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

## **AGENDA**

**Regular Meeting of the Board of Directors  
Thursday, June 8, 2017 at 12:00 p.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 Consent Calendar: (Acted as one item unless withdrawn by request)**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 11, 2017 (Enclosure)
- b. Approve the Warrant Register for June 2017(Enclosure)

**6. Approval of JPA Member Reduced Dues Application for FY2017/18 (Enclosure)**

1. City of Artesia
2. City of Bell
3. City of Cudahy
4. City of Maywood

**7. GWMA FY 2017/18 Budget (Enclosure)**

- a. Adopt the GWMA FY 2017/18 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%

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## **8. Gateway Region Watershed Management Groups Oral Updates**

- 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 Oral Report**

## **10. Directors' Oral 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, MAY 11, 2017**

A regular meeting of the Board of Directors of the Gateway Water Management Authority was held on Thursday, May 11, 2017 at 12:00 p.m. at the Progress Park Plaza, 15500 Downey Avenue, Paramount, CA 90723.

Chair Christopher Cash called the meeting to order at 12:06 p.m. Roll was called by Ms. Weiss and a quorum of the Board was declared.

**BOARD MEMBERS PRESENT:**

Chau Vu	Bell Gardens
Bernardo Iniguez (alternate)	Bellflower
Mike O'Grady (alternate)	Cerritos
Gina Nila	Commerce
Mohammad Mostahkami	Downey
Christina Dixon (alternate)	Huntington Park
Mark Stowell	La Mirada
Lisa Rapp	Lakewood
Christopher Garner	Long Beach Water Dept.
Sam Kouri	Montebello
Christopher Cash	Paramount
Gabriel Gomez (alternate)	Pico Rivera
Mark Grajeda	Pico Water District
Frank Beach (alternate)	Santa Fe Springs
Hannah Shin-Heydorn	Signal Hill
Gladis Deras (alternate)	South Gate
Claudia Arellano (alternate)	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
Bill Minasian	Downey Resident
Richard Watson	Richard Watson & Associates
Russ Bryden	LACFCD
Matt Frary	LACFCD
Derwin Dy	City of Lakewood

**ITEM 3 - ADDITIONS TO THE AGENDA**

None.

**ITEM 4 – ORAL COMMUNICATIONS TO THE BOARD**

None.

**ITEM 5 – CONSENT CALENDAR**

Director Nila motioned to approve the consent calendar as presented. The motion was seconded by Director Grajeda and was approved by the following voice vote:

**AYES: VU, INIGUEZ, O’GRADY, NILA, MOSTAHKAMI, DIXON,  
STOWELL, RAPP, GARNER, KOURI, CASH, GOMEZ,  
GRAJEDA, BEACH, SHIN-HEYDORN, DERAS, ARELLANO,  
SCHICKLING, ROJAS**

**NOES: NONE**

**ABSTAIN: NONE**

**ITEM 6 – APPROVE RESOLUTION NO. 20177-4, A RESOLUTION OF THE  
GATEWAY WATER MANAGEMENT AUTHORITY “GWMA” RECOGNIZING AND  
COMMENDING WILLIAM DE WITT**

Chair Cash presented Resolution No. 20177-4 to the Board recognizing and commending William De Witt for his outstanding leadership and service to the Gateway Water Management Authority.

Director Mostahkami motioned to approve Resolution No. 20177-4 recognizing and commending William De Witt. The motion was seconded by Director Rapp and was approved by the following voice vote:

**AYES: VU, INIGUEZ, O’GRADY, NILA, MOSTAHKAMI, DIXON,  
STOWELL, RAPP, GARNER, KOURI, CASH, GOMEZ,  
GRAJEDA, BEACH, SHIN-HEYDORN, DERAS, ARELLANO,  
SCHICKLING, ROJAS**

**NOES: NONE**

**ABSTAIN: NONE**

**ITEM 7 – UPDATE ON WATER RESILIENCE PLAN**

Ms. Kast introduced Russ Bryden from the LA County. Mr. Bryden updated the Board on the Water Resilience Plan.

**ITEM 8 – GREATER LOS ANGELES COUNTY “GLAC” DISADVANTAGED COMMUNITY “DAC” COMMITTEE CHAIR AND DISADVANTAGED COMMUNITY INVOLVEMENT PROGRAM “DACIP” TASK FORCE REPRESENTATIVE**

Chair Cash reported that in September 2016, the Board approved Amendment No. 2 to the GK Consulting Professional Services Agreement for the Executive Officer to serve as the GLAC DAC Chair and RDCIP Representative in the amount not to exceed \$18,000. This cost was funded by GWMA initially in the amount of \$14,326 for services through March 2017, which would be reimbursed through the RDCIP Grant sometime during the FY2017/18. Moving forward, the cost for the Executive Officer to serve as the GLAC DAC Chair and RDCIP Representative was not eligible for Grant reimbursement.

The Members of the GLAC DAC Committee and the GWMA Executive Committee had expressed a desire for Ms. Kast to continue to serve as its Chair and Representative on the RDCIP Task Force.

Ms. Kast provided GWMA with a proposal to continue to serve as GLAC DAC Committee Chair and RDCIP Task Force Representative. Ms. Kast stated that this proposal was for services through the end of June 30, 2018 or at the discretion of the GLAC DAC and/or GWMA (whichever is sooner) and would be funded by GWMA.

Chair Cash recommended that the Board Approve Amendment No. 3 to the GK Consulting Professional Services Agreement for the Executive Officer to continue to serve as the GLAC DAC Chair and RDCIP Task Force Representative though June 30, 2018 in the amount not to exceed \$31,500.

Director Grajeda motioned to approve Amendment No. 3 to the GK Consulting Professional Services Agreement. The motion was seconded by Director Vu and was approved by the following voice vote:

**AYES: VU, INIGUEZ, O’GRADY, NILA, MOSTAHKAMI, DIXON, STOWELL, RAPP, GARNER, KOURI, CASH, GOMEZ, GRAJEDA, BEACH, SHIN-HEYDORN, DERAS, ARELLANO, ROJAS**

**NO: SCHICKLING**

**ABSTAIN: NONE**

**ITEM 9 – WORKSHOP FY 2017/18 GWMA ADMINISTRATIVE BUDGET**

Ms. Kast presented the budget for FY 2017/18 for GWMA's Administrative Budget. Ms. Kast went over the proposed budget in detail with the members of the Board and indicated that it would be brought back to the Board in June for approval.

**ITEM 10 – GWMA'S ROLE IN WATERSHED GROUP IMPLEMENTATION GRANTS AND CONTRACTS**

Ms. Kast reported on GWMA's involvement in the Watershed Group Implementation Grants and Contracts and stated that an agreement is expected sometime soon to present to the Board.

**ITEM 11 – IRWMP ACTIVITIES AND UPDATE**

Ms. Kast reported that GWMA received funding to develop an IRWM Plan in 2013 and indicated that no updates have been done since the adoption of this plan. She stated that now that GWMA was a member of the GLAC IRWM, Ms. Kast asked the Board if they wanted to update the GWMA IRWM Plan.

After general discussions, it was recommended that staff come back with a potential cost and time estimate.

**ITEM 12 – GATEWAY REGION WATERSHED MANAGEMENT GROUPS**

Lower Los Angeles River Upper Reach 2 Watershed Group

Director Vu reported that the City Attorney was reviewing the draft agreements between the Cities and GWMA and it should be submitted soon.

Director Nila reported that the WMP Chairs met with the Chair of the Regional Water Board to discuss Prop 1 funding.

Lower Los Angeles River Watershed Group

None.

Los Cerritos Channel Watershed Group

Director Iniguez reported that elections were held to elect their Chair and Co-Chair and stated that Ms. Konya Vivanti was elected as Chair, and Mr. Bernardo Iniguez was elected as Co-Chair.

Director Rapp reported that the contractor projected setting the modules in place for the 2<sup>nd</sup> phase for the storm trap reservoir on May 22<sup>nd</sup>.

Lower San Gabriel River Watershed Group

Director O'Grady reported that they did not meet last month, but were meeting next week.

**ITEM 12 – EXECUTIVE OFFICER'S REPORT**

None.

**ITEM 13 – DIRECTORS' COMMENTS/REPORT**

None.

The meeting was adjourned at 1:28 PM.

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Hannah Shin-Heydorn, Secretary/Treasurer

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**SECTION NO. 5(b) Warrant Register Dated June 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 June 2017 in the amount of \$578,510.13 is submitted for approval. Invoices and supporting documentation are available for review at the office of the GWMA.

**FISCAL IMPACT:**

The Warrant Registers totals \$578,510.13. 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**

**WARRANT REGISTER**  
 Disbursement Journal  
 June-17

Invoice Date	Vendor	Invoice Number	Description	Amount
5/4/2017	Alliant Insurance Services, Inc.	614562	ACIP Crime Renewal for period of 7/1/17-7/1/19	\$ 1,000.00
5/31/2017	Anchor QEA	52361	Harbor Toxics TMDL Monitoring for April	\$ 31,496.12
9/11/2016	City of Cerritos	2968	Prop 1 Grant Drought Reimbursement	\$ 63,672.30
6/1/2017	City of Paramount	3621	Rent - June 2017	\$ 339.22
6/1/2017	City of Paramount	3629	Meeting Expenses - April and May 2017	\$ 42.51
5/11/2017	Civiltec Engineering, Inc.	37340	Prop 84 2015 Grant Adminstrative Services	\$ 2,876.25
5/22/2017	Excel Paving Company	LID-01	Construction of Prop 84 Grant Project	\$ 447,378.75
5/1/2017	GK Consulting	17-5-DACIP-GWMA	GLAC DAC Chair Activities for April 2017	\$ 1,202.50
5/23/2017	GK Consulting	5-23-17-expense	Quickbooks Annual Membership	\$ 549.00
6/1/2017	GK Consulting	17-6-DACIP-GWMA	GLAC DAC Chair Activities for May 2017	\$ 2,145.00
06/01/17	GK Consulting	17-6-GWMA	Professional and Accounting Services	\$ 18,645.00
05/18/17	Joe A Gonsalves & Son	155696	Legislative Advocacy Services for June	\$ 2,083.00
05/30/17	Richards Watson Gershon	212014	Legal Services - General	\$ 792.50
05/30/17	Richards Watson Gershon	212015	Legal Services - Project Specific	\$ 6,547.88
05/30/17	Richards Watson Gershon	212016	Legal Services - MS4 Permit MOU	\$ 315.00
05/11/17	Rodger's Catering	26807	Meeting Expense	\$ 425.10
				<u>\$ 578,510.13</u>

Reviewed and Approved by:

  
 \_\_\_\_\_  
 Hannah Shin-Heydorn, GWMA Secretary/Treasurer

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## **SECTION 6: GWMA Membership Reduced Dues for FY2017/18 (Artesia, Bell, Cudahy and Maywood)**

**BACKGROUND:** In January 2017, the GWMA Board adopted a Membership Dues Policy that outlined the eligibility requirements for JPA Member reduced dues. Reduced dues are 50% of the full membership dues set by the Board Annually. In accordance with this Policy, review of and consideration for reduced membership dues are to be considered annually on a case-by-case basis by the GWMA Board. To equalize members paying reduced dues at the time of the 2017 policy adoption, eligible members paying reduced dues lower than 50% will incur an increase of \$500 annually until 50% is reached.

The criteria to be eligible for reduced dues are as follows:

- Criteria for a City to pay reduced dues:
  - City must not own its own water utility
  - Dollar value per capita must be equal to or less than \$600 using the following calculation:
    - Population from the most recent United States decennial census data.
    - An average of the General Fund Revenues for the previous 3 years from the Comprehensive Annual Financial Report (CAFR) or audited financial statements if CAFR is unavailable.
    - The 3-year revenue average divided by the last census population yields the dollar value per capita.
- Criteria for a Water Agency to pay reduced dues:
  - Dollar value per active retail potable water service connection must be equal to or less than \$600 using the following calculation:
    - Number of active retail potable water service connections.
    - An average of the General Fund Revenues for the previous 3 years from the audited financial statements.
    - The 3-year revenue average divided by the number of active retail potable water connections.

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**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 (\$4,000). To date, only 4 (Artesia, Bell, Cudahy and Maywood) have submitted their annual reduced dues application.

### **Current Members with Reduced Dues**

**Artesia** – submitted request for reduced dues for FY 2017/18 (see application attached)  
Submitted Required Documentation: YES  
Eligibility: YES  
(\$9,405,520 (average revenue) divided by 16,522 (census population) = \$569 value per capita)

Current Dues: \$5,000  
Recommended Dues: \$5,500

**Bell** – submitted request for reduced dues for FY 2017/18 (see application attached);  
Submitted Required Documentation: YES  
Eligibility: YES  
(\$17,102,926 (average revenue) divided by 35,477 (census population) = \$482 value per capita)

Current Dues: \$7,500  
Recommended Dues: \$7,500 (no change – already at 50% of regular dues)

**Cudahy** – submitted application for reduced dues for FY 2017/18 (see application attached).  
Submitted Required Documentation: YES  
Eligibility: YES  
(\$6,928,513 (average revenue) divided by 23,805 (census population) = \$291 value per capita)

Current Dues: \$5,000  
Recommended Dues: \$5,500

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**Maywood** – submitted application for reduced dues for FY 2017/18 (see application attached).

Submitted Required Documentation: YES

Eligibility: YES

(\$7,454,131 (average revenue) divided by 27395 (census population) = \$272 value per capita)

Current Dues: \$4,000

Recommended Dues: \$4,500

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

**RECOMMENDATIONS:**

1. Approve reduced dues for FY 2017/18 for Artesia, Bell, Cudahy, and Maywood 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  
 FOR FISCAL YEAR 2017/2018**

To: GWMA Board of Directors

From: OKINA DOR (individual's name)

COMMUNITY DEPT DIRECTOR (individual's title)

Date: 4-27-17

The city of/water agency ARTESIA (print name of organization) is submitting this application for consideration of reduced dues. Our city/water agency meets all of the following criteria:

**Criteria for City to Pay Reduced Dues are as follows:**

1. City must not own its own water utility
2. Dollar value per capita is equal to or less than \$600 using the following calculation:
  - i. Population from the most recent United States decennial census data.
  - ii. An average of the General Fund Revenues for the previous 3 years from the Comprehensive Annual Financial Report (CAFR) or audited financial statements if CAFR is unavailable (please provide supporting CAFR or audited financials for past 3 years).
  - iii. The 3-year revenue average (per item (2)(ii)) divided by the last census population yields the dollar value per capita. (i.e. Average Revenue/Census Population = \$Value Per Capita)

**Criteria for a Water Agency to Pay Reduced Dues are as follows:**

1. Dollar value per active retail potable water service connection must be equal to or less than \$600 using the following calculations:
  - i. Number of active retail potable water service connections.
  - ii. An average of the General Fund Revenues for the previous 3 years from the audited financial statements (please providing supporting audited financial statements for past 3 years).
  - iii. The 3-year revenue average (per item (1)(ii)) divided by the number of active retail potable water connections (i.e. Average Revenue/Water Connections = \$ Value Per Service Connection)

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Reduced dues are 50% of the full membership dues set by the Board annually. To equalize members paying reduced dues, eligible members currently paying reduced dues for fiscal year 2016/17 will incur an increase of \$500 annually until 50% is reached. Those that are no longer eligible will be required to pay the full membership dues for fiscal year 2017/18. Review of and consideration for reduced membership dues will be considered annually on a case-by-case basis by the GWMA Board.

Application and supporting documentation for reduced membership must be submitted to GWMA **on or before April 24, 2017.**

I certify that the information used to determine the criteria indicated above is true and accurate and I have provided necessary required documents as outlined above.

A handwritten signature in blue ink, appearing to read 'D. O. F.', is written over a horizontal line.

Signature

4-27-17

Date

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

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AGENDA ITEM NO. 6

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**APPLICATION FOR CITY/WATER AGENCY  
TO PAY REDUCED DUES FOR GWMA JPA MEMBERSHIP  
FOR FISCAL YEAR 2017/2018**

To: GWMA Board of Directors  
From: Jerry Rodrigue (individual's name)  
City Engineer (individual's title)  
Date: 4/24/2017

The city of/water agency City of Bell (print name of organization) is submitting this application for consideration of reduced dues. Our city/water agency meets all of the following criteria:

**Criteria for City to Pay Reduced Dues are as follows:**

1. City must not own its own water utility
2. Dollar value per capita is equal to or less than \$600 using the following calculation:
  - i. Population from the most recent United States decennial census data.
  - ii. An average of the General Fund Revenues for the previous 3 years from the Comprehensive Annual Financial Report (CAFR) or audited financial statements if CAFR is unavailable (please provide supporting CAFR or audited financials for past 3 years).
  - iii. The 3-year revenue average (per item (2)(ii)) divided by the last census population yields the dollar value per capita. (i.e. Average Revenue/Census Population = \$Value Per Capita)

**Criteria for a Water Agency to Pay Reduced Dues are as follows:**

1. Dollar value per active retail potable water service connection must be equal to or less than \$600 using the following calculations:
  - i. Number of active retail potable water service connections.
  - ii. An average of the General Fund Revenues for the previous 3 years from the audited financial statements (please providing supporting audited financial statements for past 3 years).
  - iii. The 3-year revenue average (per item (1)(ii)) divided by the number of active retail potable water connections (i.e. Average Revenue/Water Connections = \$ Value Per Service Connection)

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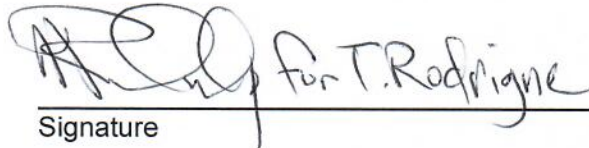
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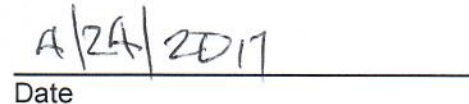
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Reduced dues are 50% of the full membership dues set by the Board annually. To equalize members paying reduced dues, eligible members currently paying reduced dues for fiscal year 2016/17 will incur an increase of \$500 annually until 50% is reached. Those that are no longer eligible will be required to pay the full membership dues for fiscal year 2017/18. Review of and consideration for reduced membership dues will be considered annually on a case-by-case basis by the GWMA Board.

Application and supporting documentation for reduced membership must be submitted to GWMA **on or before April 24, 2017.**

I certify that the information used to determine the criteria indicated above is true and accurate and I have provided necessary required documents as outlined above.

  
Signature

  
Date

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

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**APPLICATION FOR CITY/WATER AGENCY  
TO PAY REDUCED DUES FOR GWMA JPA MEMBERSHIP  
FOR FISCAL YEAR 2017/2018**

To: GWMA Board of Directors

From: JOSE E. PULIDO (individual's name)

CITY MANAGER (individual's title)

Date: 04/24/2017

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

**Criteria for City to Pay Reduced Dues are as follows:**

- ✓ 1. City must not own its own water utility
- ✓ 2. Dollar value per capita is equal to or less than \$600 using the following calculation:
  - i. Population from the most recent United States decennial census data.
  - ii. An average of the General Fund Revenues for the previous 3 years from the Comprehensive Annual Financial Report (CAFR) or audited financial statements if CAFR is unavailable (please provide supporting CAFR or audited financials for past 3 years).
  - iii. The 3-year revenue average (per item (2)(ii)) divided by the last census population yields the dollar value per capita. (i.e. Average Revenue/Census Population = \$Value Per Capita)

**Criteria for a Water Agency to Pay Reduced Dues are as follows:**

- 1. Dollar value per active retail potable water service connection must be equal to or less than \$600 using the following calculations:
  - i. Number of active retail potable water service connections.
  - ii. An average of the General Fund Revenues for the previous 3 years from the audited financial statements (please providing supporting audited financial statements for past 3 years).
  - iii. The 3-year revenue average (per item (1)(ii)) divided by the number of active retail potable water connections (i.e. Average Revenue/Water Connections = \$ Value Per Service Connection)

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Application and supporting documentation for reduced membership must be submitted to GWMA **on or before April 24, 2017.**

I certify that the information used to determine the criteria indicated above is true and accurate and I have provided necessary required documents as outlined above.

Signature

A handwritten signature in blue ink, consisting of a stylized cursive 'T' followed by a long, sweeping horizontal line that curves upwards at the end.

Date

04/24/2017

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

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**APPLICATION FOR CITY/WATER AGENCY  
TO PAY REDUCED DUES FOR GWMA JPA MEMBERSHIP  
FOR FISCAL YEAR 2017/2018**

To: GWMA Board of Directors  
From: Dan Garcia, PE (individual's name)  
Maywood City Engineer (individual's title)  
Date: April 24, 2017

The city of/water agency \_\_\_\_\_ (print name of organization) is submitting this application for consideration of reduced dues. Our city/water agency meets all of the following criteria:

**Criteria for City to Pay Reduced Dues are as follows:**

1. City must not own its own water utility
2. Dollar value per capita is equal to or less than \$600 using the following calculation:
  - i. Population from the most recent United States decennial census data.
  - ii. An average of the General Fund Revenues for the previous 3 years from the Comprehensive Annual Financial Report (CAFR) or audited financial statements if CAFR is unavailable (please provide supporting CAFR or audited financials for past 3 years).
  - iii. The 3-year revenue average (per item (2)(ii)) divided by the last census population yields the dollar value per capita. (i.e. Average Revenue/Census Population = \$Value Per Capita)

**Criteria for a Water Agency to Pay Reduced Dues are as follows:**

1. Dollar value per active retail potable water service connection must be equal to or less than \$600 using the following calculations:
  - i. Number of active retail potable water service connections.
  - ii. An average of the General Fund Revenues for the previous 3 years from the audited financial statements (please providing supporting audited financial statements for past 3 years).
  - iii. The 3-year revenue average (per item (1)(ii)) divided by the number of active retail potable water connections (i.e. Average Revenue/Water Connections = \$ Value Per Service Connection)

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Application and supporting documentation for reduced membership must be submitted to GWMA **on or before April 24, 2017.**

I certify that the information used to determine the criteria indicated above is true and accurate and I have provided necessary required documents as outlined above.

  
Signature Don Garcia, Maywood  
City Engineer

4/24/2017  
Date

Please submit your application and supporting documentation to Toni Penn at the above address or via email at [tonipenn.gateway@gmail.com](mailto:tonipenn.gateway@gmail.com)  
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June 8, 2017

## **SECTION NO. 7: GWMA FY 2017/18 Budget**

### **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 2017/18 reflects actual costs and projections through the end of this fiscal year. In doing so, staff anticipates an FY 2016/17 Ending Fund Balance of \$605,167. Dues from member agencies are expected to be \$398,000 in FY 2017/18. 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 set for all MOUs to cover administrative and legal costs. To date, GWMA members have been charged 3% and non-members have been charged 5%. Staff recommends maintaining the same percentages in the coming year.

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating expenses by anticipating the likelihood of, and preparing for, unforeseen events. Therefore, it is the recommendation of GWMA's Accounting Consultant and staff that the Budget's Ending Fund Balance include a reserved amount equal to at least six (6) months of GWMA's Operating Expenses. Therefore, \$200,000 from the Ending Fund Balance has been reserved for this purpose. Any expenditure not specifically identified in the budget must be pre-approved in accordance with all GWMA adopted policies.

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**RECOMMENDATION:**

- a. Adopt the FY 2017/18 Budget as presented; and
- 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%

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AGENDA ITEM NO. 7

**Gateway Water Management Authority FY 2017/2018 Budget**

	A	B	C	D	E	G
	DESCRIPTION	FY 15/16 Actuals	Current FY 16/17 Admin Budget	FY 16/17 Actuals & Year-End Projections	FY 17/18 Admin Budget	NOTES
1	<b>REVENUES</b>					
2	Dues from Member Agencies	\$ 369,500	\$ 369,500	\$ 386,500	\$ 398,000	Includes 25 \$15k Full Paying Members and 4 Reduced Dues Members (Artesia, Bell, Cudahy & Maywood)
3	Revenue from MOU Admin Fees	\$ 114,500	\$ 95,628	\$ 100,119	\$ 88,535	
4	Grant Revenue Administration Fee	\$ 36,000	\$ 30,000	\$ 211,175	\$ -	Prop 84 Stormwater and Prop 84 2015 AMR
5	DACIP Proposal Development Grant	\$ -	\$ -	\$ -	\$ 14,326	Disadvantaged Community Involvement Program
6	Interest Earned	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
7	<b>TOTAL REVENUES</b>	<b>\$ 525,000</b>	<b>\$ 500,128</b>	<b>\$ 702,794</b>	<b>\$ 505,861</b>	
8	<b>OPERATING EXPENSES</b>					
9	Professional Services	\$ 272,000	\$ 272,000	\$ 277,000	\$ 277,000	GK Consulting and Accounting Consultant (\$5k added for Accounting Services by Board on 10/13/16 for FY2016/17)
10	General Counsel	\$ 47,224	\$ 50,000	\$ 50,000	\$ 50,000	Multiple Grant Sub Recipient Agreements, MOU Amendment, CalTrans MOUs
11	Government Relations	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Contract Joe A. Gonsalves & Son
12	Meeting Expenses	\$ 4,487	\$ 5,500	\$ 6,325	\$ 6,400	
13	Office Supplies	\$ 3,942	\$ 1,500	\$ 1,300	\$ 1,500	Dropbox Annual Reg of \$795
14	Office Rent	\$ 3,870	\$ 3,964	\$ 3,964	\$ 4,071	reflects 2.71% increase for FY 2017/18
15	Website Services	\$ 1,617	\$ 1,000	\$ 500	\$ 500	
16	Postage, notices, misc.	\$ 345	\$ 250	\$ 250	\$ 250	
17	Insurance	\$ 10,086	\$ 13,000	\$ 13,000	\$ 13,000	Special Liab. Insurance (9/29/16-9/26/17) \$10,265.17 Crime Insurance (7/1/17-7/1/19) \$1,000
18	Authorized Conferences, Travel & Sponsorships	\$ -	\$ 2,000	\$ 1,000	\$ 2,000	IRWMP, ACWA, etc.
19	Organization Memberships	\$ 5,700	\$ 3,000	\$ 1,000	\$ 3,000	SCWC and ACWA
20	Audit	\$ 9,100	\$ 13,000	\$ 10,000	\$ 13,000	General and Single Audit FY 2016/17
21	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 383,371</b>	<b>\$ 390,214</b>	<b>\$ 389,339</b>	<b>\$ 395,721</b>	
22	<b>NET INCOME BEFORE SPECIAL PROJECTS</b>	<b>\$ 141,629</b>	<b>\$ 109,914</b>	<b>\$ 313,455</b>	<b>\$ 110,140</b>	
23	<b>SPECIAL PROJECTS</b>					
24	Accounting Transition Services	\$ 13,685	\$ 1,000	\$ -	\$ -	
25	Disadvantaged Community Involvement Program	\$ -	\$ -	\$ 20,626	\$ 26,000	\$18k approved effective 9/1. (Will request new amendment thru 6/30/18)
26	General Project/Grant Consulting Services	\$ 1,110	\$ 100,000	\$ 206,523	\$ 100,000	2015 IRWMP Grant AMR, WaterSmart Grant, Prop 84 Stormwater, 20x2020 update
27	<b>TOTAL SPECIAL PROJECTS</b>	<b>\$ 28,480</b>	<b>\$ 101,000</b>	<b>\$ 227,149</b>	<b>\$ 126,000</b>	
28	<b>NET INCOME AFTER ALL OPERATING EXPENSES AND SPECIAL PROJECTS</b>	<b>\$ 113,149</b>	<b>\$ 8,914</b>	<b>\$ 86,306</b>	<b>\$ (15,860)</b>	
29	<b>BEGINNING FUND BALANCE</b>	<b>\$ 405,712</b>	<b>\$ 404,080</b>	<b>\$ 518,861</b>	<b>\$ 605,167</b>	
30	<b>ENDING FUND BALANCE</b>	<b>\$ 518,861</b>	<b>\$ 412,994</b>	<b>\$ 605,167</b>	<b>\$ 589,307</b>	Amount includes ~6 months Operating Expense Reserves totaling \$200,000