was extended by the DFA, the Board approved a corresponding extension of the Task Order through June 30, 2026.

He explained that, in anticipation of the Board approving an independent contractor agreement with Mary Saenz to perform the majority of the Proposition 68 accounting work over the next six months, staff is recommending a modification to the CAC's existing task order. The proposed amendment would reduce the not-to-exceed amount from \$250,000 to \$164,000, incorporate CAC's updated billing rates effective July 1, 2026, extend the agreement term through June 30, 2027, and designate the WQA's new Director of Finance as the WQA liaison.

He noted that the DFA recently extended the Proposition 68 grant completion date to January 2027 and confirmed that CAC's costs remain eligible for reimbursement under the grant program.

Following discussion, the Committee recommended approval of Task Order 1 Modification No. 3, extending the performance period by one year, updating billing rates, revising the not-to-exceed amount to \$164,000, and forwarding the item to the Board for approval.

***Discussion Regarding Task Order for Stetson Engineering for Proposition 68 Grant – Task Order Amendment 2***

Mr. Colby explained that WQA has an existing agreement with Stetson Engineers, Inc. to provide engineering services related to WQA's Proposition 68 grant administration, including the preparation and processing of grant submittals, quarterly progress reports, and final reports required under the Proposition 68 program.

He provided background on the agreement, noting that the Board approved the original Task Order in June 2021 with a not-to-exceed amount of \$189,000 and a completion date of March 31, 2023. Following an extension of the Proposition 68 grant term by the DFA, the Board approved an amendment in June 2023 that increased the not-to-exceed amount by \$68,000, for a revised total of \$257,000, and extended the completion date to June 30, 2026.

Mr. Colby reported that the DFA recently extended the grant completion date to January 2027. He noted that the engineering services provided by Stetson remain eligible for reimbursement under the Proposition 68 grants and that Stetson has confirmed no additional funding will be required to support the extended grant timeline. Based on the revised grant schedule, Mr. Colby stated that staff is recommending approval of Task Order 01-2021 Amendment 2 to extend the performance period by one year, through June 30, 2027.

Following discussion, the Committee recommended approval of Task Order 01-2021 Amendment 2 and forwarding the item to the Board for consideration.

***Discussion Regarding  
Reaffirming WQA Investment  
Policy and Guidelines***

Ms. Cardenas reported that it is the WQA's practice to submit Administrative Procedure No. 26, Investment Policy and Guidelines to the Board for annual affirmation at the beginning of each fiscal year. She noted that the policy was last affirmed by the Board on June 18, 2025.

Ms. Cardenas explained that the Investment Policy was last updated on September 25, 2013, and remains consistent with applicable Government Code requirements and Local Agency Investment Guidelines, which continue to be in effect.

She reviewed the purpose of the policy, noting that it provides guidance for investing public funds in a manner that maximizes investment returns while ensuring sufficient liquidity to meet daily cash flow needs, maintaining an appropriate level of risk, and complying with all applicable state and local laws. She further noted that the policy identifies the investment instruments authorized for use by the WQA and includes a requirement that investments be limited to a maximum term of 12 months.

Following discussion, the Committee recommended affirming Administrative Procedure No. 26, Investment Policy and Guidelines, as of June 17, 2026, and forwarding the item to the Board for approval.

***Discussion Regarding Employee  
Cost of Living Adjustment  
("COLA") for Fiscal Year 2026-  
2027***

Ms. Cardenas reported that WQA Procedure 40 establishes the Cost-of-Living Adjustment (COLA) process for WQA employees. She explained that annual salary and salary range adjustments are based on the April Consumer Price Index for All Urban Consumers (CPI-U), and that the April 2026 CPI-U reflects an increase of 3.7 percent over the prior year.

Ms. Cardenas stated that, in accordance with Procedure 40, staff is recommending a 3.7 percent increase to the salary ranges for both exempt and non-exempt positions, effective July 1, 2026.

She reviewed the proposed adjustments as follows:

Exempt positions:

- Assistant Executive Director/Senior Project Manager: current range \$9,479–\$17,880, proposed range \$9,830–\$18,542
- Director of Finance: current range \$8,339–\$16,708, proposed range \$8,648–\$17,326
- Director of Communications/Board Relations: current range \$10,426–\$16,163, proposed range \$10,812–\$16,761

Non-exempt positions:

- Project Resource Specialist: current range \$4,772–\$10,490, proposed range \$4,949–\$10,878
- Accounting Specialist: current range \$4,690–\$8,189, proposed range \$4,864–\$8,492
- Senior Administrative Assistant/Office Coordinator: current range \$4,690–\$8,189, proposed range \$4,864–\$8,492

Ms. Cardenas further noted that staff is recommending a 3.7 percent salary increase, effective July 1, 2026, for all listed exempt and non-exempt positions consistent with the updated salary ranges per Procedure 40.

Following discussion, the Committee recommended approval of the 3.7 percent COLA adjustment to salary ranges and salaries effective July 1, 2026, and forwarding the item to the Board for approval.

***Discussion Regarding Continued Participation in the Coalition for Environmental Protection Restoration and Development (CEPRD)***

Mr. Schoellerman reported that staff is recommending continued participation in the Coalition for Environmental Protection, Restoration and Development (CEPRD).

He provided background on the WQA's prior involvement with the coalition, noting that past work has included development of the 97-005 User Guide for permitting highly impacted water supply wells, as well as training materials and webinars related to the 97-005 process.

Mr. Schoellerman stated that CEPRD continues to focus on the development of statewide policies and regulations related to contaminants of emerging concern, including PFAS and Direct Potable Reuse regulations.

Following discussion, the Committee recommended approval of \$25,000 for continued participation in the CEPRD and forwarding the item to the Board for approval.

**EXECUTIVE DIRECTOR'S REPORT**

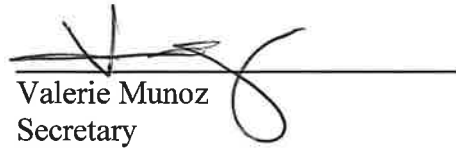
Mr. Schoellerman reminded the committee members that there are no meetings in July and at the August Board meeting would be the hearing to approve the assessment for fiscal year 2026/2027.

Mr. Schoellerman provided an update on the WQA's efforts to secure federal funding for the San Gabriel Basin Restoration Fund. He reported that the House Appropriations Committee approved \$5 million in funding, while the Senate Appropriations has yet to act on its funding bills.

**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