



AGENDA

**Regular Meeting of the Board of Directors
Thursday, February 9, 2017 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 Consent Calendar: (Acted as one item unless withdrawn by request)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 January 12, 2017 (Enclosure)
- b. Approve the Warrant Register for February 2017(Enclosure)

6. Discussion/Action Regarding GWMA's Role in Watershed Group Implementation Grants and Contracts (Enclosure)

7. IRWMP Activities and Update

8. Gateway Region Watershed Management Groups

- 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

9. Executive Officer's Report

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Hannah Shin-Heydorn (Signal Hill), Secretary/Treasurer
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10. Directors' Comments/Reports

11. 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, JANUARY 12, 2017**

A regular meeting of the Board of Directors of the Gateway Water Management Authority was held on Thursday, January 12, 2017 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 |
| Audra McDonald (alternate) | Avalon |
| Chau Vu | Bell Gardens |
| Len Gorecki | Bellflower |
| Tammy Hierlihy | Central Basin MWD |
| Mike O'Grady (alternate) | Cerritos |
| Mohammad Mostahkami | Downey |
| Christina Dixon (alternate) | Huntington Park |
| Mark Stowell | La Mirada |
| Lisa Rapp | Lakewood |
| Anthony Arevalo | Long Beach |
| Christopher Garner | Long Beach Water Department |
| Sam Kouri (alternate) | Montebello |
| Adriana Figueroa | Norwalk |
| Chris Cash | Paramount |
| Mark Grajeda | Pico Water District |
| Frank Beach | Santa Fe Springs |
| Steve Myrter | Signal Hill |
| Gladis Deras (alternate) | South Gate |
| Derek Wieske | Vernon |
| Dave Schickling | Whittier |
| Esther Rojas | Water Replenishment District of Southern California |

STAFF AND GUESTS ON SIGN-IN SHEET:

| | |
|-------------------|--------------------------|
| Grace Kast | Executive Officer |
| Toni Penn | Admin/Accounting Manager |
| Bibi Weiss | Office Assistant |
| Claudia Arellano | City of Vernon |
| Bill Minasian | Downey Resident |
| Charlie Honeycutt | City of Signal Hill |

Hannah Shin-Heydorn
Greg Ripperger
Jason Wen
Bill Strand

City of Signal Hill
Civiltec Engineering
City of Lakewood
RRM Design Group

ITEM 3 - ADDITIONS TO THE AGENDA

None.

ITEM 4 – ORAL COMMUNICATIONS TO THE BOARD

None.

ITEM 5 – CONSENT CALENDAR

Director O’Grady motioned to approve the consent calendar as presented. Director Arevalo seconded the motion and was approved by the following voice vote:

AYES: Dor, McDonald, Vu, Gorecki, O’Grady, Mostahkami, Rapp, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Myrter, Deras, Schickling.

NOES: None.

ABSTAIN: Hierlihy, Stowell, Beach, Wieske, Rojas.

Director Dixon entered the meeting at 11:50 a.m.

ITEM 6 – DISCUSSION/ACTION REGARDING STANDARDIZED REQUEST FOR PROPOSALS TEMPLATE

Ms. Kast reported that the Board directed GWMA staff work to with an Ad Hoc Committee (Directors Negrete and Mostahkami) to develop a template for Request for Proposals. She stated that a draft template for Request for Proposals from GWMA’s On-Call Consultants List and a draft template for Request for Proposals for general use were developed and reviewed by the Ad Hoc Committee and also reviewed and revised by Legal Counsel.

Ms. Kast asked the Board to approve the Request for Proposals Template for On-Call Consultants and Request for Proposals for general use as presented.

Director Beach motioned the approval and Director Vu seconded the motion and was approved by the following voice vote:

AYES: Dor, McDonald, Vu, Gorecki, Hierlihy, O’Grady, Mostahkami, Dixon, Stowell, Rapp, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Beach, Myrter, Deras, Wieske, Schickling, Rojas.

NOES: None.

ABSTAIN: None.

Ms. Kast also reported that staff and the Ad Hoc Committee would now focus on the development of a Request for Qualifications template for the Board’s consideration in the near future.

ITEM 7 – DISCUSSION/ACTION REGARDING GWMA WEBSITE

Ms. Kast reported that at the request of Director Mostahkami, staff give a presentation overview of the GWMA Website.. After discussion, it was recommended by the Board that: 1) the list of Board Members and their Alternates be added to the website, 2) GWMA Policies be added, and 3) list the sources of funding for Grants.

ITEM 8 – DISCUSSION/ACTION REGARDING MEMBERSHIP DUES POLICY

Ms. Kast reported that currently, GWMA has 5 memberships with reduced dues. She stated that in preparation for the FY2017/18 Budget, the Chair had requested that the Board review the Reduced Membership Dues Policy to determine if this practice should be continued, changed or eliminated. She indicated that in October, an Ad Hoc Committee (Directors Dor, Cash, Figueroa and Rapp) was formed to review the Membership Dues Policy. Ms. Kast reviewed the new policy outlining the details and implementation for its use. It was the Ad Hoc Committee’s recommendation that the Board approve the new policy as presented. Ms. Kast stated that, if approved, GWMA staff would notify all Members of the upcoming policy change which would take effect on July 1, 2017.

Director Grajeda recommended an amendment to Section 3, Part A of Criteria for a Water Agency to Pay Reduced Dues to read “active” retail potable water service connections.

Director Rapp motioned to approve the Membership Dues Policy as amended. The motion was seconded by Director McDonald and was approved by the following voice vote:

AYES: Dor, McDonald, Vu, Gorecki, Hierlihy, O’Grady, Mostahkami, Dixon, Stowell, Rapp, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Beach, Myrter, Deras, Wieske, Schickling, Rojas.

NOES: None.

ABSTAIN: None.

ITEM 9 – DISCUSSION/ACTION REGARDING THE INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)

Director Myrter announced to the Board that he would be leaving the City of Signal Hill at the end of January and introduced Hannah Shin-Heydorn as the new Secretary/Treasurer for the GWMA Board effective immediately.

Ms. Kast introduced Ms. Toni Penn, GWMA's Executive/Accounting Manager gave a report on the Investment of Monies in the Local Agency Investment Fund (LAIF).

Ms. Penn reported that GWMA had received all funds held by the City of Signal Hill on behalf of GWMA. The Executive Committee was now recommending that a LAIF be established in the State Treasury under Government Code Section 16429.1 et. Seq. for the deposit of money of GWMA for purposes of investment by the State Treasurer.

Ms. Penn explained that it was common practice to have investment authorization at the Board Officer level, particularly by the Chair and Treasurer. She indicated that the actual call to LAIF to initiate the transfer was then done by management after authorization had been given in some form of formal documentation.

Ms. Penn stated that the adopted financial policies for GWMA contain language authorizing the movement between checking to savings.

Ms. Penn asked that the Board approve Resolution No. 2017-1, A Resolution of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Authorizing Investment of Monies in the Local Agency Investment Fund as presented.

Ms. Penn recommended that the Chair, Vice-Chair, and Secretary/Treasurer have authority to initiate LAIF transfers in and out, to and from the GWMA's Wells Fargo Checking account, and that two of the three must sign a formal written approval. She stated that once staff received the written approval, staff would then make the approved transfer and bring LAIF transfer acknowledgment to the full Board under the consent calendar to ratify the transfer.

After discussion, Director Grajeda motioned that the Board approve Resolution No. 2017-1, A Resolution of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Authorizing Investment of Monies in the Local Agency Investment Fund. The motion was seconded by Director Rapp and was approved by the following voice vote:

AYES: Dor, McDonald, Vu, Gorecki, Hierlihy, O’Grady, Mostahkami, Dixon, Stowell, Rapp, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Beach, Myrter, Deras, Wieske, Schickling, Rojas.

NOES: None.

ABSTAIN: None.

Director Arevalo left the meeting at 12:40 PM.

ITEM NO. 10 – DISCUSSION/ACTION REGARDING PROP 1 STORMWATER PROGRAM ROUND ONE IMPLEMENTATION GRANT

Ms. Kast reported that in December 2016, GWMA was contacted by the State Water Resources Control Board informing them that they were awarded a Grant in the amount of \$9,949,842.00, that was applied for on behalf of the LAR UR2 Watershed group, from Prop 1, entitled “The John Anson Ford Infiltration Cistern: Phase 1 Project”. The participating cities are: Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, Vernon and LACFCD.

Ms. Kast informed the Board that the LAR UR2 Watershed group had requested that GWMA serve as the point of contact for the grant and handle communications and document requests from the State Water Resources Control Board (SWRCB). Ms. Kast stated that in order to do so, GWMA was required to adopt a resolution designating a representative to sign the Agreement and a resolution authorizing the GWMA’s Executive Officer to serve as the Project Director for this Grant.

Ms. Kast recommended that the Board adopt Resolution No. 17-2, Authorizing Entering into an Agreement with the State and adopt Resolution No. 17-3, Authorizing the Executive Officer to Serve as the Project Director.

Motion to approve was given by Director Dor to adopt both Resolution No. 17-2 and Resolution No. 17-3. The motion was seconded by Director Rapp and was approved by the following voice vote:

AYES: Dor, McDonald, Vu, Gorecki, Hierlihy, O’Grady, Mostahkami, Dixon, Stowell, Rapp, Garner, Kouri, Figueroa, Cash, Grajeda, Beach, Myrter, Deras, Wieske, Schickling, Rojas.

NOES: None.

ABSTAIN: None.

Director McDonald left the meeting at 12:45 PM.

ITEM 11 – IRWMP ACTIVITIES AND UPDATE

Ms. Kast reported that she was working on the DAC Involvement Program and was making good progress. She also stated that DWR was happy how progress was coming along.

ITEM 10 – GATEWAY REGION WATERSHED MANAGEMENT GROUPS

Lower Los Angeles River Upper Reach 2 Watershed Group

Director Chau shared that the LLAR UR2 Watershed Group had been approved for a 10 million dollar grant.

Lower Los Angeles River Watershed Group

Director Myrter reported that the LLAR Watershed Group would be meeting in February, and that their annual report was submitted with no problems.

Director Myrter also stated that he was talking to John Hunter regarding Chair of the Watershed Group.

Los Cerritos Channel Watershed Group

Director Myrter reported, on behalf of Director Arevalo, that things were moving forward and that the LCC Watershed Group was meeting monthly. He stated that the water report had been submitted.

Lower San Gabriel River Watershed Group

Director Figueroa reported that the LSGR Watershed Group would be meeting next week, and that there was nothing else to report at this time.

ITEM 11 – EXECUTIVE OFFICER’S REPORT

None.

ITEM 12 – DIRECTORS’ COMMENTS/REPORT

Director Chau announced that she would be having her baby at the end of January and introduced Director Nick Servin as an alternate for the City of Bell Gardens.

Director Wieske announced that Director Scott Rigg had retired from the City of Vernon, and introduced Director Claudia Arellano as an alternate.

The meeting was adjourned at 12:55 PM.

Hannah Shin-Heydorn, Secretary/Treasurer

Date

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SECTION NO. 5(b) Warrant Register Dated February 2017

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 February 2017 in the amount of \$1,651,212.78 is submitted for approval. Invoices and supporting documentation are available for review at the office of the GWMA.

FISCAL IMPACT:

The Warrant Registers totals \$1,651,212.78. Funds to cover payment are available in the Gateway Authority budget.

RECOMMENDATION:

Approve the Warrant Register for January as presented.

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AGENDA ITEM NO. 5b

WARRANT REGISTER

Disbursement Journal

February-17

| Invoice Date | Vendor | Invoice Number | Description | Amount |
|--------------|-----------------------------------|-----------------|---|------------------------|
| 1/16/2017 | Anchor QEA | 50128 | Harbor Toxics TMDL Monitoring for November | \$ 18,201.50 |
| 1/16/2017 | Anchor QEA | 50129 | Harbor Toxics TMDL Monitoring for November | \$ 61,818.23 |
| 1/24/2016 | City of Lakewood | 1 | USBR WaterSMART Grant Reimbursement #1 | \$ 24,465.72 |
| 1/24/2017 | City of Lakewood | 2 | USBR WaterSMART Grant Reimbursement #2 | \$ 7,235.25 |
| 2/1/2016 | City of Paramount | 3540 | Rent - February 2017 | \$ 330.27 |
| 2/1/2016 | City of Paramount | 3547 | Meeting Expenses - January 2017 | \$ 13.92 |
| 1/26/2017 | City of Pico Rivera | 2017-00000002 | USBR WaterSMART Grant Reimbursment #1 | \$ 80,303.32 |
| 1/23/2017 | City of Signal Hill | PW-17-001 | IRWM Drought Grant Reimbursment #1 | \$ 774,032.34 |
| 1/19/2017 | City of Whittier | 2017-01 | USBR WaterSMART Grant Reimbursement #1 | \$ 90,609.45 |
| 1/19/2017 | City of Whittier | 2017-02 | USBR WaterSMART Grant Reimbursement #2 | \$ 8,795.62 |
| 8/4/2016 | GEI Consultants | 3007295 | Watersmart Grant Administrative Services | \$ 3,066.00 |
| 02/01/17 | GK Consultants | 17-2-GWMA | Professional and Accounting Services | \$ 22,742.50 |
| 02/01/17 | GK Consultants | 17-2-DACIP-GWMA | GLAC DAC Chair Activities | \$ 2,047.50 |
| 01/23/17 | Joe A Gonsalves & Son | 155403 | Legislative Advocacy Services for February | \$ 2,083.00 |
| 01/12/17 | John L Hunter & Associates | GAHT1216 | Upstream Harbor Toxic for December | \$ 29,127.50 |
| 01/12/17 | John L Hunter & Associates | GANPLA1216 | LLAR WMP Development for December | \$ 110,903.76 |
| 12/20/16 | John L Hunter & Associates | GANPSG1116 | LSGR WMP Development for November | \$ 30,085.00 |
| 01/12/17 | John L Hunter & Associates | GANPSG1216 | LSGR WMP Development for December | \$ 79,520.25 |
| 12/31/17 | Platinum Consulting Group | 30275 | Accounting/Auditing Services for December | \$ 363.75 |
| 01/17/17 | Richard Watson & Associates, Inc. | 16-192-003-015 | LCC Watershed Monitoring Program | \$ 45,445.21 |
| 12/21/16 | Richards Watson Gershon | 209968 | Legal Services - Project Specific | \$ 2,115.00 |
| 01/30/17 | Richards Watson Gershon | 210280 | Legal Services - General | \$ 2,258.48 |
| 01/12/17 | Rodger's Catering | 25831 | Meeting Expense | \$ 468.54 |
| 12/20/16 | Tetra Tech Divisions | 51129917 | Feasibility Study for the LAR UR2 | \$ 255,073.27 |
| 01/30/17 | Toni Penn | 2017-01 | Reimbursement for GWMA Web Host Annual Dues | \$ 107.40 |
| | | | | <u>\$ 1,651,212.78</u> |

Reviewed and Approved by:


 Hannah Shin-Heydorn, GWMA Secretary/Treasurer

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SECTION NO. 6 Discussion/Action Regarding GWMA's Role in Watershed Group Implementation Grants and Contracts

SUMMARY:

GWMA entered into MOUs with the following four (4) watershed groups in the Gateway Region to assist them with their stormwater permit compliance efforts relating to their Watershed Management Programs ("WMPs"): 1) Lower LA River Upper Reach; 2) Lower San Gabriel River; 3) Los Cerritos Channel; and 4) Lower Los Angeles River. The MOUs outline procedures and conditions to assist the groups with the administrative and accounting services needed to support their efforts.

After the approval of the Watershed Management Plans (which identifies potential projects) for all four groups by the LA Regional Water Quality Control Board, additional activities were started including the development of Compliance Monitoring Plans, Feasibility Studies, monitoring and other important actions. More recently, at the request of the Lower Los Angeles River Upper Reach 2 group, GWMA submitted an application under the State Water Resources Control Board's Proposition 1 Stormwater Implementation Grant Program for an implementation project identified in their Water Management Plan (WMP). The project was selected and awarded ~\$10M with a \$1M local funding match requirement (Disadvantaged Community project).

Because of the grant award, questions about GWMA's role in contracting and grant compliance have now been raised by staff, legal counsel, the watershed group Chairs and the Executive Committee. For example:

1. Bidding and Contracting of Implementation Projects that constitute public works projects that require formal competitive bidding – GWMA or Lead Agency within watershed group?
2. Mechanism for collection of funds for grant local cost match and project costs – GWMA?
3. Payment to contractors - Lead Agency or GWMA?
4. Collect 100% of project costs from watershed group before project starts or set up a contractual agreement with each watershed group member?
5. GWMA must provide evidence that project can be funded to ensure completion and that it can demonstrate technical ability to perform the project (ex: Agreement with Lead Agency or hire Project Manager).
6. GWMA to serve as grant coordinator and/or hire project construction manager?

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DISCUSSION:

One of GWMA's main goals is to provide a regional approach to the Gateway area's watershed planning and activities. This includes support services for fiduciary, administrative, grant support, project development, and cost-sharing.

In the past, GWMA has entered into professional contracts on behalf of projects and groups. On two occasions, GWMA has conducted Notice Inviting Bids for implementation projects on behalf of a group of entities where a single contract was issued by GWMA. The first case was the catch basin project which was reimbursed 100% by the State using Federal Funding (no local match required). The second case which was for the LID Stormwater Project was also reimbursed by the State but did require a local cost match. In this second case, all of the estimated project costs (match and grant) were collected by GWMA before contracts were awarded. In both cases, a construction project manager was hired by GWMA.

FISCAL IMPACT:

Administrative costs will be needed to cover GWMA's grant support and/or contracting services. If implementation project contracts are awarded by GWMA, GWMA would have to hire contract project managers for each project.

RECOMMENDATION:

None.

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