



AGENDA

**Regular Meeting of the Board of Directors
Thursday, June 9, 2016 at 11:30 a.m.
Progress Park Plaza, 15500 Downey Avenue, Paramount, CA**

1. Roll Call

2. Determination of a Quorum

3. Additions to Agenda (Govt. Code Sec. 54954.2(b))

4. Oral Communications to the Board

This is an opportunity for members of the public to address the Board on any item under the jurisdiction of the agency. Depending upon the subject matter, the Board may be unable to respond until the item can be posted on the agenda at a future meeting in accordance with provisions of the Brown Act.

5. Consent Calendar: (Acted as one item unless withdrawn by request)

- a. Minutes of the Board Meeting of May 12, 2016 (Enclosure)
- b. Warrant Register Report for June 2016 (Enclosure)
- c. Approval of JPA Member Reduced Dues Applications for FY2016/17 (Enclosure)
 1. City of Artesia
 2. City of Bell
 3. City of Cudahy
 4. City of Hawaiian Gardens

6. Discussion/Action Regarding GWMA's Policy and Procedures

- a. Approve GWMA's Goods and Services Policy as presented (Enclosure)

7. Discussion/Action Regarding Bid Selection for the Construction of the Proposition 84 Grant Project (Enclosure)

- a. Authorization to invoice participants for the cost overruns estimated at an additional 20%
- b. Authorize approving the contract with PALP, Inc. once the cost increase is collected

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8. FY 2016/17 Budget (Enclosure)

- a. Adopt the 2016/17 Budget as Presented
- b. Approve the Annual Membership Appropriation of \$15,000 (Except for Board Approved Reduced Dues)
- c. Adopt Member and Non-Member Administrative Fees for MOUs at 3% and 5%

9. Gateway Region Watershed Management Plan (WMPs) and MOU and/or Amendment Activities

- a. Lower Los Angeles River Upper Reach 2 Watershed Group
- b. Lower Los Angeles River Watershed Group
- c. Los Cerritos Channel Watershed Group
- d. Lower San Gabriel River Watershed Group

10. Executive Officer's Report

11. Directors' Comments/Reports

12. Adjournment

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AGENDA ITEM NO. 5A

**MINUTES OF THE GATEWAY WATER MANAGEMENT AUTHORITY
LOS ANGELES GATEWAY REGION
INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY BOARD
AT PARAMOUNT, CALIFORNIA
THURSDAY, MAY 12, 2016**

A regular meeting of the Board of Directors of the Gateway Water Management Authority was held on Thursday, May 12, 2016 at 11:30 a.m. at the Progress Park Plaza, 15500 Downey Avenue, Paramount, CA 90723.

Chair Chris Cash called the meeting to order at 11:45 a.m. Roll was called by Ms. Penn and a quorum of the Board was declared.

BOARD MEMBERS PRESENT:

Okina Dor	Artesia
Jordan Monroe	Avalon
Chau Vu	Bell Gardens
Bernardo Iniguez	Bellflower
Tammy Hierlihy	Central Basin MWD
Mike O'Grady	Cerritos
Gina Nila	Commerce
Mohammad Mostahkami	Downey
Joseph Colombo	Hawaiian Gardens
Konya Vivanti	Lakewood
Anthony Arevalo	Long Beach
Christopher Garner	Long Beach Water Department
Adriana Figueroa	Norwalk
Chris Cash	Paramount
Steve Myrter	Signal Hill
Chris Castillo	South Gate
Scott Rigg	Vernon
Dave Schickling	Whittier

STAFF AND GUESTS ON SIGN-IN SHEET:

Grace Kast	Executive Officer
Toni Penn	Admin/Accounting Manager
Brianna Burgess	Office Assistant
Bill Miniasian	Downey
Ismile Noorbaksh	Hawaiian Gardens
Jose Solorio	Central Basin
Charlie Honeycutt	Signal Hill
Ashley Medina	Assemblymember Garcia Office
Iso Nakasato	Assemblymember Garcia Office
Virginia Fowler	LACFCD
Bill DeWitt	South Gate

ITEM 3 - ADDITIONS TO THE AGENDA

None.

ITEM 4 – ORAL COMMUNICATIONS TO THE BOARD

None.

ITEM 5 – CONSENT CALENDAR

Director Nila moved to approve the consent calendar. The motion was seconded by Director Mostahkami and was approved by the following voice vote:

AYES: DOR, MONROE, INIGUEZ, HIERLIHY, O’GRADY, NILA, MOSTAHKAMI, COLOMBO, VIVANTI, AREVALO, GARNER, FIGUEROA, CASH, MYRTER, CASTILLO, SCHICKLING

NOES: NONE

ABSTAIN: VU

ITEM 6 – LEGISLATION

Ms. Ashley Medina presented an amended copy of Assemblymember Garcia’s Bill AB1794 to the Board and answered any questions that the Board members had.

ITEM 7 – WORKSHOP – FY 2016/17 GWMA ADMINISTRATIVE BUDGET

Ms. Kast updated the Board on the draft GWMA Budget for the Fiscal Year 2016/17.

Director Rigg and Director De Witt entered at 11:50 am.

Director Mostahkami indicated that Grant Revenue should be listed as “Grant Revenue and Admin Fees”.

ITEM 8 – DISCUSSION/ACTION REGARDING IRWM PLAN PROJECT LIST 2016

Ms. Kast presented the Gateway IRWM Plan Project List for 2016 which included a Project Index and an updated ranking analysis for the IRWM Plan.

Director Vu moved to approve the Gateway IRWM Plan Project List 2016 as presented. Director Nila seconded the motion which was approved by the following voice vote:

AYES: DOR, MONROE, INIGUEZ, HIERLIHY, O'GRADY, NILA, MOSTAHKAMI, COLOMBO, VIVANTI, AREVALO, GARNER, FIGUEROA, CASH, MYRTER, CASTILLO, SCHICKLING, VU, RIGG

NOES: NONE

ABSTAIN: NONE

ITEM 9 – DISCUSSION/ACTION REGARDING GWMA GRANT POLICY AND PROCEDURES

Ms. Kast presented the new GWMA Grant Policy that was worked on by the GWMA Grant Policy Ad Hoc Committee, consisting of Director Monroe, Director Gorecki, and Director Rapp. Director Mostahkami mentioned that the policy should include the ability for the Board to make alterations to the policy. He also recommended the Board add the words “for securing and managing the Grant” at the end of the first paragraph in the policy.

Director Nila motioned to approve the policy if amended. Director Colombo seconded the motion and the motion was approved by the following voice vote:

AYES: DOR, MONROE, INIGUEZ, HIERLIHY, O'GRADY, NILA, MOSTAHKAMI, COLOMBO, VIVANTI, AREVALO, GARNER, FIGUEROA, CASH, MYRTER, CASTILLO, SCHICKLING, VU, RIGG

NOES: NONE

ABSTAIN: NONE

ITEM 10 – GATEWAY REGION WATERSHED MANAGEMENT PLAN (WMPs) AND MOU AND/OR AMENDMENT ACTIVITES

Lower Los Angeles River Upper Reach 2 Watershed Group

Director Nila reported that the Feasibility Studies contract was awarded.

Lower Los Angeles River Watershed Group

Director Vivanti reported that there were no updates.

Los Cerritos Channel Watershed Group

Director Vivanti reported that there were no updates.

Lower San Gabriel River Watershed Group

Chair Figueroa reported that there were no updates.

ITEM 11 – EXECUTIVE OFFICER’S REPORT

None.

ITEM 12 – DIRECTORS’ COMMENTS/REPORT

Director Hierlihy reported that Central Basin had Grant Programs and were encouraging participation which needed to be completed by the end of the calendar year.

The meeting was adjourned at 1:15 p.m.

Steve Myrter, Secretary/Treasurer

Date

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SECTION NO. 5(b) Warrant Register Dated June 2016

SUMMARY:

The Warrant Register is a listing of general checks issued since the last warrant register. Warrants will be signed by 2 of the 3 Board Officers and released by Toni Penn, serving as the Administrative/Accounting Manager of the Gateway Water Management Authority, upon Board Approval.

DISCUSSION:

The Warrant Register for expenditures dated June 2016 in the amount of \$216,416.91 are submitted for approval. Invoices and supporting documentation are available for review at the City of office of GWMA.

FISCAL IMPACT:

The Warrant Registers totals \$216,416.91. Funds to cover payment are available in the Gateway Authority budget.

RECOMMENDATION:

Approve the Warrant Register for June as presented.

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AGENDA ITEM NO. 5B

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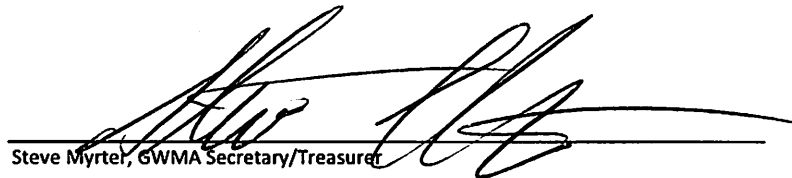
WARRANT REGISTER

Disbursement Journal

June-16

Invoice Date	Vendor	Invoice Number	Description	Amount
4/29/2016	Anchor QEA	46750	Harbor Toxics TMDL Monitoring	\$ 34,695.33
06/01/16	City of Paramount	3426	Rent - June 2016	\$ 330.27
05/31/16	Toni Penn	Exp-5.16	Quickbook Annual Membership	\$ 549.00
5/16/2016	GEI Consultants, Inc.	3003225	GWMA 2015 Imple. Grant Solicitation	\$ 8,442.00
06/02/16	GK Consultants	16-05-GWMA	Professional and Accounting Services	\$ 20,716.25
05/17/16	Joe A Gonsalves & Son	26129	Legislative Advocacy Services for June	\$ 2,083.33
05/17/16	John L Hunter & Associates	GAHT0116	Upstream Habro Toxic for January	\$ 11,026.62
05/19/16	John L Hunter & Associates	GAHT0416	Upstream Habro Toxic for April	\$ 330.00
02/16/16	John L Hunter & Associates	GANPLA0116	LLAR WMP Development for January	\$ 41,783.39
05/31/16	John L Hunter & Associates	GANPLA0416	LLAR WMP Development for April	\$ 14,941.66
02/16/16	John L Hunter & Associates	GANPSG0116	LSGR WMP Development for January	\$ 56,331.44
05/19/16	John L Hunter & Associates	GANPSG0416	LSGR WMP Development for April	\$ 7,806.25
04/30/16	Platinum Consulting Group	30127	Accounting/Auditing Services for April	\$ 1,650.00
05/11/16	Richard Watson & Associates, Inc.	16-192-003-007	LCC Watershed Monitoring Program	\$ 9,137.26
05/31/16	Richards Watson Gershon	206975	Legal Services - General	\$ 98.20
05/31/16	Richards Watson Gershon	206976	Legal Services - TMDL MOA	\$ 540.00
05/31/16	Richards Watson Gershon	206977	Legal Services - Project Specific Services	\$ 2,745.00
05/31/16	Richards Watson Gershon	206978	Legal Services - MS4 Permit MOU	\$ 2,759.00
05/12/16	Rodger's Catering	24005	Meeting Expenses	\$ 451.91
				\$ 216,416.91

Reviewed and Approved by:


 Steve Myrte, GWMA Secretary/Treasurer

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SECTION 5c: Approval of JPA Member Reduced Dues for FY2016/17 (Artesia, Bell, Cudahy and Hawaiian Gardens)

BACKGROUND: In May 2012, the GWMA Board directed the Executive Officer to offer applications for full memberships with reduced dues. Further, they directed staff to utilize the same criteria and application format adopted by the Board for Ex-Officio Participants. As part of the application and approval process, the Board authorized the Executive Officer to contact the requesting city or agency to discuss and then recommend an annual membership due level for that particular entity.

DISCUSSION: Currently, GWMA has 5 memberships with reduced dues. They are as follows: Artesia (\$5,000); Bell (\$7,500); Cudahy (\$5,000); Hawaiian Gardens (\$5,000); and Maywood (\$2,000). To date, only 4 (Artesia, Bell, Cudahy and Hawaiian Gardens) have submitted their annual reduced dues application. We are still actively soliciting Maywood's and hope to have theirs by the July board meeting.

Current Members with Reduced Dues

Artesia – submitted request for reduced dues for FY 2015/16; same criteria apply from FY 2012/13, FY 2013/14, FY 2014/15, and FY 2015/16 (see application attached)
 Recommended Dues: \$5,000

Bell – submitted request for reduced dues for FY 2015/16; same criteria apply from FY 2012/13, FY 2013/14, FY 2014/15 and FY2015/16 (see application attached);
 Recommended Dues: \$7,500

Cudahy – submitted application for reduced dues for FY 2015/16; same criteria apply from FY 2013/14, FY 2014/15 and FY2015/16 (see application attached).
 Recommended Dues: \$5,000

Hawaiian Garden – submitted application for reduced dues for FY 2015/16; same criteria apply from FY 2013/14, FY 2014/15 and FY2015/16 (see application attached).
 Recommended Dues: \$5,000

FISCAL IMPACT: GWMA has sufficient funds to carry reduced dues memberships funds.

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RECOMMENDATIONS:

1. Approve reduced dues for FY 2016/17 for Artesia, Bell, Cudahy, and Hawaiian Gardens as presented. These amounts would be granted for one year to each city and would be re-considered for the next fiscal year.

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**APPLICATION FOR CITY/WATER AGENCY TO PAY REDUCED DUES FOR GWMA JPA
MEMBERSHIP**

To: GWMA Board of Directors

From: OKINA DOR (individual's name)

COMMUNITY DEVELT DIRECTOR (individual's title)

Date: 6/2/16

The city of/water agency CITY OF ARTESIA (print organization name) is submitting this application for consideration of reduced dues. Our city/water agency meets one or more of the following criteria (please check all that apply):

- Has less than 10 full time employees
- Has a 2010 population of less than 10,000
- Has eliminated 10% of the city/water agency workforce in the last two years
- Has General Fund revenues that have not returned to FY2009-2010
- Is less than 2 square miles in area

Other: THERE HAVE BEEN NO WAGE ADJUSTMENTS FOR COLA FOR OVER 8 YRS → WHEN THE CITY LAID OFF ALMOST 30% OF STAFF RESOURCES

Annual Membership Due Amount Request for FY 2016/2017: \$ 5,000.00

I certify that the information used to determine the criteria indicated above is true and accurate. (If available, please provide evidence).

[Signature]
Signature

6/2/16
Date

Please submit your application to Toni Penn at the above address or via email to: tonipenn.gateway@gmail.com
For questions, please call Toni at 626-484-6876 (cell)

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APPLICATION FOR CITY/WATER AGENCY TO PAY REDUCED DUES FOR GWMA JPA MEMBERSHIP

To: GWMA Board of Directors
From: TERRY RODRIGUE (individual's name)
CITY ENGINEER (individual's title)
Date: 6-2-16

The city of/water agency BELL (print organization name) is submitting this application for consideration of reduced dues. Our city/water agency meets one or more of the following criteria (please check all that apply):

- Has less than 10 full time employees
- Has a 2010 population of less than 10,000
- Has eliminated 10% of the city/water agency workforce in the last two years
- Has General Fund revenues that have not returned to FY2009-2010
- Is less than 2 square miles in area

Other: The City of Bell's General Fund Revenues have not recovered from the 2010-11 Corruption Scandal and recession.

Annual Membership Due Amount Request for FY 2015/2016: \$ 7,500

I certify that the information used to determine the criteria indicated above is true and accurate. (If available, please provide evidence).

[Signature]
Signature

6-2-16
Date

Please submit your application to Toni Penn at the above address or via email to: tonipenn.gateway@gmail.com
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APPLICATION FOR CITY/WATER AGENCY TO PAY REDUCED DUES FOR GWMA JPA MEMBERSHIP

To: GWMA Board of Directors
From: JOSE E. PULIDO (individual's name)
CITY MANAGER (individual's title)
Date: MAY 24, 2016

The city of/water agency CUDAHY (print organization name) is submitting this application for consideration of reduced dues. Our city/water agency meets one or more of the following criteria (please check all that apply):

- Has less than 10 full time employees
- Has a 2010 population of less than 10,000
- Has eliminated 10% of the city/water agency workforce in the last two years
- Has General Fund revenues that have not returned to FY2009-2010
- Is less than 2 square miles in area

Other: _____

Annual Membership Due Amount Request for FY 2016/2017: \$ 5,000.00

I certify that the information used to determine the criteria indicated above is true and accurate. (If available, please provide evidence).

Signature [Signature] Date MAY 26, 2016

Please submit your application to Toni Penn at the above address or via email to: tonipenn.gateway@gmail.com
For questions, please call Toni at 626-484-6876 (cell)

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AGENDA ITEM NO. 5C4

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**APPLICATION FOR CITY/WATER AGENCY TO PAY REDUCED DUES FOR GWMA JPA
MEMBERSHIP**

To: GWMA Board of Directors

From: Joseph Colombo (individual's name)

Community Development Director (individual's title)

Date: June 2, 2016

The city of/water agency Hawaiian Gardens (*print organization name*) is submitting this application for consideration of reduced dues. Our city/water agency meets one or more of the following criteria (please check all that apply):

- Has less than 10 full time employees
- Has a 2010 population of less than 10,000
- Has eliminated 10% of the city/water agency workforce in the last two years
- Has General Fund revenues that have not returned to FY2009-2010
- Is less than 2 square miles in area

Other: _____

Annual Membership Due Amount Request for FY 2016/2017: \$ 5,000

I certify that the information used to determine the criteria indicated above is true and accurate. (If available, please provide evidence).

Signature [Handwritten Signature]

Date June 2, 2016

Please submit your application to Toni Penn at the above address or via email to: tonipenn.gateway@gmail.com
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SECTION NO. 6: Discussion/Action Regarding GWMA's Policy and Procedures

SUMMARY:

Goods and Services Policy

As part of transferring all of the accounting and financial activities from Signal Hill as our Lead Agency, an Ad Hoc Committee was established to assist in the development of the Goods and Services Policy. In addition, granting agencies request established policies. Members of the committee are: Scott Rigg, Gladis Deras and Mohammad Mostahkami.

A draft policy was reviewed and revised by the committee during the month of May. The Committee is recommending that the Board approve GWMA's Goods and Services Policy as presented.

RECOMMENDATION:

1. Approve GWMA's Goods and Services Policy as presented

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GATEWAY WATER MANAGEMENT AUTHORITY
POLICY

GOODS AND SERVICES

As a public agency, GWMA is committed to ensuring a proper procedure for procuring Goods and Services is in place. It is designed as a guiding document for the staff and the Board to follow. In doing so, it is recognized that occasionally circumstances may arise where it is in GWMA's best interest to deviate from them. In such cases, the Executive Officer will bring the need to the Chair's attention.

Purchasing of Goods is defined as a purchase and/or lease of equipment, materials, and supplies.

Procurement of Services is defined as delivery or provision of skills, expertise, goods and/or actions (excludes maintenance services).

A. GWMA'S COMMITMENT

1. Provide a cost effective, open, and transparent, competitive bidding and purchasing process that serves the interests of GWMA's stakeholders and constituents.
2. Obtain appropriate levels of approval in accordance with GWMA's established processes and administrative procedures.
3. Ensure that supplies, equipment, and materials are secured through a process that eliminates any form of favoritism or otherwise excludes qualified providers from the competitive bidding process.
4. Promote the principles of equal employment in its contract activities by assuring that those seeking to do business with the GWMA are treated equally and are not discriminated against because of race, religion, color, national origin, ancestry, disability, etc.

B. PURCHASES

1. Chair may authorize purchases of Goods less than \$10,000. For purchases up to and including \$2,500 multiple quotes are not required. For purchases of Goods of more than \$2,500 and up to \$10,000, 3 written quotes are encouraged.
2. Purchases of Goods above \$10,000 are subject to a bidding process which requires at least (3) three written quotations from a vendor/supplier for the selection of the lowest responsive and responsible bidder .. GWMA Board approval is required In determining the lowest responsive and responsible bidder, the following will be considered:
 - a. Price
 - b. Quality of goods offered
 - c. Ability and capacity to provide goods
 - d. References
3. Emergency Purchases - Since emergency purchases do not normally provide GWMA an opportunity to obtain competitive quotes, or properly encumber funds committed, sound judgment will be used in keeping such orders to an absolute minimum. Emergency purchases may be authorized by the Chair without 3 quotations/bids when time is of the essence and will only be made for the following reasons:
 - a. To preserve, or protect life, health or property;
 - b. Upon natural disaster; or
 - c. To forestall a shutdown of essential public services

Emergency purchases of over \$10,000 shall be presented to GWMA Board for ratification at the next GWMA meeting.

C. SERVICES AND OTHER MISCELLANEOUS ACTIVITIES (Services that do not include maintenance and operations)

1. Chair may authorize a Service contract of less than \$10,000. For services up to and including \$2,500, multiple bids are not required. For services more than \$2,500 and up to \$10,000, 3 bids are encouraged.
2. Procurement of Services above \$10,000 are subject to a Bidding process which requires at least (3) three written bids. GWMA Board approval is required for selection of the lowest responsive and responsible service provider. In determining the lowest responsive and responsible bidder, the following will be considered:
 - a. Price
 - b. Quality of services offered
 - c. Ability and capacity to provide services
 - d. References
3. Procurement of Emergency Services - Since emergency services do not normally provide GWMA an opportunity to obtain competitive bids, or properly encumber funds committed, sound judgment will be used in keeping such orders to an absolute minimum. Emergency purchases may be authorized by the Chair without 3 quotations/bids when time is of the essence and will only be made for the following reasons:
 - a. To preserve, or protect life, health or property;
 - b. Upon natural disaster; or
 - c. To forestall a shutdown of essential public services

Procurement of Emergency services of over \$10,000 shall be presented to GWMA Board for ratification at the next GWMA meeting.

D. EXCEPTIONS

1. Sole Source
 - a. A sole source contract may be justified with one or more of the following factors. The contract shall adhere to the appropriate levels of approval as established in this guideline:
 - i. The uniqueness of a vendor's capabilities or goods offered to meet the needs of GWMA as compared to other vendors.
 - ii. There is only one viable provider of the required service in the geographic area.
 - iii. The prior experience of the proposed vendor is vital to the goods or services.
 - iv. The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.
 - v. Vendor possesses existing equipment maintenance programs or contracts.
 - vi. After a solicitation of a number of sources, competition is determined to be inadequate.
 - vii. Patent rights or copyrights or secret processes the vendor possesses, compatibility with existing GWMA goods.
 - b. A sole source contract may be requested by a watershed group under an MOU with GWMA.

2. Contracts for actual emergency work.

E. AMENDMENTS

1. Changes to this policy may be made by a majority vote of the GWMA Board at any time.

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*Los Angeles Gateway Region
 Integrated Regional Water Management
 Joint Powers Authority*

June 9, 2016

SECTION 7: Discussion/Action Regarding Bid Selection for the Construction of the Proposition 84 Grant Project

RECOMMENDATION

Recommend the acceptance of the lowest responsible bidder to construct the Proposition 84 grant project: Multi-Agency, Multi-Watershed Project to Incorporate Low Impact Development (LID) Best Management Practices (BMPs) into Major Transportation Corridors.

EXECUTIVE SUMMARY

The bid proposals for the construction of the Proposition 84 Stormwater Grant Project were publicly opened and read on April 5, 2016 in the Office of the Gateway Water Management Authority (GWMA). The next step in continued implementation of the Proposition 84 grant would be to select a contractor to perform such tasks stated in the bid specifications, based on bid amount, experience, and quality of work. Associated activities for construction will include mobilization and site preparation, installation of BMPs and proper documentation. The successful bidder shall be licensed in accordance with provisions of the Business and Professions Code and shall possess a State Contractor's License, Class A, at the time this contract is awarded.

BACKGROUND

The Proposition 84 Stormwater Grant Project seeks to prevent stormwater contamination of surface waters in the Los Angeles River, Lower San Gabriel River, and Los Cerritos Channel Watersheds. The work to be performed includes installation of 28 LID BMPs—18 tree box filters and 10 bioretention tree wells—to treat stormwater runoff, and its associated metal pollutants, throughout ten cities within these three watersheds. Funding for this Project has been provided in part through an agreement with the State Water Resources Control Board. A public notice inviting sealed bids for the construction of the Proposition 84 Stormwater Grant Project were received by the Administrative/Accounting Assistant at the Office of the GWMA. Bids were prepared on approved proposal forms in conformance with the Instructions to Bidders and submitted.

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DISCUSSION

GWMA was awarded this grant on October 15, 2014 on behalf of eleven (11) cities (Bell Gardens, Downey, Lynwood, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, Signal Hill, South Gate, Vernon and Whittier (that requested to participant. Seven (7) cities requested GWMA to act fully as the fiduciary agent, three (3) cities requested to act independently. The city of Downey is acting independently for the bio swale portion of the grant, but using GWMA as the agent for the tree box filters.

This grant is for three basic types of storm water treatments systems. Whittier and Lynwood are installing reverse tree wells to collect water in the gutter and direct it to adjacent soft bottom tree wells. Downey is proceeding with the installation of a 600 foot bio-swale and ten (10) members (Bell Gardens, Downey, Lynwood, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, Signal Hill, South Gate and Vernon) are installing tree box filter units.

Shortly after the grant award, GWMA collected funds for the installation of the reverse tree wells and tree box filters from the 10 members using GWMA services. This project was delayed due to the state needing to review the specifications of the Bio-swale, but has now indicated the revised design of the bio-swale meets the intent of the grant and the entire project can move forward.

In early March 2016, GWMA released a request for bids for the members the 8 members Bell Gardens, Downey, Lynwood, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, and Vernon utilizes GWMA fiduciary services. The Office of the GWMA received bid proposals from four companies: 1) Palp, Inc. (Excel Paving), 2) Metro Builders & Engineers Group, Ltd., 3) Bali Construction, Inc., and 4) Mike Prlich and Sons, Inc., with bid amounts ranging from \$844,350 - \$1,216,740. Estimated quantities set forth in the bid schedules (attached) are for the purpose of comparing bids, where final compensation under the contract will be based on the actual quantities of work satisfactorily completed. In selecting the lowest responsible bidder, consideration should be given not only to financial standing but also to go the general competency of the bidder for the performance of the work covered by the proposal.

The granting agency has also been notified and has provided assurances that this increase does not affect the grant agreement.

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FISCAL IMPACT

GWMA previously collected funds for monitoring, oversight and construction from 8 members specifically for the installation of 18 filter tree boxes and 10 reverse tree wells.

1. The original amount estimated exclusively for the construction portion of the Proposition 84 Grant was \$728,445.
2. Lowest bid amount among the four companies is \$844,350. This leaves a remaining balance of \$115,905. Section 2.3 of the MOU specifies that participating cities will be responsible for any cost overruns.

Due in part to the delay caused by the State's delay in approve the project designs, the costs have increased from the original estimate developed in 2013.

As a result, additional funds will need to be collected from the participating agencies to complete the project.

RECOMMENDATIONS

1. Authorization to invoice participants for the cost overruns estimated at an additional 20 percent (16 percent construction increase and 4 percent for anticipated increased costs of monitoring, permitting and other related costs).
2. Authorize approving the contract with PALP Inc. once the cost increase is collected.

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June 9, 2016

SECTION NO. 8: Approval of FY 2016/17 Budget, Annual Membership Dues of \$15,000, 3% MOU Administrative Fee for GWMA Members and 5% MOU Administrative Fee for non-GWMA Members

BACKGROUND

The GWMA's fiscal budget occurs July through June. The administrative budget is supported by membership dues. As in past years, staff is recommending annual membership dues of \$15,000. This coupled with administrative fees from MOUs and dues paid by approved reduced membership dues will support the administrative costs of GWMA.

SUMMARY

The proposed budget for FY 2016/17 reflects actual costs and projections through the end of this fiscal year. In doing so, staff anticipates reserves of \$395,166 (FY 2015/16 Ending Administrative Fund Balance). Dues from member agencies are expected to be \$369,500. This administrative budget does not include MOU project costs or grant project costs. However, it does reflect the administrative and legal costs associated with the MOUs.

Per board policy, an annual percentage must be applied to all MOUs to cover administrative and legal costs. To date, members have been charged 3% and more recently non-members were charged 5%. Staff recommends maintaining the same percentages in the coming year. However, the Ad Hoc Membership Committee will be reviewing and developing options for a new membership dues structure for FY 2017/18.

RECOMMENDATION:

- a. Adopt the FY 2016/17 Budget as presented; and
- b. Approve the annual membership appropriation of \$15,000 (except for reduced dues memberships).
- c. Adopt member and non-member administrative fees for MOUs at 3% and 5%, respectively

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AGENDA ITEM NO. 8A

Gateway Water Management Authority FY 2016/2017 Budget

A	B	C	D	E	F	G
DESCRIPTION	FY 16/17 Admin Budget	Current FY 15/16 Admin Budget	FY 15/16 Actuals & Year-End Projections	Budget to Actual Variance	FY 14/15 Actuals	NOTES
REVENUES						
Dues from Member Agencies	\$ 369,500	\$ 369,500	\$ 369,500	\$ -	\$ 339,500	Includes 23 \$15k Full Paying Members and 5 Reduced Dues Members
Member Agency Pass-Through Funds	\$ -	\$ -		\$ -	\$ 10,000	
Revenue from MOU Admin Fees	\$ 95,628	\$ 108,045	\$ 112,915	\$ 4,870	\$ 49,300	HT Upstream and LAR UR2 FS for FY2015/16
Grant Revenue Administration Fee	\$ 30,000	\$ 36,000	\$ 6,000	\$ (30,000)	\$ 14,000	Prop 84 Stormwater
Interest Earned	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	Investment policy to be adopted by Board FY 2016/17
TOTAL REVENUES	\$ 500,128	\$ 518,545	\$ 493,415	\$ (25,130)	\$ 417,800	
OPERATING EXPENSES						
Professional Services - Contract Executive Officer F/T	\$ -	\$ -	\$ -	\$ -	\$ 160,000	
Professional Services - Contract Administrative/Accounting Services F/T	\$ -	\$ -	\$ -	\$ -	\$ 85,000	
Professional Services	\$ 272,000	\$ 272,000	\$ 272,000	\$ -	\$ -	GK Consulting and Platinum Consulting
General Counsel	\$ 50,000	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	Multiple Grant Sub Recipient Agreements, MOU Amendment, CalTrans MOUs
Government Relations	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 48,000	Contract Joe A. Gonsalves & Son
Meeting Expenses	\$ 5,500	\$ 5,500	\$ 4,000	\$ 1,500	\$ 5,260	
Office Supplies	\$ 1,500	\$ 500	\$ 4,000	\$ (3,500)	\$ 500	Computer, desk, software \$2400 and \$795 Dropbox Annual Reg.
Office Rent	\$ 3,964	\$ 3,870	\$ 3,870	\$ -	\$ 3,870	
Website Services	\$ 1,000	\$ 2,000	\$ 2,000	\$ -	\$ 1,000	
Postage, notices, misc.	\$ 250	\$ 100	\$ 345	\$ (245)	\$ -	NIB posting
Insurance	\$ 13,000	\$ 12,000	\$ 12,600	\$ (600)	\$ 11,318	
Authorized Conferences, Travel & Sponsorships	\$ 2,000	\$ 1,000	\$ -	\$ 1,000	\$ 5,000	IRWMP, ACWA, etc.
Organization Memberships	\$ 3,000	\$ 700	\$ 700	\$ -	\$ 10,700	SCWC and ACWA
Audit	\$ 13,000	\$ 10,000	\$ 9,100	\$ 900	\$ 11,600	General and Single Audit FY 2016/17
TOTAL OPERATING EXPENSES	\$ 390,214	\$ 392,670	\$ 393,615	\$ (945)	\$ 402,248	
NET INCOME BEFORE SPECIAL PROJECTS	\$ 109,914	\$ 125,875	\$ 99,800	\$ (24,185)	\$ 15,552	
SPECIAL PROJECTS						
Accounting Transition Services	\$ 1,000	\$ 21,860	\$ 20,860	\$ 1,000	\$ -	\$4860 increase approved by Board on April 14, 2016
General Project/Grant Consulting Services	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 188,500	2015 IRWMP Grant, WaterSmart Grant, 20x2020 update, Gateway IRWM Plan Project Update 2016
TOTAL SPECIAL PROJECTS	\$ 101,000	\$ 121,860	\$ 120,860	\$ 1,000	\$ 188,500	
NET INCOME AFTER ALL OPERATING EXPENSES AND SPECIAL PROJECTS	\$ 8,914	\$ 4,015	\$ (21,060)	\$ (25,185)	\$ (172,948)	
BEGINNING FUND BALANCE	\$ 395,166	\$ 416,226	\$ 416,226		\$ 578,660	
ENDING FUND BALANCE	\$ 404,080	\$ 420,241	\$ 395,166	\$ -	\$ 405,712	