

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, March 8, 2018 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. PRESENTATION: Gateway Cities Council of Governments Climate Action Planning Framework – (Alexa Washburn) (Enclosure)**
- 6. Consent Calendar: (Acted as one item unless withdrawn by request)**
 - a. Minutes of the Board Meeting of February 8, 2018 (Enclosure)
 - b. Approve the Warrant Register for March 2018 (Enclosure)
 - c. Receive and File the Update on Expenditures for Legal Counsel Services (Enclosure)
- 7. GWMA General Counsel Transition and Amendment to Legal Services Agreement (Enclosure)**
 - a. Approve Mr. Dorsey's letter regarding GWMA General Counsel Transition and Amendment to Legal Services Agreement appointing Mr. Nicholas Ghirelli as General Counsel to the GWMA as presented;
 - b. Authorize the Chair to sign the letter amending the Legal Services Agreement
- 8. GWMA's Role as a Fiduciary for the Watershed Management Groups (Enclosure)**
- 9. GWMA's Augmentation of Services in Support of GWMA and Gateway Cities Council of Government "Gateway COG" Water-Related Coordination Activities (Enclosure)**

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County



- a. Approve a FY2017/18 budget line item transfer from the General Reserve to Special Projects in the amount of \$75,000;
- b. Approve Koa Consulting's proposal, as presented, in an amount not to exceed \$75,000 for one year;
- c. If approved, authorize Legal Counsel to develop an Agreement between GWMA and the Gateway Cities COG to reimburse the Gateway Cities COG for GWMA's portion of Koa Consulting's agreement and bring it back to the GWMA Board for approval in April

10. Gateway Region Watershed Management Groups Oral Report

- 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

11. Executive Officer's Oral Report

12. Directors' Oral Comments/Reports

13. Closed Session

- a. **Public Employee Performance Evaluation**
Government Code Section 54957
Title: Executive Officer

14. Adjournment

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County



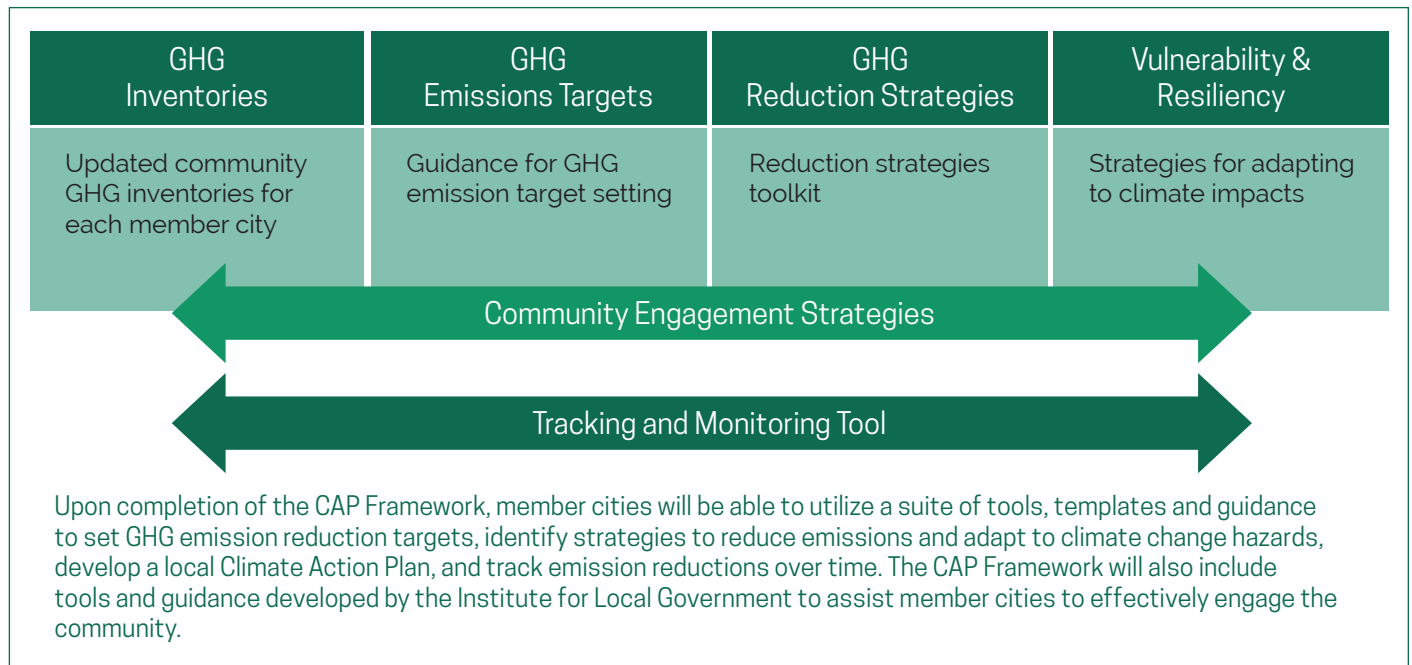
GATEWAY CITIES

COUNCIL OF GOVERNMENTS

What is the Gateway Cities Climate Action Plan (CAP) Framework?

The Gateway Cities Council of Governments (COG) received grant funds to prepare a regional Climate Action Planning Framework that local jurisdictions can use to develop a voluntary Climate Action Plan for reducing greenhouse gas emissions in their communities. The CAP Framework is intended to help individual communities advance their goals for economic development, public health, air quality, climate resiliency, equity, and job creation while planning for the impacts of climate change.

CAP Framework Components



Participation from Member Cities

- Member cities are involved in CAP Framework development and provide input through a series of stakeholder workshops over the year-long process.
- COG staff and the consultant team meet with city staff to coordinate and reflect local planning efforts in the CAP Framework.
- Member cities engage through current committee structure—Board of Directors, City Managers Steering Committee, Transportation Committee, and Planning Directors Committee, among others.
- Cities help set priorities that affect how the CAP Framework identifies locally-appropriate strategies for GHG reduction and climate change adaptation.

Project Web Site:

<http://www.gatewaycog.org/gateway/initiatives-and-projects/climate-action-planning-framework/?item=11205>

Expected Local Benefits of the CAP Framework

Positioning for Funding: Implementation of the CAP Framework will provide Gateway Cities with a competitive advantage in pursuing state and regional climate investments.

Alignment with State Goals: The CAP Framework will assist Gateway Cities in advancing California's legislated climate goals:

- AB 32 and SB 32, require the state to reduce its overall GHG emissions to 1990 levels by 2020, and forty percent below 1990 levels by 2030, respectively;
- SB 375, establishes regional reduction targets for per capita transportation GHG emissions through coordinated regional land use and transportation strategies to reduce emissions from passenger vehicles; and
- SB 379, requires all cities to include climate adaptation and resiliency strategies in the safety elements of their general plan.

The CAP Framework will include strategies that cities can integrate as part of their general planning processes, easing the task of aligning their plans with state goals and legislation.

GHG Inventory Updates: The work program includes the preparation of updated GHG inventories for each city. A GHG inventory can help local governments:

- Identify the greatest source of GHG emissions within their city;
- Understand emission trends;
- Quantify the benefits of activities that reduce emissions;
- Establish a basis for pursuing local-level CAP strategies;
- Track progress in reducing emissions; and
- Set goals and targets for future reductions.

Economic Benefits: The potential economic benefits from pursuing CAP strategies include:

- Energy and water utility savings;
- Increased eligibility for state and federal grant opportunities;
- Permit streamlining and other regulatory fast-tracking;
- Improved environmental quality leading to business attraction and retention;
- Increased housing choices and affordability of housing;
- Increased mobility choices;
- Traffic reduction and lower household transportation costs;
- Air quality benefits;
- Property value increases;
- Decreased public health costs; and
- Employment growth, especially in green jobs sector.

Public Health Benefits: By enacting viable strategies to reduce GHG emissions and prepare for climate change hazards, cities can decrease the prevalence of health issues such as asthma and other respiratory symptoms, heat stroke, heart disease, diabetes, hypertension, and obesity, and reduce the associated costs with these conditions. Water quality and conservation strategies will also be included in the CAP Framework, which will yield significant environmental and health benefits for residents.

Other Benefits: The Gateway Cities CAP Framework will survey efforts to date by member cities and provide a common foundation to move climate change mitigation and adaptation forward in the most effective way possible. Cities can capitalize on this opportunity to participate in the Framework, without having to expend local resources or devote limited staff time. In addition, cities will benefit from participating in this CAP Framework project by having access to the information, tools and resources that are developed as a result of the work program.

Gateway Cities COG CAP Framework Schedule

What We Are Doing & Why	Where We Are Now	What We Can Do Together	Continuing the Momentum
Workshop #1 October 30, 2017	Workshop #2 February 28, 2018	Workshop #3 May 2018	Workshop #4 September 2018
<ul style="list-style-type: none"> • Project overview • Understanding challenges, gaps, priorities 	<ul style="list-style-type: none"> • Understanding your GHG inventory • Climate change adaptation • Public engagement basics 	<ul style="list-style-type: none"> • GHG target setting • GHG reduction strategies • Emissions tracking and CAP development tools • Tailoring public engagement strategies 	<ul style="list-style-type: none"> • CAP Framework rollout • Early milestones and priorities • Keys to successful implementation

For more information on this project, please contact:

Nancy Pfeffer, Gateway Cities COG Executive Director, (562) 663-6850 and nancy@gatewaycog.org

January 2018

AGENDA ITEM NO. 6A

**MINUTES OF THE GATEWAY WATER MANAGEMENT AUTHORITY
LOS ANGELES GATEWAY REGION
INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY
BOARD
AT PARAMOUNT, CALIFORNIA
THURSDAY, FEBRUARY 8, 2018**

A regular meeting of the Board of Directors of the Gateway Water Management Authority was held on Thursday, February 8, 2018 at 12:00 p.m. at the Progress Park Plaza, 15500 Downey Avenue, Paramount, CA 90723.

Chair Chris Cash called the meeting to order at 12:02 p.m. Roll was called by Ms. Weiss and a quorum of the Board was declared.

BOARD MEMBERS PRESENT:

Okina Dor	Artesia
Jordan Monroe	Avalon
Chau Vu	Bell Gardens
Sandi Linares-Plimpton (alternate)	Central Basin MWD
Mike O'Grady (alternate)	Cerritos
Gina Nila	Commerce
Mohammad Mostahkami	Downey
Christina Dixon (alternate)	Huntington Park
Mark Stowell	La Mirada
Konya Vivanti (alternate)	Lakewood
B. Anatole Falagan (alternate)	Long Beach Water Dept.
Lorry Hempe (alternate)	Lynwood
Adriana Figueroa	Norwalk
Christopher Cash	Paramount
Robert Delgadillo (alternate)	Pico Rivera
Frank Beach	Santa Fe Springs
Kelli Tunnickliff	Signal Hill
Guillermo Petra (alternate)	South Gate
Claudia Arellano (alternate)	Vernon
Dave Schickling	Whittier
Esther Rojas (alternate)	Water Replenishment District

STAFF AND GUESTS ON SIGN-IN SHEET:

Grace Kast	Executive Officer
Toni Penn	Admin/Accounting Manager
Bibi Weiss	Administrative Asst/Grants Coordinator
Nick Ghirelli	Legal Counsel
Steve Dorsey	Legal Counsel
Bill Minasian	Downey Resident
Jonathan Abadesco	Fedak & Brown LLP

Emilio Murga
Virginia Fowler
Nancy Pfeffer
Desi Alvarez
Phuong Nguyen
John Hunter
Noe Negrete
Cameron McCullough
Greg Jaquez

City of Hawaiian Gardens
LACFCD
Gateway Cities COG
MCM Management Co.
City of Whittier
John Hunter & Associates
City of Santa Fe Springs
John Hunter & Associates
MNS Engineers, Inc.

ITEM 3 - ADDITIONS TO THE AGENDA

None.

ITEM 4 – ORAL COMMUNICATIONS TO THE BOARD

None.

Director Hempe entered at 12:05 p.m.

ITEM 5 – REMARKS BY GATEWAY CITIES COG EXECUTIVE DIRECTOR

Ms. Kast introduced Ms. Nancy Pfeffer, who was recently appointed as the new Executive Director for the Gateway Cities Council of Government (COG).

Ms. Pfeffer spoke to the Board and gave them some background on how she had worked with the COG in the past. She also reported that she plans to enhance what was already started with Ms. Kast and the COG to coordinate activities and gave additional insight to the importance of working together.

ITEM 6 – CONSENT CALENDAR

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

AYES: DOR, VU, LINARES-PLIMPTON, NILA, MOSTAHKAMI, DIXON, STOWELL, VIVANTI, HEMPE, CASH, DELGADILLO, BEACH, PETRA, ARELLANO, ROJAS

NOES: NONE

ABSTAIN: MINUTES ONLY: FIGUEROA, O'GRADY, TUNNICLIFF, MONROE, FALAGAN

Director Schickling entered at 12:11 p.m.

ITEM 7 – GWMA AUDIT FOR FY 2016/17

Ms. Kast reported that the opinion expressed by the auditors for FY 2016/17 was that the financial statements were presented fairly, in all material respects, as of June 30, 2017. She stated that the respective statement of activities for the fiscal year then ended in accordance with accounting principles generally accepted.

Ms. Kast introduced Mr. Jonathan Abadesco, from the auditing firm Fedak & Brown. Mr. Abadesco reported that there were no deficiencies in internal controls that could cause the financial statements to be materially misstated. He indicated that testing did not disclose any instances of non-compliance or other matters that were required to be reported under Government Auditing Standards. He concluded by thanking staff for their cooperation and noted that he was impressed with the internal checks and balances of GWMA and its staff.

Director Mostahkami moved to receive and file the Annual Audited Financial Statements for FY2016/17 as presented. The motion was seconded by Director Figueroa and was approved by the following voice vote:

AYES: DOR, MONROE, VU, LINARES-PLIMPTON, O'GRADY, NILA, MOSTAHKAMI, DIXON, STOWELL, VIVANTI, FALAGAN, HEMPE, FIGUEROA, CASH, DELGADILLO, BEACH, TUNNICLIFF, PETRA, ARELLANO, SCHICKLING, ROJAS

NOES: NONE

ABSTAIN: NONE

ITEM 8 – GATEWAY INTEGRATED REGIONAL WATER MANAGEMENT “IRWM” PLAN

Ms. Kast reported that the Board was advised in May 2017 that, with the passage of Proposition 1, new standards were introduced for Integrated Regional Water Management Plans. She reported that since the Gateway IRWM Plan was adopted in 2013, the project list was updated twice, but the Gateway IRWM Plan itself had not been updated.

Ms. Kast reported that recently, many State and Federal agencies had developed a ranking system which included questions about IRWM. She stated that when GWMA applied for Prop 1 Round 1 Stormwater Grants in 2016, GWMA had to certify that the projects were part of an existing IRWM program or plan. Ms. Kast stated that recently, GWMA staff was directed by the Chair, to bring information to the Board regarding the option of updating the Gateway

IRWM Plan to 2016 standards or solely continue seeking IRWM and other grants with projects under the Greater Los Angeles ("GLAC") IRWM Plan.

Ms. Kast stated that in February 2015, the GWMA approved an MOU between GWMA and GLAC to form a partnership between the two groups for the purpose of seeking and attaining funds for this region and establish the GWMA as a member agency representing the Lower LA and Lower San Gabriel River sub-region.

Ms. Kast introduced Ms. Virginia Fowler, from the LA County Flood Control District. Ms. Fowler updated the Board on how she had worked on amending the GLAC IRWM Plan with an ad hoc committee of the Leadership Committee and County Technical staff to comply with new Prop 1 guidelines. Ms. Fowler informed the Board that the GLAC IRWM Plan Amendment took about a year, had gone through a public comment period and now was being reviewed by DWR for possible acceptance.

After detailed discussions, Director Figueroa moved to direct staff to release a Request for Proposal to update the Gateway IRWM Plan to incorporate new IRWM Plan standards introduced in 2016 and authorized staff to evaluate proposals and prepare information with a recommendation for Board consideration. The motion was seconded by Director Nila and was approved by the following voice vote:

AYES: DOR, MONROE, VU, LINARES-PLIMPTON, O'GRADY, NILA, MOSTAHKAMI, DIXON, STOWELL, VIVANTI, FALAGAN, HEMPE, FIGUEROA, CASH, DELGADILLO, BEACH, TUNNICLIFF, PETRA, ARELLANO, SCHICKLING, ROJAS

NOES: NONE

ABSTAIN: NONE

ITEM 9 – SHARING MONITORING DATA WITH PRIVATE NPDES PERMIT HOLDERS IN WATERSHED GROUPS OTHER THAN THE LOWER HARBOR TOXICS GROUP

Ms. Kast reported that in January 2018, the GWMA Board provided direction to continue the existing policy of selling monitoring data generated from the Harbor Toxics TMDL to private NPDES permit holders. Ms. Kast stated that the Board's decision to continue the data sharing process within the Lower Harbor Toxics Group was based on the following three factors: (1) The acceptable risk that GWMA would probably not be held liable for the actions of the private NPDES permit holder, based in part on protections included in GWMA's template data sharing agreement, (2) Protections included in the data sharing agreement that make clear that private NPDES permit holders are not members of GWMA or the watershed groups; and (3) The cost savings associated with the program.

Ms. Kast stated that after discussion, the Board directed staff to agendize this item and come back in February to discuss expanding the data sharing program to the other watershed groups.

Ms. Kast introduced Mr. John Hunter, from John Hunter & Associates. Mr. Hunter reported that Regional Board had recently told him that 15 private entities were going to be required to do monitoring. Mr. Hunter explained that GWMA could sell the monitoring data to these private entities as was being done with the Lower Harbor Toxics Group. Mr. Hunter also stated that the expected cost for monitoring would be lower than the Lower Harbor Toxics Group's monitoring program.

Mr. Nick Ghirelli, GWMA's legal counsel, stated that if authorized by the Board, and if the watersheds were interested, GWMA staff and legal counsel would work with each watershed group to develop the parameters on how the monitoring data would be shared with the private NPDES permit holders.

After detailed discussion, Director Beach moved to authorize staff and legal counsel to work with the various watershed groups for which GWMA facilitates the collection of monitoring data to develop a data sharing process for private NPDES permit holders, similar to the current program for the Lower Harbor Toxics Group and for staff to return to the Board at a future meeting once business deal points had been outlined with one or more of the watershed groups. The motion was seconded by Director Stowell and approved by the following voice vote:

AYES: DOR, MONROE, VU, LINARES-PLIMPTON, O'GRADY, NILA, MOSTAHKAMI, DIXON, STOWELL, VIVANTI, FALAGAN, HEMPE, FIGUEROA, CASH, DELGADILLO, BEACH, TUNNICLIFF, PETRA, ARELLANO, SCHICKLING, ROJAS

NOES: NONE

ABSTAIN: NONE

ITEM 10 – GATEWAY REGION WATERSHED MANAGEMENT GROUPS ORAL REPORT

Lower Los Angeles River Upper Reach 2 Watershed Group

Director Nila reported that the Watershed Group was in the process of executing the Sub-Recipient Agreement for the Prop 1 grant. She stated that the Fully Executed Grant Agreement for the Prop 1 Grant had been received.

She also indicated that the watershed group was currently working on preparing its budget for FY2018/19.

Lower Los Angeles River Watershed Group

None.

Los Cerritos Channel Watershed Group

Director Vivanti reported that the watershed group was currently working on preparing its budget for FY2018/19. She also stated that all the Caltrans projects were moving forward.

Lower San Gabriel River Watershed Group

Director Figueroa reported that the watershed group was currently working on preparing its budget for FY2018/19. She also stated that the watershed group would be meeting in March.

ITEM 11 – EXECUTIVE OFFICER’S ORAL REPORT

Ms. Kast reported that the next GLAC IRWM Leadership Committee Meeting was scheduled for Wednesday, February 28, 2018 at the LA County Flood Control District in Alhambra.

ITEM 12 – DIRECTORS’ ORAL COMMENTS/REPORT

Director Mostahkami requested an item for the Board to clarify how GWMA acts as the fiduciary agent for the Watershed groups.

Director Figueroa updated the board on SB998 and indicated that, if this bill were to pass, it would prevent water companies from shutting off a resident’s water due to non-payment. She stated that ACWA was working on an opposition letter.

ITEM 13 – CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

No reportable action.

The meeting was adjourned at 2:05 PM.

Christopher S. Cash, Chair

Date

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*

March 8, 2018

SECTION NO. 6(b) Approve the Warrant Register for March 2018

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.

At the Board meeting on January 11, 2018, the Board directed staff to provide monthly updates on total expenditures for legal counsel services for FY 2017/18.

DISCUSSION:

The Warrant Register for expenditures dated March 2018 in the amount of \$283,080.49 are submitted for approval. Invoices and supporting documentation are available for review at the office of the GWMA.

FISCAL IMPACT:

The Warrant Registers totals \$283,080.49. Funds to cover payment are available in the GWMA budget.

RECOMMENDATION:

Approve the Warrant Register for March 2018 as presented.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

AGENDA ITEM NO. ~~46~~ 6B

WARRANT REGISTER
Disbursement Journal
March-18

Invoice Date	Vendor	Invoice Number	Description	Amount
1/26/2018	Anchor QEA	55731	Harbor Toxics TMDL Monitoring for December	\$ 7,891.01
1/26/2018	Anchor QEA	55733	Harbor Toxics TMDL Monitoring for December	\$ 2,367.50
2/22/2017	City of Lakewood	4	USBR WaterSMART Grant Reimbursement	\$ 26,199.54
2/21/2018	City of Norwalk	7438000001	USBR WaterSMART Grant Reimbursement	\$ 159,103.67
2/22/2018	City of Signal Hill	SH-001	USBR WaterSMART Grant Reimbursement	\$ 41,757.72
2/8/2018	Civiltec Engineering Inc.	28457	Prop 84 2015 Grant Adminisitrative Services	\$ 2,315.00
2/27/2018	CliftonLarsonAllen LLP	1649073-A	Accounting/Auditing Services for February	\$ 1,500.00
2/27/2018	CliftonLarsonAllen LLP	1726706	Preparation of 20187 1099s	\$ 1,000.00
2/28/2018	Gateway Cities COG	2/28/2018	Reimbursement for Office Supplies	\$ 319.44
3/1/2018	GK Consulting	18-2-DACIP-GWMA	GLAC DAC Chair Activities for February 2018	\$ 942.50
03/01/18	GK Consulting	18-2-GWMA	Professional and Accounting Services	\$ 29,415.00
02/15/18	Joe A Gonsalves & Son	156366	Legislative Advocacy Services for March	\$ 2,083.00
02/15/18	Richards Watson Gershon	215719	Legal Services - General	\$ 3,302.88
02/15/18	Richards Watson Gershon	215720	Legal Services - Project Specific	\$ 4,252.50
02/02/18	Rodger's Catering	28863	Meeting Expense	\$ 191.63
02/02/18	Rodger's Catering	28864	Meeting Expense	\$ 439.10
				<u>\$ 283,080.49</u>

Reviewed and Approved by:


Kelli Tunnick, GWMA Secretary/Treasurer

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*

March 8, 2018

SECTION 6c: Status of total legal expenditures for General Legal Counsel Services for FY 2017/18

SUMMARY:

At the Board meeting in January 2018, the Board increased the budget for legal counsel services from \$50,000 to \$88,000 for FY 2017/18 to address unique and unexpected legal issues. At that time, the Board also directed staff to provide monthly updates on total expenditures for legal counsel services for FY 2017/18.

Legal Counsel Services Update:

\$88,000.00	FY2017/18 Budget amount for Legal Counsel services
<u>\$72,432.76</u>	Expenditures for Legal Counsel services through January 2018
\$15,567.24	Remaining budget amount available through June 30, 2018

FISCAL IMPACT:

The total expenditures for Legal Counsel services through January 2018 total \$72,432.76. Funds to cover payment are available in the GWMA budget.

RECOMMENDATION:

Receive and file the update on expenditures for Legal Counsel services.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

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*

March 8, 2018

SECTION NO. 7 – GWMA General Counsel Transition and Amendment to Legal Services Agreement

SUMMARY AND BACKGROUND:

On October 11, 2007, Richards Watson Gershon (“RWG”) began representing GWMA as Legal Counsel. Mr. Steven L. Dorsey was appointed as GWMA’s General Counsel.

On February 28, 2018, Mr. Dorsey informed the GWMA Chair, Christopher S. Cash, of his intention to retire as GWMA’s general counsel, and have Mr. Nicholas Ghirelli take over his duties. Mr. Ghirelli is a senior attorney in RWG’s public law department. As such, he brings a breadth of knowledge in relation to public agency laws, including but not limited to the Brown Act, the Public Records Act, the Conflict of Interest laws, etc., with an added specialty practice involving NPDES permitting and stormwater program compliance and implementation. Mr. Ghirelli has been working closely with Mr. Dorsey and Candice Lee from RWG, and GWMA staff over the past several months and is familiar with GWMA’s ongoing activities. Mr. Ghirelli has represented several Los Angeles County cities, including several GWMA members. He also serves as Assistant City Attorney for several cities in Southern California.

Even though Mr. Dorsey would be retiring as GWMA’s general counsel, he does not intend to fully retire from the practice of law until later in the year. Thus, both he and Ms. Lee would still be available to assist Mr. Ghirelli and GWMA as needed during this transition. However, Mr. Dorsey feels that Mr. Ghirelli’s experience uniquely qualifies him to assist GWMA in all of its activities.

DISCUSSION:

Mr. Steven L. Dorsey, from RWG, informed GWMA that he will be retiring as GWMA’s Legal Counsel. The firm is proposing that GWMA transition Mr. Nicholas Ghirelli as the new General Counsel.

If approved by the GWMA Board of Director’s, and to facilitate this transition, an amendment to the existing legal services agreement is required to specifically change the designated general counsel. The only amendment to the agreement, would be to replace Mr. Dorsey’s name with Mr. Ghirelli’s name as general counsel. No other terms would be amended at this time, including the legal services rates that have been in place since RWG began representing GWMA on October 11, 2007.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

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*

If the transition is approved by the GWMA Board of Director's, Mr. Dorsey's letter would serve as the amendment to the Agreement, upon execution.

RECOMMENDATION:

- a. Approve Mr. Dorsey's letter regarding GWMA General Counsel Transition and Amendment to Legal Services Agreement, appointing Mr. Nicholas Ghirelli as General Counsel to the GWMA as presented;
- b. Authorize the Chair to sign the letter amending the Legal Services Agreement.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

Steven L. Dorsey

T 213.626.8484
F 213.626.0078
E sdorsey@rwglaw.com

355 South Grand Avenue
40th Floor
Los Angeles, CA 90071-3101
rwglaw.com



February 28, 2018

Mr. Christopher Cash
Director of Public Works
City of Paramount
16400 Colorado Avenue
Paramount, California 90723

Re: GWMA General Counsel Transition and Amendment to Legal Services
Agreement

Dear Mr. Cash:

The purpose of this letter is to inform you and the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority's ("GWMA") Board of Directors of my intention to retire as GWMA's general counsel and to have Nick Ghirelli, who is familiar with GWMA legal issues, take over my duties. As you know, my colleagues at Richards, Watson & Gershon ("RWG") and I have provided legal services to GWMA since GWMA's formation in 2007, pursuant to the existing legal services letter agreement dated October 11, 2007 ("Agreement"), a copy of which is attached hereto.

I have previously discussed with you my intention to substantially reduce my law practice this year and, as part of this process, to retire as GWMA general counsel. With the recent approval of the John Anson Ford Park Cistern Project grant agreement, I believe now is an appropriate time to complete my transition. Assuming the Board is in agreement, RWG would like to transition a new attorney into the role of general counsel over the coming months.

The firm proposes Nick Ghirelli as GWMA's new general counsel. Nick is a senior attorney in RWG's public law department, with a specialty practice involving NPDES permitting and stormwater program compliance and implementation. He has been working closely with me, Candice Lee, and GWMA staff over the past several months and is familiar with GWMA's ongoing ventures. Importantly, he has represented several Los Angeles County cities, including several GWMA members, in litigation involving the County's regional stormwater permit. He

has also advised some of those cities about implementing the permit. This experience makes him uniquely qualified to assist GWMA in carrying out its objectives, which are increasingly related to stormwater activities. Nick is also an assistant city attorney for the cities of Agoura Hills, Indio, Moorpark, and Rancho Cucamonga.

Should this arrangement be acceptable to the Board, we respectfully request that you execute and return the enclosed duplicate original of this letter. Upon execution, this letter will serve as an amendment to the Agreement. Except for the name of GWMA's general counsel, our legal relationship will continue to be governed by the terms of that Agreement. This includes, among other things, the same legal services rates that have been in place since RWG began representing GWMA in 2007. Thus, the only amendment is to designate Nick as general counsel in the agreement.

It has been a distinct honor and pleasure for me and all of the members of our firm to work for GWMA, and we truly value our long-standing relationship. While I plan to retire from my day-to-day role with RWG soon, I do not intend to fully retire until later this year. Thus, I will be available to assist Nick during the transition period should any issues arise where my institutional knowledge may be of assistance. In addition Candice Lee will still play a role in advising the agency as needed. In sum, RWG will continue to supply a strong team of lawyers to assist GWMA.

Finally, as we have previously informed you, I write this letter in my private capacity as an attorney at RWG and not as general counsel for GWMA. We are not representing GWMA on this matter, and you may, of course, seek independent legal counsel for advice on the contract amendment or any other related matter.

Very truly yours,



Steven L. Dorsey

Enclosure(s)

cc: Grace Kast, GWMA
Nicholas R. Ghirelli, Esq.
Candice K. Lee, Esq.

Agreed by:

Christopher Cash, GWMA Chair

Date

12664-0001\2163647v5.doc



RICHARDS | WATSON | GERSHON

ATTORNEYS AT LAW – A PROFESSIONAL CORPORATION

355 South Grand Avenue, 40th Floor, Los Angeles, California 90071-3101

Telephone 213.626.8484 Facsimile 213.626.0078

RICHARD RICHARDS
(1916-1988)

GLENN R. WATSON
(RETIRED)

HARRY L. GERSHON
(1922-2007)

STEVEN L. DORSEY
WILLIAM L. STRAUSS
MITCHELL E. ABBOTT
GREGORY W. STEPANICICH
ROCHELLE BROWNE
WILLIAM B. RUDELL
QUINN M. BARROW
CAROL W. LYNCH
GREGORY M. KUNERT
THOMAS M. JIMBO
ROBERT C. CECCON
STEVEN H. KAUFMANN
KEVIN G. ENNIS
ROBIN D. HARRIS
MICHAEL ESTRADA
LAURENCE S. WIENER
STEVEN R. ORR
B. TILDEN KIM
SASKIA T. ASAMURA
KAYSER O. SUME
PETER M. THORSON
JAMES L. MARKMAN
CRAIG A. STEELE
T. PETER PIERCE
TERENCE R. BOGA
LISA BOND
JANET E. COLESON
ROXANNE M. DIAZ
JIM G. GRAYSON
ROY A. CLARKE
WILLIAM P. CURLEY III
MICHAEL F. YOSHIBA
REGINA N. DANNER
PAULA GUTIERREZ BAEZA
TERESA HO-URANO
BRUCE W. GALLOWAY
DIANA K. CHUANG
BILL D. DUNSMORE
AMY GREYSON
DEBORAH R. HAKMAN
D. CRAIG FOX
ALEXANDER ABBE
PATRICK K. BOBKO
DAVID M. SNOW
LOLLY A. ENRIQUEZ
KIRSTEN R. BOWMAN
G. INDER KHALSA
GINETTA L. GIOVINCO
TRISHA ORTIZ
CANDICE K. LEE
DAVID G. ALDERSON
MELISSA C. LAUZARDO
MARICELA E. MARROQUIN
BRIAN D. MABEE
GENA M. STINNETT
JENNIFER PETRUSIS
STEVEN L. FLOWER
MATTHEW E. COHEN
ANDREW TAM
DEBBIE Y. CHO
GEOFFREY WARD
ERIN L. POWERS
TOUSSIAINT S. BAILEY
WHITNEY G. McDONALD

OF COUNSEL
MARK L. LAMKEN
SAYRE WEAVER
WILLIAM K. KRAMER
NORMAN A. DUPONT
JIM R. KARPIAK

SAN FRANCISCO OFFICE
TELEPHONE 415.421.8484

ORANGE COUNTY OFFICE
TELEPHONE 714.990.0901

October 11, 2007

Mr. Desi Alvarez, P.E.
Director of Public Works
City of Downey
11111 Brookshire Avenue
Downey, CA 90241

Re: Legal Services Agreement-Gateway Integrated Resources Management Plan
Joint Powers Authority

Dear Mr. Alvarez:

We are pleased to have the opportunity to serve as General Counsel for the Gateway Integrated Resources Management Plan Joint Powers Authority ("Gateway IRMP"). This engagement agreement sets forth the terms on which the firm will provide legal services to the Gateway IRMP, and the basis upon which we will bill for our services.

I will serve as General Counsel and have general responsibility for representing the Gateway IRMP. Jim Markman will have primary responsibility for representing the Authority on water law related matters. As we have discussed, Jim is very familiar with the types of issues the Gateway IRMP will be facing and has extensive experience dealing with water issues in Los Angeles County. Both Jim and I may also use other attorneys, legal assistants, and law firm personnel as may be helpful in representing the Gateway IRMP's interests.

The Firm maintains a conflict of interest database. Based on the information Jim Glancy provided, we have examined this database to determine whether we might have a professional conflict of interest with respect to the entity listed below. We find no previous or current relationships that would interfere with our ability to represent the Gateway IRMP. As Jim Glancy and I have discussed, we do serve as general counsel for the Southeast Water Coalition and the City of Norwalk, both of which are member agencies of the Gateway IRMP.

Mr. Desi Alvarez, P.E.

October 11, 2007

Page 2

The only conflict likely to be presented by our representation of these two entities is that we will not be able to concurrently represent the Gateway IRMP and the City of Norwalk or the Southeast Water Coalition on a contract involving the Gateway IRMP and either of these agencies. We propose to handle this in the same manner we have done with our representation of the Southeast Water Coalition involving contracts with the City of Norwalk and withdraw from representing one of the agencies on the particular contract depending on the circumstances and the desires of the parties.

We also represent the City of Long Beach as special counsel on unrelated matters and serve as Agency Counsel for the Whittier Redevelopment Agency. Neither of these relationships is likely to interfere with our ability to represent the Gateway IRMP since Long Beach would not likely look to us to represent the City in any potential contract with the Gateway IRMP, and the Whittier Redevelopment Agency is a separate legal entity from the City of Whittier and is not likely to enter into a contract with the Gateway IRMP.

The names we have used in determining whether any potential or actual conflicts of interest exist are the following:

City of Cerritos
City of Downey
City of Lakewood
City of Long Beach
City of Norwalk
City of Paramount
City of Santa Fe Springs
City of Signal Hill
City of South Gate
City of Vernon
City of Whittier
Southeast Water Coalition

We will add these names to our database for consultation in regard to future matters. We will proceed on the understanding that the above listing is accurate and complete unless we hear from you to the contrary.

Mr. Desi Alvarez, P.E.

October 11, 2007

Page 3

We will bill you for fees on a monthly basis. When a bill is to be sent, we will review it before it is issued to ensure that the amount charged is appropriate and accurately reflects the services rendered.

The firm will provide general day-to-day services at the composite rate of \$225 per hour. These services will include attending Policy Board and Administrative Entity meetings when requested, drafting standard agreements, preparing the conflict of interest code, providing Brown Act advice and similar routine day-to-day public agency law matters. We will provide extraordinary services, such as litigation and water law issues at a 15% discount from our standard rates, with a cap of \$275 per hour for any individual attorney.

In addition, we will bill for costs incurred in connection with our representation of the Gateway IRMP. Such costs include copying documents (\$.10/page), facsimile transmission of documents (\$1.00/page), long distance telephone charges, messenger and delivery services, and other similar costs.

Costs are occasionally billed to the firm by third-party vendors. Therefore, there sometimes will be a delay between the time these costs are incurred and the time when they appear on your bill. We do not add a fee to process third-party vendor costs and merely pass on the fee the firm has paid the vendor.

The nature of legal representation makes it impossible for us to accurately estimate the total amount of fees and costs that may be incurred over time. We will keep you informed of significant developments in the matter, including those that might have a substantial effect on the cost of this representation. Please feel free to inquire at any time about expected future costs.

We rarely have fee disputes with clients. Nevertheless, you should be aware that the Gateway IRMP is entitled to require that any fee dispute be resolved through the mandatory fee arbitration provisions of the California Business and Professions Code. One such program is operated under the auspices of the Los Angeles County Bar Association. Many other local bar associations have similar programs.

If you choose not to use the County Bar arbitration procedures, you agree that all fee disputes between us shall be submitted to binding arbitration in Los Angeles to be

Mr. Desi Alvarez, P.E.
October 11, 2007
Page 4

conducted by the American Arbitration Association, in accordance with its commercial arbitration rules.

In any dispute concerning billing for services rendered, the prevailing party, as defined in California Code of Civil Procedure section 1032, will be entitled to recover its reasonable attorney's fees and costs.


The Gateway IRMP has the right to terminate our representation at any time. We have the same right, subject to our obligation to provide the Gateway IRMP with reasonable notice to arrange alternative representation. In either circumstance, the Gateway IRMP agrees to secure new counsel to represent it as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any litigation in which we may be involved. If the Gateway IRMP elects to terminate the firm, we will be paid all fees and costs incurred prior to the termination within 30 days after delivery of a final bill for services.

The firm currently maintains professional liability insurance. Our legal relationship and the terms of this agreement will be governed by the substantive laws of the State of California.

In order for the firm to commence work on this matter, please have the duplicate original of this letter signed by the appropriate officer and returned to me.

We look forward to representing the Gateway IRMP.

Very truly yours,

A handwritten signature in black ink, appearing to read "Steven L. Dorsey". The signature is fluid and cursive, with the first name "Steven" and last name "Dorsey" clearly distinguishable.

Steven L. Dorsey

Mr. Desi Alvarez, P.E.

October 11, 2007

Page 5

ACCEPTED AND AGREED TO:

GATEWAY IRMP

By:


Kevin L. Wattler

Title: Chair

Date: November 20, 2007

99999\0903\1004356.1

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*

March 8, 2018

SECTION NO. 8 - GWMA's Role as a Fiduciary for the Watershed Management Groups

BACKGROUND:

At the last GWMA Board Meeting, the Board directed staff and legal counsel to return to the Board with a brief analysis of the issues related to GWMA's "fiduciary" responsibility to the various watershed groups for which it facilitates certain program implementation activities, such as monitoring data collection.

As you know, GWMA has assumed responsibility for certain financial aspects of each watershed group's watershed management program in accordance with the terms of an MOU between the member agencies and GWMA. GWMA's "fiduciary" relationship with the watershed groups is therefore contractual in nature and limited to GWMA's obligations under each MOU. GWMA must carry out its obligations on behalf of the watershed groups in accordance with each MOU and general principles of contract law and accounting.

DISCUSSION:

Each MOU between GWMA and a watershed group is different in certain respects, but they all generally contain the same financial provisions. The MOU between GWMA and the permittees of the Lower San Gabriel River Watershed Group is illustrative of GWMA's general obligations to do the following: (1) solicit proposals for preparation and implementation of the Lower San Gabriel River Watershed Management Program and Coordinated Integrated Monitoring Program (CIMP); (2) administer the selected consultant's contract; (3) and serve as a "conduit" for paying the consultant with funds provided by the permittees. These activities are completed in compliance with Board-adopted policies and procedures which allow for the specific requests by the watershed groups. For example, the watershed groups may request to amend an existing services agreement or request a sole-source services agreement all of which must be approved by the GWMA Board.

In return, the permittees must pay GWMA a proportional share of the consultant's costs and other expenses. The permittees must also pay GWMA a proportional share of funds for GWMA's staff, administrative, auditing, legal, and overhead costs, which may not exceed three percent of the total costs of each invoice submitted to each permittee for the program's costs. Note that this administrative fee, although based on the annual budget, must be used on tasks that are in furtherance of the MOU and become a part of GWMA's operating budget as revenue.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
 Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

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*

The MOU also includes terms that are intended to ensure that GWMA also recovers its costs from the permittees. This includes an informal resolution process, but also allows GWMA to terminate the MOU if a permittee is at least 60 days delinquent and the other permittees do not cover the delinquent payments. GWMA may also suspend the consultant's work in the event of a delinquency. Such delinquent payments accrue interest.

To be sure, GWMA has a contractual responsibility to spend permittee funds on consultant costs related to the Watershed Management Program and CIMP. GWMA must establish a separate account for the permittee funds, track revenues and expenditures, and provide audit opportunities. GWMA's General Audited Financials includes watershed group funds and activities. GWMA's failure to carry out these responsibilities can result in termination of the MOU or potentially a breach of contract action. Thus, even though GWMA may not technically have a legally enforceable fiduciary relationship with the watershed groups, it nevertheless has contractual and other legal responsibilities to spend permittee funds appropriately.

Other MOUs to which GWMA is a party include similar rights and responsibilities. In practice, they form the relationship by which GWMA acts on behalf of the watershed groups in carrying out their watershed management programs and monitoring programs.

The Board has also asked if GWMA's joint powers agreement and/or bylaws affect this "fiduciary" relationship. The bylaws do not dictate GWMA's relationship with third parties, as they are limited to the operation and appointment of the Board of Directors.

Similarly, the joint powers agreement does not directly address GWMA's relationship with third parties. It governs the relationship between GWMA and its member agencies. The agreement specifically authorizes GWMA to enter into contracts and incur debts, liabilities, and obligations consistent with the scope of the GWMA's purpose (e.g., stormwater). Thus, GWMA may enter into the MOUs with the watershed groups where GWMA is tasked with hiring and paying consultants. The Board may be interested to know that GWMA's members are generally not liable for GWMA's debts, liabilities, or obligations.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

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*

March 8, 2018

SECTION 9: GWMA's Augmentation of Services in Support of GWMA and Gateway Cities Council of Government "Gateway COG" Water-Related Coordination Activities

BACKGROUND AND SUMMARY:

GWMA staff is requesting that the GWMA Board approve the proposal herein attached, from Koa Consulting. This proposal (attached) would provide augmentation of services in support of GWMA and COG water-related coordination activities.

As part of this proposal, Work Assignment No. 1 (WA-1) would enhance existing water-related coordination efforts between the two Joint Powers Authorities by facilitating program coordination; managing funding strategies and coordinating grants; provide program management functions; facilitate coordination meetings with various stakeholder agencies; and prepare the Program Visioning & Integration Report and Stakeholder & Public Engagement updates for the GWMA and Gateway COG Programs.

If approved, the scope of work for this proposal and the fee schedule would be added to the existing agreement between Koa Consulting and Gateway COG. GWMA and Gateway COG would then enter into a separate agreement regarding payment for services, in a not-to-exceed amount of \$75,000. The proposed fee amounts would be billed on a time and material basis in accordance to the terms of the agreement with Gateway COG and the rates contained in the subject proposal.

FISCAL IMPACT:

If approved, the one-year scope of work, as presented would be added to the existing agreement between Koa Consulting and Gateway COG. The GWMA and Gateway COG would then enter into a separate agreement regarding payment for services under this scope of work. The one-year commencement would start with a Notice to Proceed to Koa Consulting once the agreement is approved by the Gateway COG Board and the GWMA Board. Funds are available in the General Reserve to cover these costs. Staff is recommending that the Board approve a FY2017/18 budget line item transfer from the General Reserve to Special Projects in the amount of \$75,000.

RECOMMENDATIONS:

- a. Approve a FY2017/18 budget line item transfer from the General Reserve to Special Projects in the amount of \$75,000;

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County

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*

- b. Approve Koa Consulting's proposal as presented in an amount not-to-exceed \$75,000 for one year;
- c. If approved, authorize legal counsel to develop an agreement between GWMA and the Gateway COG to reimburse the Gateway COG for GWMA's portion of Koa Consulting's agreement and bring it back to the GWMA Board for approval in April.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

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

With Technical Support From The Sanitation Districts Of Los Angeles County



Planning – Environmental - Engineering

February 28, 2018

Mrs. Grace Kast
Executive Officer
Gateway Water Management Authority
16401 Paramount Blvd.
Paramount, CA 90723

Subject: Gateway Water Management Authority - Augmentation of Services in Support of GWMA and COG Water-Related Coordination Activities. Work Assignment No. 1 (WA-1)

Dear Mrs. Kast:

Koa Consulting, Inc. is pleased to submit this proposal to the Gateway Water Management Authority to provide **Augmentation of Services in Support of GWMA and COG Water-Related Coordination Activities WA-1**. As part of this work assignment, we will enhance existing water-related coordination efforts between the two Joint Powers Authorities by facilitating program coordination, managing funding strategies and coordinating grants, providing program management functions, facilitating coordination meetings with various stakeholder agencies, preparing the Program Visioning & Integration Report, and providing Stakeholder & Public Engagement updates for the GWMA and GCCOG Programs.

It is our understanding that if accepted, the scope of work for this proposal and the fee schedule will be added to the existing agreement between Koa Consulting and GCCOG. GWMA and GCCOG will enter into a separate agreement regarding payment for services under this scope of work.

Scope:

The assignment is anticipated to consist of the scope of services provided in **Exhibit “A”**.

Schedule:

The period of performance, based on the attached scope of services, is for one calendar year from the Notice to Proceed date.

Fee:

Our **2018 Rate Schedule** is attached as **Exhibit “B”**. The **Fee Summary Table** with supporting task detail estimates **\$75,000.00**, attached as **Exhibit “C”**, and will be billed on a time and material basis in accordance to the terms of the agreement with GCCOG.

Should you have any questions, please do not hesitate to contact me at (949) 300-7910 or traci@koaconsulting.net.

Respectfully submitted,

A blue ink signature of Traci Gleason, written in a cursive style.

Traci Gleason, PE
President

Attachments

Cc: Kekoa Anderson, PE

Exhibit “A”

Scope of Work for Augmentation of Services Related to GWMA and COG Coordination Activities

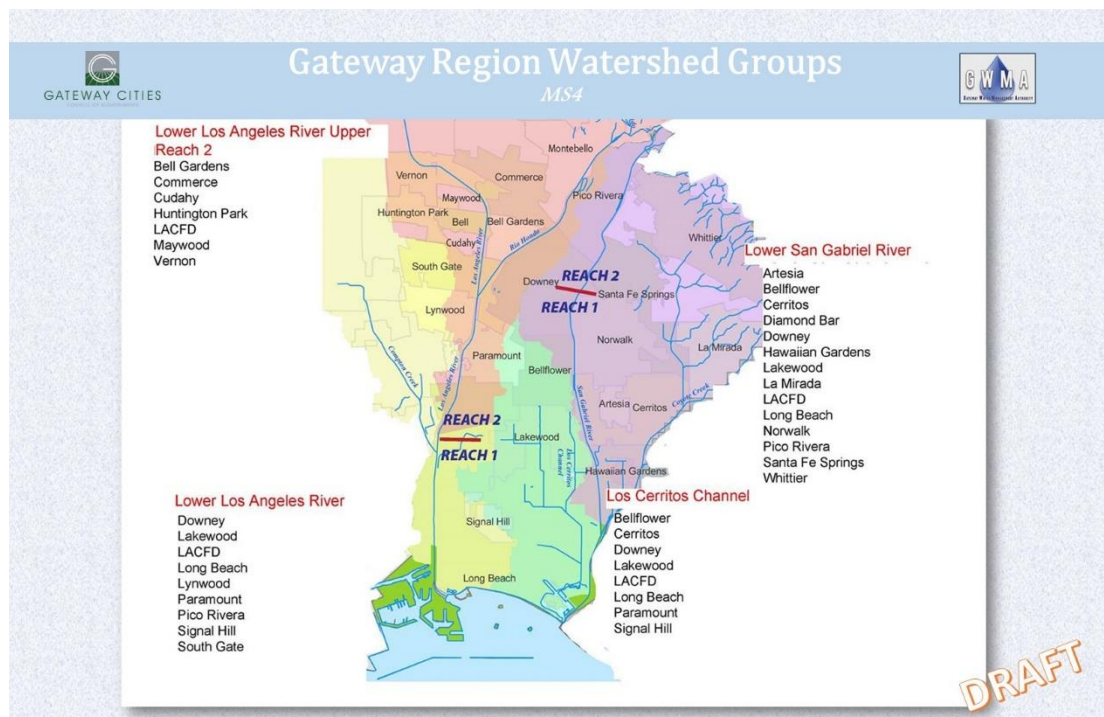
Task 1 Program Coordination between COG and GWMA

The assignment is anticipated to consist of providing program and technical coordination by augmenting existing efforts between the COG and GWMA related to over-lapping water-related issues and potential multi-benefit programs and projects. This task includes technical and administrative support for GWMA including attendance of meetings with consultants, providing oversight, input and review of materials produced, as well as assisting with preparation of Request for Proposals (RFP) and evaluation.

1.a Board, Watershed Group & Project Meetings

We will attend and participate, if needed in the following meetings including:

- GWMA Board Meetings (Monthly)
- GWMA Regional Watershed Groups Meetings (Monthly) ***See Exhibit Below for Watersheds***
- COG/GWMA Coordinating Committee (Quarterly)
- Water Agencies, Cities & Other Related Program Meetings (As needed)



As part of these meetings, we will provide written and oral report updates on our Visioning and Regional Integration Program and Funding Strategies & Grants Program. Additionally, we will provide as needed any planning, technical, funding strategy, outreach and working group summaries.

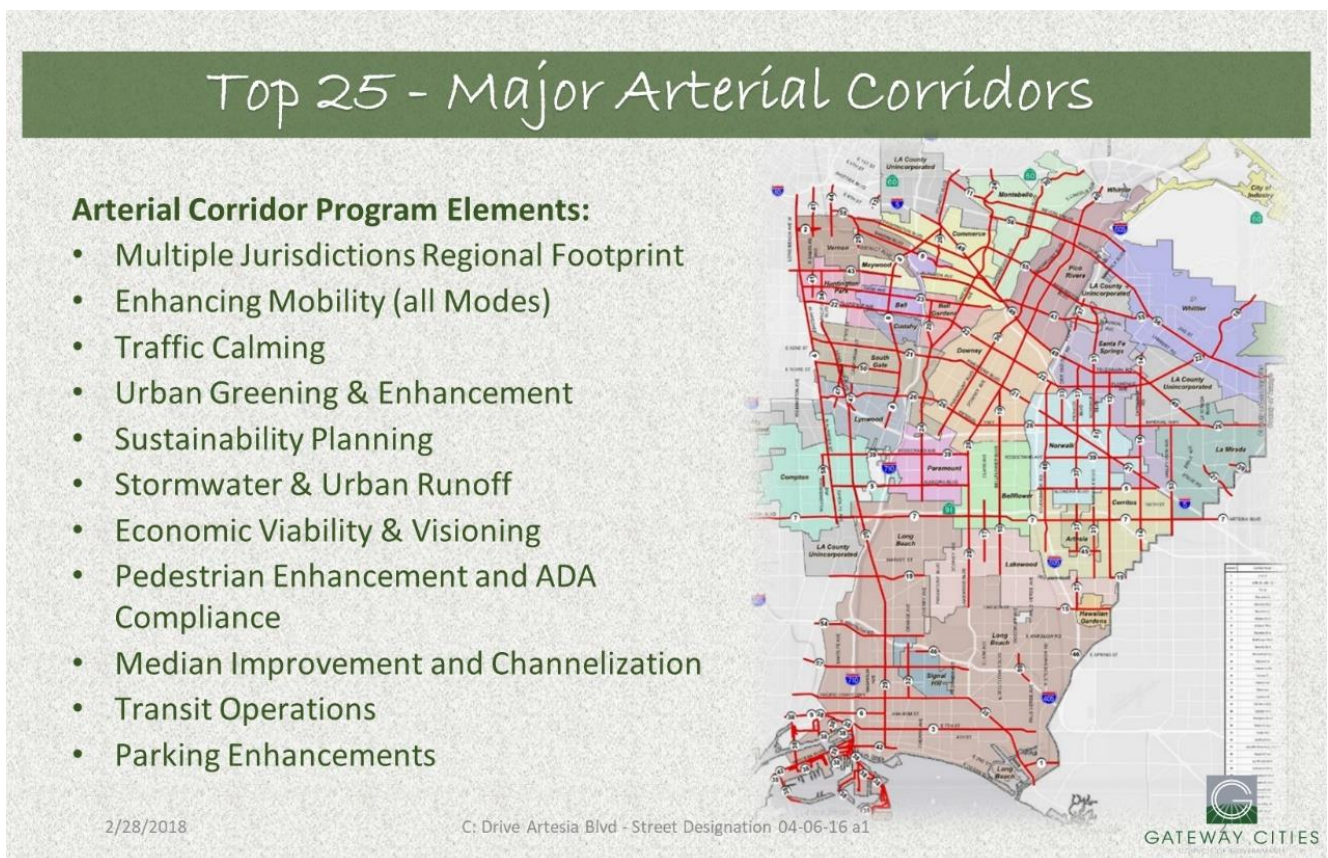
1.b Visioning & Regional Integration Program

The Visioning & Regional Integration Program effort is all about coordinating activities with the GWMA and the GCCOG programs. The purpose will be to capture all the various independent local visioning and programs, and promote consistency with the regional projects, while leveraging funding between all the programs and projects. Optimizing the benefits to the region with the greatest rate of return on our investment, though shared funding avenues and project coordination.

Regional Planning Focus

The goal of the Visioning & Regional Integration Program would be to evaluate and incorporate the existing projects and on-going studies and develop them into a formally adopted Visioning & Regional Integration Program Summary Report.

The Visioning & Regional Integration Program will be prepared with the coordination of programs like the example below for the Arterial Corridors



The Visioning & Regional Integration Program will address impact and benefits issues concerning the Region's resources and the physical environments as they apply to, but limited to, the following focus areas:

- Watershed Master Plans
- Open Space and Habitat Management
- Urban Greening Planning
- Park Design
- Urban Revitalization
- Planning for Climate Change
- Low Impact Development (LID)
- Community Stewardship
- Conservation Plans

As part of the Visioning & Regional Integration Program, the preparation of various visual tools for renderings, presentations, reports, public outreach, concept evaluations, and general graphics will be prepared.

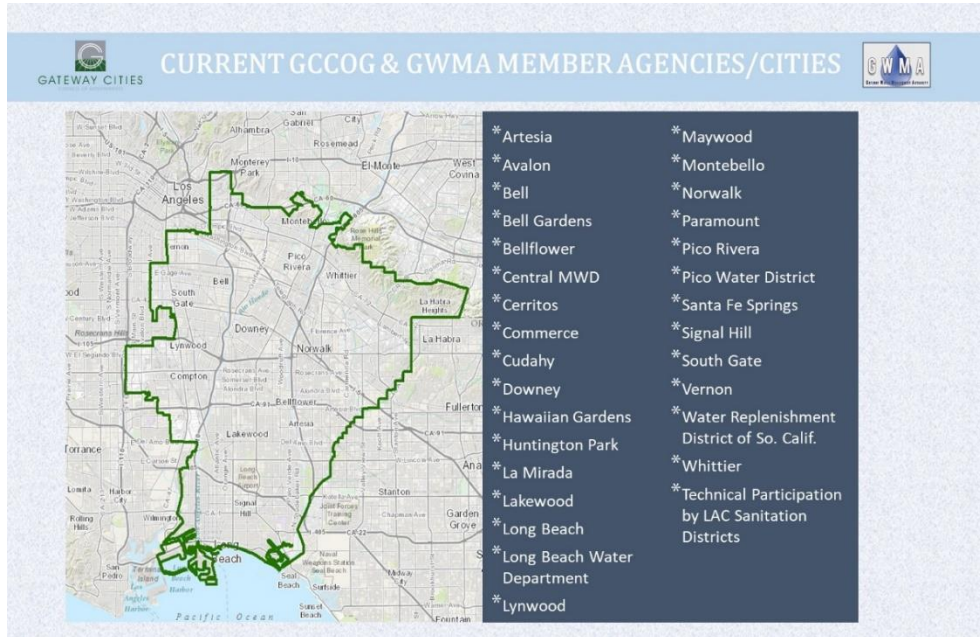
These exhibits will be developed utilizing a variety of graphic design tools including 3D architectural renderings, 3D civil designs, site plan illustrations, aerial pictures, and visualizations throughout the course of the Program Visioning & Integration development.

***See graphic design example below for "Livability Focus" ***



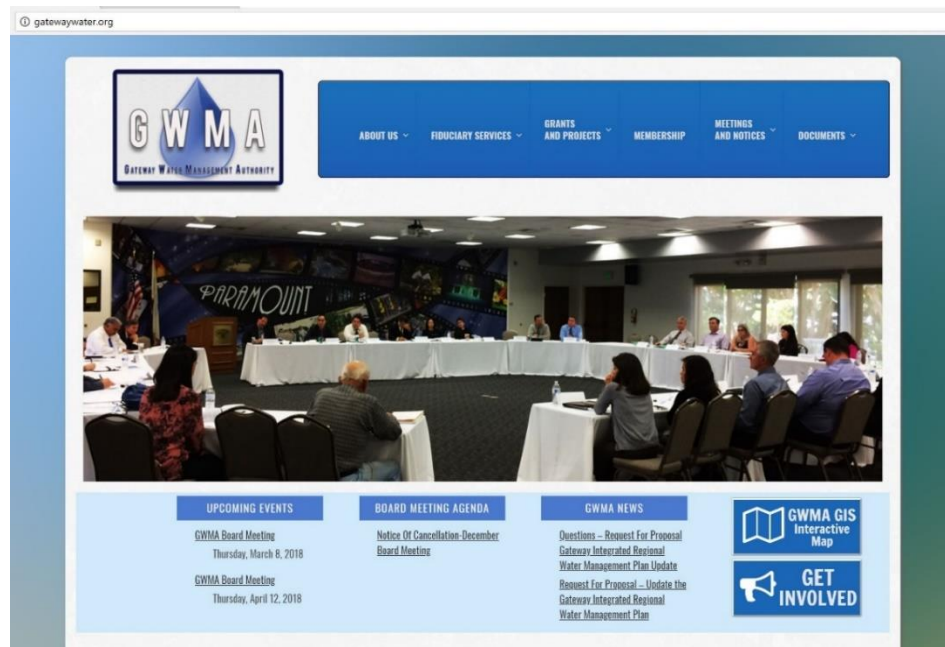
1.c City Council, City Staff and other Public Meetings

We will attend and participate with City Council, City Staff and other Public Meetings as well as provide updates at meetings of the Visioning & Regional Integration Program, funding strategy and grant planning elements. ****See Exhibit below for Member Agencies & Cities****



1.d Web Site Management Coordination

Web Site updates are an important part of the Stakeholder & Public Engagement process, as well as the Funding Strategies and Grants Program. We will coordinate web site updates, to assure the program information and links are current with our on-going efforts.



Deliverables:

<i>Deliverables for Task 1:</i>
Attend Project Meetings & Assist with Action Item Coordination
Visioning & Regional Integration Program Participation, Exhibits & Summary Report
Prepare for & Attend City Staff and other Public Meetings
Coordinate and Provide Current Information for Website Updates

Task 2 Funding Strategies & Grants Coordination Program

The GCCOG and GWMA collaboration allows for regional and nationally significant projects to move forward towards implementation with consensus. Our Funding Strategies & Grants Coordination program will identify priority projects and encouraging program stakeholders to put forward their best and most creative ideas for innovatively addressing the challenges they are facing. Demonstrating and evaluating a holistic, integrated approach to improving performance within the region and integrating this approach by getting programs funded. Addressing how emerging transportation and surface water; technologies, and applications can be integrated with existing and proposed systems to benefit the region.

2.a Funding Strategy

Gateway Cities has spent considerable effort in creating a comprehensive subregional plan, the Gateway Cities Strategic Transportation Plan (STP), which contains transportation projects from all GCCOG jurisdictions and analyzes relationships and impacts amongst these projects. The COG cities are currently prioritizing their projects.

GWMA has spent considerable effort in creating a comprehensive Integrated Regional Water Management Plan (IRMWP) and becoming a part of the larger Greater LA IRWM Plan, which contains water related projects from all GCCOG jurisdictions and analyzes relationships and impacts amongst these projects. GWMA also provides support to several watershed groups and efforts.

It will be our goal to help coordinate and identify possible funding strategies to prioritize and optimize the benefits to the region with the greatest rate of return on our investment, though shared funding avenues and project coordination.

2.b Grants

As part of the COG/GWMA Funding Strategies and Grants Coordination Program, we will discuss joint legislative, project and grant opportunities. We will review these opportunities and solicit input from our members and watershed groups. Assigning priorities regarding grant opportunities that GWMA and GCCOG can pursue on behalf of its members with the following:

- State and Regional Boards
- Caltrans Districts and Headquarters
- Local Municipal NPDES Agencies (Cities and Counties)
- Other Stakeholders

We will support the GWMA in the identification and preparation of grants in addition to assisting GWMA staff in seeking proposals from its On-Call Consultants or others, if necessary to request grant writing or other related expertise on these or any potential grant applications.

Some upcoming grants being tracked include the following:

- Urban and Community Forestry Program California Climate Investments Grants
- Natural Resources Urban Greening Grant
- Prop 1 Stormwater Grant Round 2 - Implementation (late 2018/early 2019)
- Prop 1 Integrated Regional Water Management Implementation Grant – (early 2018)

2.c Other Services

As requested by GWMA and within the not-to-exceed limits, if additional technical support is needed, Koa Consulting will provide general grant, technical and engineering review and expertise.

Deliverables:

<i>Deliverables for Task 2:</i>
Prepare Funding Strategies Plan
General Grant Identification and Coordination Support



419 MAIN STREET, SUITE 320, HUNTINGTON BEACH, CA 92648

EXHIBIT "B"

2018 RATE SCHEDULE

Staff

Word Processing/Support/Administrative	\$ 75.00
CADD Technician/Graphical Designer.....	\$ 120.00
Design Engineer.....	\$ 150.00
Environmental Planner	\$ 175.00
Project Engineer	\$ 185.00
Project/Program Manager	\$ 215.00

Reimbursables

Photo Copies (B&W 8.5"x11")	\$ 0.10 each
Photo Copies (B&W 11"x17")	\$ 0.20 each
Color Copies (8.5"x11")	\$ 1.50 each
Color Copies (11"x17")	\$ 2.50 each
Large Format Copies (B&W)	\$ 0.20 per sqft
Mileage.....	\$ GSA Mileage Rate*

* GSA Mileage Rate subject to change

All other direct costs, such as reproduction, special photography, postage, delivery services, overnight mail, printing and any other services performed by subcontractor, will be billed at cost plus 15%.

NOTE: All costs and rates are effective January 1, 2018, and subject to annual increase.

Printed 3/1/2018