

16401 Paramount Boulevard
Paramount, CA 90723
562.663.6850 phone
562-634-8216 fax



www.gatewaywater.org

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

AGENDA

**Regular Meeting of the Board of Directors
Thursday, January 12, 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 Consent Calendar: (Acted as one item unless withdrawn by request)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 November 10, 2016 (Enclosure)
- b. Ratify the Warrant Register for December 2016 and Approve the Warrant Register for January 2017 (Enclosure)

6. Discussion/Action Regarding Standardized Request for Proposals Template (Enclosure)

- a. Approve Request for Proposals Template for On-Call Consultants and Request for Proposals Template for General Use as presented.

7. Discussion/Action Regarding GWMA Website

8. Discussion/Action Regarding Membership Dues Policy (Enclosure)

- a. Approve the new Membership Dues Policy for Reduced Membership Dues as presented.

9. Discussion/Action Regarding the Investment of Monies in the Local Agency Investment Fund (LAIF) (Enclosure)

- a. 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

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- b. Authorize the Chair, Vice-Chair and/or Secretary/Treasurer to initiate LAIF transfers in/out and to/from GWMA's Wells Fargo Checking account and that two of the three must sign formal written approval
- c. The written approval authorizes staff to complete LAIF transfer in/out and to/from GWMA's Wells Fargo Checking account
- d. GWMA Board to ratify transaction under the Consent Calendar
- e. Authorize the Secretary/Treasurer to verify that all deposits and withdrawals have been properly approved and that all deposits and withdrawals to the GWMA's bank account that paid/received the funds to/from LAIF

10. Discussion/Action Regarding Prop 1 Stormwater Program Round One Implementation Grant

- a. Adopt Resolution No. 17-2 Authorizing Entering into an Agreement with the State
- b. Adopt Resolution No. 17-3 Authorizing the Executive Officer to Serve as the Project Director

11. IRWMP Activities and Update

12. 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

13. Executive Officer's Report

14. Directors' Comments/Reports

15. 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, NOVEMBER 10, 2016**

A regular meeting of the Board of Directors of the Gateway Water Management Authority was held on Thursday, November 10, 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
Audra McDonald (alternate)	Avalon
Chau Vu (alternate)	Bell Gardens
Len Gorecki	Bellflower
Mike O'Grady (alternate)	Cerritos
Gina Nila	Commerce
Mohammad Mostahkami	Downey
Christina Dixon (alternate)	Huntington Park
Marlin Munoz (alternate)	La Mirada
Jason Wen (alternate)	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
Noe Negrete	Santa Fe Springs
Steve Myrter	Signal Hill
Gladis Deras (alternate)	South Gate
Scott Rigg (alternate)	Vernon
Kyle Cason	Whittier

STAFF AND GUESTS ON SIGN-IN SHEET:

Grace Kast	Executive Officer
Toni Penn	Admin/Accounting Manager
Bibi Weiss	Office Assistant
Steve Dorsey	Legal Counsel
Candice Lee	Legal Counsel
Virginia Fowler	LACFCD
Catherine Jun	Bellflower
Bill Minasian	Downey Resident

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. Director Figueroa seconded the motion which was approved by the following voice vote:

AYES: Dor, McDonald, Vu, Gorecki, O’Grady, Nila, Mostahkami, Dixon, Munoz, Wen, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Negrete, Myrter, Rigg

NOES: None.

ABSTAIN: None.

ITEM 6 – DISCUSSION/ACTION REGARDING THE SELECTION FOR PROJECT & GRANT MANAGEMENT SERVICES FOR THE ADVANCED METER REPLACEMENT PROJECT

Director Cason entered the meeting at 11:55 AM.

Ms. Kast reported that, in August, GWMA issued a Request for Proposal (RFP) for project coordination and grant management of GWMA’s regional Advanced Meter Replacement project which was awarded funds from DWR’s Integrated Regional Water Management “IRWM” grant program via the Greater LA IRWM process. She stated this project included 11 recipients. She indicated that these recipients were: Long Beach Water Dept, Pico Water District, and the cities of Bellflower, Cerritos, Commerce, Downey, Lakewood, Norwalk, Pico Rivera, South Gate, and Whittier.

Ms. Kast reported that the budget for this work was \$90,610 of which \$50,000 was reimbursed from the grant and the remainder shared by the sub-recipients involved in the project. She stated that the sub-recipient agreements include the collection of \$40,610 for the matching portion of the grant.

Ms. Kast stated that the deadline to submit a proposal was on August 31, 2016 at 4:00 P.M. GWMA received four proposals, which were from Avant Garde, Civiltec Engineering, Inc., GEI Consultants, and Stetson Engineers, Inc.

She indicated that, in accordance with the GWMA's Consulting Policy, the Proposals were reviewed by staff. She reported that it was the recommendation of the Executive Officer that the Board retain Civiltec Engineering, Inc. to provide Project & Grant Management Services for GWMA's Advanced Meter Replacement Project. She stated that this recommendation was based upon their responsiveness, grant experience, team and proposal cost.

Director Mostahkami motioned to accept the Proposal from Civiltec Engineering, Inc. as presented and authorize the Executive Officer to issue a Notice to Proceed once all sub-recipient agreements and matching funds are invoiced. Director Negrete seconded the motion which was approved by the following votes:

AYES: Dor, McDonald, Vu, Gorecki, O'Grady, Nila, Mostahkami, Dixon, Munoz, Wen, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Negrete, Myrter, Rigg, Cason

NOES: None.

ABSTAIN: None.

ITEM 7 – DISCUSSION/ACTION REGARDING POTENTIAL PRIVATE PARTIES' FINANCIAL COST SHARING PARTICIPATION IN HARBOR TOXICS TMDL MONITORING ACTIVITIES

Director Deras entered the meeting at 12:15 PM.

Ms. Kast stated that since the October Board Meeting, staff was still working on obtaining additional information from both the private company that contacted GMWA and also Regional Board staff regarding the role that private parties would take in existing monitoring groups, such as the watershed groups involved with GWMA.

After general discussion, GWMA legal counsel was asked to review and advise. Mr. Steve Dorsey indicated that in his legal opinion it is feasible to do.

Ms. Candice Lee talked about the GWMA and private parties' agreements and the potential liability and exposure.

After discussion by the Board, Director Nila moved to defer and not take action now, but continue talking to the Regional Board. Director Gorecki seconded the motion which was approved by the following vote:

AYES: Dor, McDonald, Vu, Gorecki, O’Grady, Nila, Mostahkami, Dixon, Munoz, Wen, Arevalo, Garner, Kouri, Figueroa, Cash, Grajeda, Negrete, Myrter, Rigg, Cason, Deras

NOES: None.

ABSTAIN: None.

ITEM 8 – DISCUSSION/ACTION REGARDING STATE FUNDING FOR MANDATED STORMWATER COMPLIANCE

Director Garner left the meeting at 12:18 PM.

Director Cash discussed the State Funding for Mandated Stormwater Compliance. He suggested the 4 Watershed Group Chairs form an Ad Hoc Committee, to work together and make inquiries with the Regional Board.

Director Figueroa reported that she had received a call from Sam Unger from the State Regional Board and Irma Munoz, Chair of the State Regional Board and they would be setting up a meeting to discuss this issue in greater detail.

After general discussion, it was suggested by Director Cash that the Ad Hoc Committee discuss this item, and that this item be put on a GWMA Board Agenda in the future.

ITEM 9 – IRWMP ACTIVITIES AND UPDATE

Ms. Kast reported that the GLAC DAC Operating Guidelines were being worked on. She also informed the Board that the DACIP Task Force was meeting regularly.

After general discussion, it was suggested that this be added as an Agenda standing item beginning in March.

ITEM 10 – GATEWAY REGION WATERSHED MANAGEMENT GROUPS

Lower Los Angeles River Upper Reach 2 Watershed Group

Director Nila reported that they are working on the annual reports and the feasibility study.

Lower Los Angeles River Watershed Group

Director Myrter reported that they are working on WMP's and it was going well.

Los Cerritos Channel Watershed Group

Director Arevalo reported that the BMP project was moving forward. He stated that the Lakewood and Bellflower projects were doing well

Lower San Gabriel River Watershed Group

Director Figueroa reported that they were working on the annual reports and feasibility study.

ITEM 11 – EXECUTIVE OFFICER'S REPORT

Ms. Kast thanked everyone for their participation at the Stormwater Workshop on October 27th. She stated that the presentations by John Hunter and Ken Farfsing were on the GWMA Website.

Ms. Kast also announced that there was a Stormwater Workshop in San Dimas being presented by Congresswoman Napolitano on November 18.

Ms. Kast announced that there were still some watershed group Invoices and GWMA Membership Dues that had not been paid.

There was discussion regarding the GWMA December Board Meeting being cancelled. Director Arevalo motioned to cancel the GWMA December Board Meeting unless any pressing items came forward. The motion was seconded by Director Mostahkami and was approved by the following voice votes:

AYES: **Dor, McDonald, Vu, Gorecki, O'Grady, Nila, Mostahkami, Dixon, Munoz, Wen, Arevalo, Kouri, Figueroa, Cash, Grajeda, Negrete, Myrter, Rigg, Cason, Deras**

NOES: None.

ABSTAIN: None.

Director Munoz and Director Arevalo left the meeting at 12:56 PM.

ITEM 12 – DIRECTORS’ COMMENTS/REPORT

Director Gorecki reported that the City of Bellflower approved the sale of the City of Bellflower’s water system to a private company. He also stated that Measure M passed by 55% (unofficial).

Director Mostahkami spoke about Measure M in Downey.

The meeting was adjourned at 12:57 PM.

Steve Myrter, Secretary/Treasurer

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SECTION NO. 5(b) Warrant Register Dated December 2016 and January 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 December 2016 in the amount of \$145,925.47 are submitted for ratification by the Board and the Warrant Register for expenditures dated January 2017 in the amount of \$187,278.29 are submitted for approval. Invoices and supporting documentation are available for review at the office of the GWMA.

FISCAL IMPACT:

The Warrant Registers totals \$333,203.76. Funds to cover payment are available in the Gateway Authority budget.

RECOMMENDATION:

Ratify the Warrant Register for December as presented and Approve the Warrant Register for January as presented.

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AGENDA ITEM NO. 5b

WARRANT REGISTER

Disbursement Journal

December-16

Invoice Date	Vendor	Invoice Number	Description	Amount
9/15/2016	Alliant Insurance Services, Inc.	9321	Special Liability Insurance for 9/29/16-9/29/17	\$ 10,265.17
11/4/2016	Anchor QEA	49228	Harbor Toxics TMDL Monitoring for September	\$ 6,462.26
11/4/2016	Anchor QEA	49229	Harbor Toxics TMDL Monitoring for September	\$ 12,084.48
11/14/2016	GEI Consultants, Inc.	3012298	Watersmart Grant Administrative Services	\$ 1,257.75
12/01/16	GK Consultants	16-11-GWMA	Professional and Accounting Services	\$ 23,622.50
12/01/16	GK Consultants	16-11-DACIP-GWMA	GLAC DAC Chair Activities	\$ 1,488.50
11/14/16	Joe A Gonsalves & Son	155243	Legislative Advocacy Services for December	\$ 2,083.33
11/16/16	John L Hunter & Associates	GAHT1016	Upstream Harbor Toxic for October	\$ 2,495.00
11/16/16	John L Hunter & Associates	GANPLA1016	LLAR WMP Development for October	\$ 53,483.67
11/26/16	John L Hunter & Associates	GANPSG1016	LSGR WMP Development for October	\$ 23,791.35
11/1/2016	City of Paramount	3495	Rent - November 2016	\$ 330.27
11/1/2016	City of Paramount	3501	Meeting Expenses -October 2016	\$ 25.46
12/1/2016	City of Paramount	3513	Rent - December 2016	\$ 330.27
12/1/2016	City of Paramount	3519	Meeting Expenses -November 2016	\$ 21.78
10/31/16	Platinum Consulting Group	30244	Accounting/Auditing Services for October	\$ 206.25
11/15/16	Richard Watson & Associates, Inc.	16-192-003-013	LCC Watershed Monitoring Program	\$ 13,411.35
11/22/16	Richards Watson Gershon	209600	Legal Services - General	\$ 4,433.40
11/10/16	Rodger's Catering	25396	Meeting Expense	\$ 397.85
				<u>\$ 145,925.47</u>

Reviewed and Approved by:

Steve Myrter, GWMA Secretary/Treasurer

AGENDA ITEM NO. 5b

WARRANT REGISTER

Disbursement Journal

January-17

Invoice Date	Vendor	Invoice Number	Description	Amount
12/26/2016	Anchor QEA	49627	Harbor Toxics TMDL Monitoring for October	\$ 682.72
12/26/2016	Anchor QEA	49628	Harbor Toxics TMDL Monitoring for October	\$ 23,329.45
01/03/17	GK Consultants	17-1-GWMA	Professional and Accounting Services	\$ 20,308.75
01/03/17	GK Consultants	17-1-DACIP-GWMA	GLAC DAC Chair Activities	\$ 3,477.50
01/03/17	GK Consultants	17-1A-GWMA	Lunch Expenses for DACIP Meeting with DWR	\$ 291.98
01/03/17	Joe A Gonsalves & Son	155325	Legislative Advocacy Services for January	\$ 2,083.00
12/20/16	John L Hunter & Associates	GAHT1116	Upstream Harbor Toxic for November	\$ 495.00
12/20/16	John L Hunter & Associates	GANPLA1116	LLAR WMP Development for November	\$ 44,948.00
1/1/2017	City of Paramount	3524	Rent - January 2017	\$ 330.27
11/30/16	Platinum Consulting Group	30261	Accounting/Auditing Services for November	\$ 603.75
12/27/16	Richard Watson & Associates, Inc.	16-192-003-014	LCC Watershed Monitoring Program	\$ 86,694.79
12/21/16	Richards Watson Gershon	209967	Legal Services - General	\$ 4,033.08
				<u>\$ 187,278.29</u>

Reviewed and Approved by:



 Steve Myrter, GWMA Secretary/Treasurer

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SECTION NO. 6 Discussion/Action Regarding Standardized Request for Proposals Template

BACKGROUND:

In August 2016, Director Mostahkami recommended that an Ad Hoc Committee be established to develop a template for Request for Proposals. Director Mostahkami and Director Negrete volunteered to participate in this committee.

The Board directed GWMA staff to work together with this Ad Hoc Committee, to develop a template for Requests for Proposals and bring back to the Board for review and approval. There were two (2) templates drafted. The first was a template for Request for Proposals for general use. The second was a template for Request for Proposals from On Call Consultants.

SUMMARY:

A draft template for Request for Proposals from On Call Consultants 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.

It is the recommendation of the Ad Hoc Committee that the Board approved the Draft Request for Proposals Templates from On Call Consultants and general use as presented.

RECOMMENDATION:

- a. Approve a Request for Proposals Template for On-Call Consultants and Request for Proposals Template for general use as presented.

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REQUEST FOR PROPOSALS FROM ON-CALL CONSULTANTS FOR [NAME OF PROJECT/SERVICE HERE]

BACKGROUND

The Gateway Water Management Authority (GWMA) is a Joint Powers Authority (JPA) of 25 cities and four public water agencies. GWMA is responsible for the regional watershed planning needs of 2 million people in the Gateway Cities Region of Los Angeles County. GWMA is an interdependent local government administered by one appointed representative from each member city/agency. GWMA also relies on a 3-member Executive Committee (Chair, Vice-Chair and Secretary/Treasurer) to assist and provide guidance to the GWMA staff for the coordination of its activities.

Members of the Gateway Water Management Authority are: the cities of Artesia, Avalon, Bell, Bell Gardens, Bellflower, Cerritos, Commerce, Cudahy, Downey, Hawaiian Gardens, Huntington Park, La Mirada, Lakewood, Long Beach, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, Pico Water District, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier, Central Basin Municipal Water District, Water Replenishment District of Southern California and the Long Beach Water Department.

ISSUE DATE:
DUE DATE:

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1) PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit for professional services from GWMA's On Call Consultant List for the above-stated project further described in Section 2 below. For purposes of this RFP, Consultant shall mean a firm or an individual.

2) PROJECT SCOPE OF WORK

The scope of work includes the following tasks:

- a)
- b)
- c)
- d)
- e)

3) PROPOSAL REQUIREMENTS

- a) Proposal Submittal

The Consultant shall submit _____ electronic and/or _____ hard copies of the proposal by _____ to:

Questions regarding this Request for Proposals must be submitted by _____ and be directed to:

All questions and answers will be posted on GWMA's website by 5:00 p.m. on _____.

- b) Proposal Format

Proposals must include the information requested and comply with the requirements of this Request for Proposals. Proposals should address the Project Scope of Work and be formatted to include the following sections:

- **Scope:** Provide a detailed description and understanding of the project, as well as the scope of services being provided
- **Key Project Personnel:** Provide qualifications and responsibilities of each member assigned to this project and the amount of each individual's time to be allocated. Identification of the primary representative and an alternate to perform the services described in the Scope of Work. Identification of the project team, including organizational chart and resumes of each team member. Specific responsibilities of

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each team member, including sub consultants.

c) Project Management System (Please respond to items check marked below)

- ___ Components of the project management system that demonstrates the capability in management of projects of this scope. Include a sample _(monthly)_____ report.
- ___ Procedure for monitoring progress and providing cost control.
- ___ Steps to maintain the project on schedule and budget.

d) Proposals must include at a minimum the following information, which shall be provided in the format listed below.

- Legal name of Consultant, address, telephone number, and fax number.
- Consultant's Tax Identification Number
- Identification of the Project Manager assigned to this project.
- Name, address, telephone number, and e-mail address of the person to whom correspondence should be directed.
- List of sub-consultants, if any, who will be a part of the project team, including their specific areas of responsibility.
- References that the Gateway Water Management Authority may contact concerning your performance on similar projects. Description of the project team's past record of performance on similar projects for which the Consultant has provided services.
- General information concerning the Consultant's ability to perform work of this nature.
- Consultant's current rate schedule with effective dates.

e) Proposal Fee

The Proposal shall include a full description and breakdown for each task of all fees proposed by the Consultant for all services to be provided as outlined in the Scope of Work.

f) Project Schedule

The Proposal shall include a Project Schedule.

4) GENERAL REQUIREMENTS

a) Exceptions/Modifications

No oral or telephone modifications of any Proposal, once submitted, will be considered.

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Modified Proposals may be submitted as long as the new Proposal is completed prior to the original deadline for submission of the Proposal.

- The Proposal submitted must not contain any erasures and/or corrections.
- Any potential Consultant may withdraw its Proposal personally, or by written request either by mail or facsimile, at any time prior to the scheduled closing time for the receipt of the Proposal. If no written request is received prior to the closing time for the qualifications, the Proposal shall be considered valid and binding.
- The successful Consultant shall be bound by the terms and conditions outlined in the Professional Services Agreement (PSA) attached to this RFP as Exhibit A, including but not limited to the indemnification and insurance provisions.

b) Non-disclosure of Information

The Consultant awarded the contract, shall take reasonable and prudent measures to safeguard all information used in the development, draft and final work products related to the Project, including the information in this RFP. The Consultant shall not disclose this information to any party, or use the project data or information on any other project, without the express consent of the GWMA or as required by Federal law. The Consultant shall include the same requirements in all sub-contractor agreements, if any.

c) Payment

The Consultant will be paid on the basis of time and material on a task by task basis, not to exceed the contract amount.

d) Schedule

The Consultant is expected to complete all tasks within the Scope of Services, no later than _____, or as agreed to in the final PSA.

e) Contents and Order of the Proposal

Each interested Consultant shall submit a Proposal with the following information and in the order provided below:

- Name of Consultant;
- Address of principal place of business including e-mail, telephone, website and fax numbers;
- Name and resume of the main individual assigned to work with the GWMA staff;
- Description of Consultant or individual's education, experience, qualifications, number of years with the Consultant if applicable, and a description of experience with activities similar to those described above;

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- Experience related to providing service to public entities and water agencies;
- At least three (3) references, two (2) of which must have knowledge of the main individual's service to a public entity;
- Cost details, including the hourly rates of each of the individuals who will perform services, all expenses, and a "not to exceed" annual amount; and
- Any other information that the Consultant deems relevant.

f) Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described above shall include but not limited to the following:

- Qualifications of the individual(s) who will perform the tasks and the amounts of their respective participation;
- Relevant experience (public agency and water) and strength of references;
- Ability to perform tasks in a timely fashion, including staffing and familiarity with the subject matter; and
- Cost competitiveness

5) RIGHT TO REJECT ALL PROPOSALS

GWMA reserves the right to reject any and all Proposals, to accept or reject any one or more items of a Proposal, or to waive any irregularities or informalities in the Proposals or the selection process if it is deemed in the best interests of GWMA.

6) EQUAL EMPLOYMENT OPPORTUNITY

GWMA is an equal opportunity employer and requires all consultants to comply with all State and Federal regulations concerning equal employment opportunity.

7) CONFLICT OF INTEREST

The Consultant and its employees shall comply with all applicable state and federal conflict of interest statutes and regulations, including, but not limited to, California Government Code Section 1090 and the Political Reform Act.

8) DISCLOSURE

Consultants shall disclose in their proposal whether they have been subject of any investigation by County, State, and/or Federal agencies within the past 5 years. If so, each responding Consultant shall identify the agency and contact person, the nature of the investigation, and any

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determination over outcome of said investigation. The Consultant shall also respond to the following questions:

- Has the Consultant been subject to any favorable or unfavorable newspaper article or articles and if so, please include a copy of the article or articles in the Proposal.
- Is there anything about the Consultant which if disclosed would reflect negatively on the GWMA in any way?

Failure to comply with this section could result in rejection of the Proposal.

9) ANTI-DISCRIMINATION

GWMA requires that its Consultants shall not discriminate against any prospective or active employee engaging in work under its contracts because of race, color-ancestry, national origin, religious creed, sex, age or marital status. The selected Consultant shall comply with applicable Federal and California laws in this regard including but not limited to the California Fair Employment and Housing Act. In addition, the selected Consultant shall require similar compliance by any sub-contractor the Consultant retains to provide services under this contract.

10) PREVAILING WAGE COMPLIANCE

The work included in this Project may call for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works,” the Consultant shall comply in all respects with all applicable provisions of the California Labor Code.

SUBMISSION REQUIREMENTS AND DEADLINE

Proposals must be postmarked, hand-delivered and/or emailed to:

Gateway Water Management Authority, 16401 Paramount Blvd., Paramount, CA 90723, no
later than _____.

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

REQUEST FOR PROPOSALS FOR [NAME OF PROJECT/SERVICE HERE]

BACKGROUND

The Gateway Water Management Authority (GWMA) is a Joint Powers Authority (JPA) of 25 cities and four public water agencies. GWMA is responsible for the regional watershed planning needs of 2 million people in the Gateway Cities Region of Los Angeles County. GWMA is an interdependent local government administered by one appointed representative from each member city/agency. GWMA also relies on a 3-member Executive Committee (Chair, Vice-Chair and Secretary/Treasurer) to assist and provide guidance to the GWMA staff for the coordination of its activities.

Members of the Gateway Water Management Authority are: the cities of Artesia, Avalon, Bell, Bell Gardens, Bellflower, Cerritos, Commerce, Cudahy, Downey, Hawaiian Gardens, Huntington Park, La Mirada, Lakewood, Long Beach, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, Pico Water District, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier, Central Basin Municipal Water District, Water Replenishment District of Southern California and the Long Beach Water Department.

ISSUE DATE:
DUE DATE:

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- 2) Project Scope of Work
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- 9) Anti-Discrimination
- 10) Prevailing Wage Compliance

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1) PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit for professional services for the above-stated project further described in Section 2 below. For purposes of this RFP, Consultant shall mean a firm or an individual.

2) PROJECT SCOPE OF WORK

The scope of work includes the following tasks:

- a)
- b)
- c)
- d)
- e)

3) PROPOSAL REQUIREMENTS

a) Proposal Submittal

The Consultant shall submit _____ electronic and/or _____ hard copies of the proposal by _____ to:

Questions regarding this Request for Proposals must be submitted by _____ and be directed to: _____.

All questions and answers will be posted on GWMA's website by 5:00 p.m. on _____

b) Proposal Format

Proposals must include the information requested and comply with the requirements outlined in this Request for Proposals. Proposals should address the Project Scope of Work and be formatted to include the following sections:

- **Scope:** Provide a detailed description and understanding of the project, as well as the scope of services being provided
- **Key Project Personnel:** Provide qualifications and responsibilities of each member assigned to this project and the amount of each individual's time to be allocated. Identification of the primary representative and an alternate to perform the services described in the Scope of Work. Identification of the project team, including organizational chart and resumes of each team member. Specific responsibilities of each team member, including sub consultants.

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c) Project Management System (Please respond to items check marked below)

- ___ Components of the project management system that demonstrates the capability in management of projects of this scope. Include a sample _(monthly)_____ report.
- ___ Procedure for monitoring progress and providing cost control.
- ___ Steps to maintain the project on schedule and budget.

d) Proposals must include at a minimum, the following information, which shall be provided in the format listed below:

- Legal name of Consultant, address, telephone number, and fax number.
- Consultant's Tax Identification Number
- Identification of the Project Manager assigned to this project.
- Name, address, telephone number, and e-mail address of the person to whom correspondence should be directed.
- List of sub-consultants, if any, who will be a part of the project team, including their specific areas of responsibility.
- References that the Gateway Water Management Authority may contact concerning your performance on similar projects. Description of the project team's past record of performance on similar projects for which the Consultant has provided services.
- General information concerning the Consultant's ability to perform work of this nature.
- Consultant's current rate schedule with effective dates.

e) Proposal Fee

The Proposal shall include a full description and breakdown for each task of all fees proposed by the Consultant for all services to be provided as outlined in the Scope of Work.

f) Project Schedule

The Proposal shall include a Project Schedule.

4) GENERAL REQUIREMENTS

a) Consultant Minimum Qualifications

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- The Consultant and any sub-consultants must be legally qualified to practice the work required in the State of California. The selected Consultant will be required to sign GWMA's standard Professional Services Agreement attached herein as Exhibit A and to provide all insurance required in that Agreement.
- Documentation of previous experience of the Project Manager and Project team on similar projects will be a heavily weighted factor in the selection process.
- The consultant's staff commitment to the project will also be a heavily weighted factor in the selection process. Only staff who will, in fact, commit a substantial percentage of their time on this project should be set forth in any organization charts or resumes. A Project Manager is to be designated by name and may not be changed without the prior written approval by GWMA. Significant changes from proposed staff may result in a reduction of the Consultant's fee or termination of the contract. Also, GWMA reserves the right to have the Consultant remove and replace the Project Manager or any project staff member from the project for cause.

b) Quality of Work

The Consultant agrees to deliver quality services that meet or exceed industry standards or best practices including those which have been expressly stated herein as requirements. The Consultant will be wholly responsible for correcting any deficiencies, at no additional cost to the GWMA. The Consultant's proposal shall include a detailed description of quality assurance procedures used on the project.

c) Exceptions/Modifications

No oral or telephone modifications of any Proposal, once submitted, will be considered. Modified Proposals may be submitted as long as the new Proposal is completed prior to the original deadline for submission of the Proposal.

- The Proposal submitted must not contain any erasures and/or corrections.
- Any potential Consultant may withdraw its Proposal personally, or by written request either by mail or facsimile, at any time prior to the scheduled closing time for the receipt of the Proposal. If no written request is received prior to the closing time for the qualifications, the Proposal shall be considered valid and binding.
- The successful Consultant shall be bound by the terms and conditions of the Professional Services Agreement (PSA), attached to this RFP as exhibit B including, but not limited to, the indemnification and insurance provisions.

d) Non-disclosure of Information

The Consultant awarded the contract, shall take reasonable and prudent measures to safeguard all information used in the development, draft and final work products related to the Project, including the information in this RFP. The Consultant shall not disclose this information to any party, or use the project data or information on any other project, without the express consent of

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the GWMA or as required by Federal law. The Consultant shall include the same requirements in all sub-contractor agreements, if any.

e) Payment

The Consultant will be paid on the basis of time and material on a task by task basis, not to exceed the contract amount.

f) Schedule

The Consultant is expected to complete all tasks within the Scope of Services, no later than _____, or as agreed to in the final PSA.

g) Contents and Order of the Proposal

Each interested Consultant shall submit a Proposal with the following information and in the order provided below:

- Name of Consultant;
- Address of principal place of business including e-mail, telephone, website and fax numbers;
- Name and resume of the main individual assigned to work with the GWMA staff;
- Description of Consultant or individual's education, experience, qualifications, number of years with the Consultant, if applicable, and a description of experience with activities similar to those described above;
- Experience related to providing service to public entities and water agencies;
- At least three (3) references, two (2) of which must have knowledge of the main individual's service to a public entity;
- Cost details, including the hourly rates of each of the individuals who will perform services, all expenses, and a "not to exceed" annual amount; and
- Any other information that the Consultant deems relevant.

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h) Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described above shall include but not limited to the following:

- Qualifications of the individual(s) who will perform the tasks and the amounts of their respective participation;
- Relevant experience (public agency and water) and strength of references;
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8) DISCLOSURE

Consultants shall disclose in their proposal whether they have been subject of any investigation by County, State, and/or Federal agencies within the past 5 years. If so, each responding Consultant shall identify the agency and contact person, the nature of the investigation, and any determination over outcome of said investigation. The Consultant shall also respond to the following questions:

- Has the Consultant been subject to any favorable or unfavorable newspaper article or articles, and if so, please include a copy of the article or articles in the Proposal.
- Is there anything about the Consultant which if disclosed would reflect negatively on the GWMA in any way?

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9) ANTI-DISCRIMINATION

GWMA requires that its Consultants shall not discriminate against any prospective or active employee engaging in work under its contracts because of race, color-ancestry, national origin, religious creed, sex, age or marital status. The selected Consultant shall comply with applicable Federal and California laws in this regard including, but not limited to, the California Fair Employment and Housing Act. In addition, the selected Consultant shall require similar compliance by any sub-contractor the Consultant retains to provide services under this contract.

10) PREVAILING WAGE COMPLIANCE

The work included in this Project may call for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works,” the Consultant shall comply in all respects with all applicable provisions of the California Labor Code.

SUBMISSION REQUIREMENTS AND DEADLINE

Proposals must be postmarked, hand-delivered and/or emailed to:

_____,
Gateway Water Management Authority, 16401 Paramount Blvd., Paramount, CA 90723, no
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Joint Powers Authority*

January 12, 2017

SECTION NO. 8 Discussion/Action Regarding Membership Dues Policy

BACKGROUND:

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). In preparation for the FY2017/18 Budget, the Chair requested that the Board review the Reduced Membership Dues Policy to determine if this practice should be continued, changed or eliminated.

DISCUSSION:

In October, an Ad Hoc Committee was formed to further discuss the Membership Dues Policy. The members of the Ad Hoc Committee were Chair Chris Cash, Director Adriana Figueroa, Director Okina Dor, Director Lisa Rapp, and Executive Officer Grace Kast.

A policy was drafted by the Ad Hoc Committee outlining the eligibility requirements. It is the recommendation of the Ad Hoc Committee that the Board approve the new Membership Dues Policy for Reduced Membership Dues as presented. If approved, this Policy would be effective immediately.

RECOMMENDATION:

- a. Approve the new Membership Dues Policy for Reduced Membership Dues as presented.

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AGENDA ITEM NO. 8

Membership Dues Policy

1. Dues Structure

- A. Full Membership Dues.** Membership Dues are set annually by the GWMA Board (“Board”) and are equal for each member, including new members. Membership dues for new members will not be pro-rated.
- B. Reduced Membership Dues.** Reduced dues are 50% of the full membership dues set by the Board annually. To equalize members paying reduced dues at the time of this policy adoption, eligible members paying reduced dues lower than 50% will incur an increase of \$500 annually until 50% is reached.
- C. Board Approval.** Review of and consideration for reduced membership dues will be considered annually on a case-by-case basis by the GWMA Board.

2. Criteria for a City to Pay Reduced Dues.

In order to be eligible, a city must meet both of the following criteria:

- A. City must not own its own water utility
- B. Dollar value per capita must be 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.
 - iii. The 3-year revenue average (per item (2)(B)(ii)) divided by the last census population yields the dollar value per capita.

$$[Average\ Revenue / Census\ Population = \$\ Value\ Per\ Capita]$$

3. Criteria for a Water Agency to Pay Reduced Dues.

In order to be eligible, a water agency must meet the following criteria:

- A. Dollar value per retail potable water service connection must be equal to or less than \$600 using the following calculation:
 - i. Number of retail potable water service connections.
 - ii. An average of the General Fund Revenues for the previous 3 years from the audited financial statements.
 - iii. The 3-year revenue average (per item (3)(A)(ii)) divided by the number of retail potable water connections.

$$[Average\ Revenue / Water\ Connections = \$\ Value\ Per\ Service\ Connection]$$

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January 12, 2017

SECTION 9 Discussion/Action Regarding the Investment of Monies in the Local Agency Investment Fund (LAIF)

BACKGROUND

In September 2015, the Board approved the GWMA's Accounting Policies and Procedures Manual. Included in this Manual was GWMA's Investment Policy. Now that GWMA has received all funds held by the City of Signal Hill on behalf of GWMA, it is the recommendation of the Executive Committee that a Local Agency Investment Fund (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.

DISCUSSION

It is common practice to have investment authorization at the Officer level, particularly the Chair and Treasurer. The actual call to LAIF to initiate the transfer is then usually done by management after authorization has been given in some form of formal documentation.

The adopted financial policies for GWMA contain this level of authorization from a checking account to savings account:

V. Inter-Account Bank Transfers

The Administration/Accounting Assistant monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account and recommends to the Board Treasurer when a transfer should be made to maximize the potential for earning interest. The Administration/Accounting Assistant is directed by the Board Treasurer in writing when to make a transfer and in what amount. A copy of the transfer is presented to the Board at its subsequent meeting for ratification.

The policy provides for transfer between accounts, and seems to denote only checking and/or savings accounts (ex: LAIF).

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Staff recommends 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. Once staff receives written approval, staff will then make the approved transfer and bring LAIF transfer acknowledgement to the full Board under the consent calendar to ratify the transfer.

RECOMMENDATION

- a. 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.
- b. Authorize the Chair, Vice-Chair and/or Secretary/Treasurer to initiate LAIF transfers in/out and to/from GWMA's Wells Fargo Checking account and that two of the three must sign formal written approval.
- c. The written approval authorizes staff to complete LAIF transfer in/out and to/from GWMA's Wells Fargo Checking account.
- d. GWMA Board to ratify transaction under the Consent Calendar.
- e. Authorize the Secretary/Treasurer to verify that all deposits and withdrawals have been properly approved and that all deposits and withdrawals to the GWMA's bank account that paid/received the funds to/from LAIF.

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AGENDA ITEM NO. 9

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**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429. 1 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429. 1 et. Seq. for the purpose of investment as provided therein is in the best interests of the Los Angeles Region Integrated Regional Water Management Joint Powers Authority;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429. 1 et. Seq. for the propose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Christopher S. Cash
Chair

Adriana Figueroa
Vice-Chair

Steve Myrter
Secretary/Treasurer

Signature

Signature

Signature

Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED, by the Board of Directors of the Los Angeles Region Integrated Regional Water Management Joint Powers Authority of the State of California on January 12, 2017.



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

New Regular Account

Date: January 12, 2017

Agency Name: Los Angeles Gateway Region Integrated Regional Water Management JPA
 Attention (title only): Executive Officer
 Address: 16401 Paramount Blvd.
Paramount, CA 90723
 Telephone: 562-663-6850 Fax: 562-634-8216

Only the following individuals of this agency whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF.

Name	Title
Christopher S. Cash	Chair
Adriana Figueroa	Vice-Chair
Steve Myrter	Secretary/Treasurer
Grace J. Kast	Executive Officer
Toni Penn	Executive/Accounting Manager

Banking Information

Bank Name, Branch Number, Address & Telephone	Account & ABA (Routing) Number*	Intermediary Bank
Wells Fargo Bank 420 Montgomery San Francisco, CA 94104	Account #: 9940003438 ABA #: 121000248	
	Account #: ABA #:	

*Subject to verification by the State Treasurer's Office. **Attach voided check or deposit slip for account verification and complete wiring instructions, if applicable.**

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature
Christopher S. Cash, Chair
 Print Name and Title
562-220-2100
 Telephone

Signature
Steve Myrter, Secretary/Treasurer
 Print Name and Title
562-989-7356
 Telephone

Please provide email address to receive LAIF email notifications.

Name	Email
Toni Penn	tonipenn.gateway@gmail.com
Grace Kast	gracekast.gateway@gmail.com

Mail completed form to: State Treasurer's Office
 Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001

16401 Paramount Boulevard
Paramount, CA 90723
562.663.6850 phone
562-634-8216 fax

www.gatewaywater.org



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

WIRE TRANSFER AUTHORIZATION FORM

DATE: _____

REQUESTED BY: Toni Penn

TRANSFER FROM: _____

TRANSFER TO: _____

TRANSFER AMOUNT: _____

PURPOSE: _____

AUTHORIZATION:

Signature

Signature

Print Name

Print Name

WIRE TRANSFER COMPLETED BY:

Signature

Date

Print Name

Transaction Confirmation Number

WIRE TRANSFER VERIFIED BY:

Steve Myrter, Secretary/Treasurer

Date

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Water District • Santa Fe Springs • Signal Hill • South Gate • Vernon • Water Replenishment District of Southern California • Whittier

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January 12, 2017

SECTION : 10 – Discussion/Action Regarding Prop 1 Stormwater Program Round One Implementation Grant

BACKGROUND:

In December 2016, GWMA was contacted by the State Water Resources Control Board informing them that they were awarded a Grant, that they applied for on behalf of the LAR UR2 Watershed group, from Prop 1, entitled “The John Anson Ford Park Infiltration Cistern: Phase 1 Project.” The LAR UR2 Watershed group has 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). In order to do so, GWMA is 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 Direct for this Grant.

The awarded amount is \$9,949,842.00.

Participating cities are: Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, Vernon and LACFCD.

DISCUSSION:

Both Resolutions are required to execute an Agreement with the State for this grant. As part of the grant acceptance process, a Project Director certification form is required. Because the Executive Officer is not an employee of the agency, the State requires a Resolution authorizing the contract Executive Officer to serve as the Project Director.

This is similar to the State Water Resources Control Board Grant Agreement for the Multi-Agency, Multi-Watershed Project to Incorporate LID BMPS into Major Transportation Corridors in June of 2014.

Both Resolutions are due within 30 days of their request in order to initiate the next steps before an agreement can be prepared.

RECOMMENDATION:

- a. Adopt Resolution 17-2 Authorizing Entering Into an Agreement with the State;
- b. Adopt Resolution 17-3 Authorizing the Executive Officer to Serve as the Project Director

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AGENDA ITEM NO. 10

RESOLUTION NO. 17-2

January 12, 2017

BOARD OF DIRECTORS

Los Angeles Gateway Region Integrated Regional Water Management Authority
("Gateway Water Management Authority")

A RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE STATE OF CALIFORNIA AND DESIGNATING A REPRESENTATIVE TO SIGN THE AGREEMENT, AND ANY AMENDMENTS THERETO, FOR THE PROP 1 STORM WATER GRANT PROGRAM ROUND 1 IMPLEMENTATION GRANT

Whereas, the Board authorizes the Gateway Water Management Authority to enter into an Agreement with the State of California; and

Whereas, the Board authorizes the Chair or designee, to sign the Agreement, and any amendments thereto: and

Now, therefore, be it resolved, that the Gateway Water Management Authority Board of Directors hereby adopts Resolution 17-2 on January 12, 2017.

CERTIFICATION

I hereby certify that the foregoing Resolution 17-2 was duly and regularly adopted by the Board of Directors of the Gateway Water Management Authority at the meeting thereof held on the 12th day of January, 2017, motion by _____ and seconded by _____ motion passed by the following roll call vote:

Ayes:

Noes:

Abstained:

Attest:

Steve Myrter, Secretary/Treasurer

AGENDA ITEM NO. 10

RESOLUTION NO. 17-3

January 12, 2017

BOARD OF DIRECTORS

Los Angeles Gateway Region Integrated Regional Water Management JPA
(Gateway Water Management Authority "GWMA")

A RESOLUTION AUTHORIZING THE EXECUTIVE OFFICE UNDER CONTRACT BE GWMA TO SERVE AS THE PROJECT DIRECTOR FOR STATE WATER RESOURCES CONTROL BOARD'S PROP 1 STORM WATER GRANT PROGRAM ROUND 1 IMPLEMENTATION GRANT

Whereas, the Board authorizes an Executive Office under contract by GWMA to serve as the project director under the State Water Resources Control Board's ("SWRCB") Agreement No. D1612668 for the Prop 1 Storm Water Grant Program Round 1 Implementation Grant titled The John Anson Ford Park Infiltration Cistern: Phase 1 Project.

Whereas, Ms. Grace Kast is the Executive Officer under contract by GWMA.

Whereas, the GWMA Chair shall provide written and signed documentation of any change to SWRCB.

Now, therefore, be it resolved, that the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Board of Directors ("GWMA") hereby adopts Resolution 17-3 on January 12, 2017.

CERTIFICATION

I hereby certify that the foregoing Resolution No. 17-3 was duly and regularly adopted by the Board of Directors of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority ("GWMA") at the meeting thereof held on the 12th day of January 2017.

Ayes:

Noes:

Abstained:

Attest:

Steve Myrter, Secretary/Treasurer