



**REQUEST FOR PROPOSALS FOR
FINANCIAL, ACCOUNTING AND INVESTMENT SERVICES FOR GATEWAY WATER
MANAGEMENT AUTHORITY (GWMA)
(RFP 2022-01)**

Release Date:	09/02/2022
Questions Due to GWMA:	09/16/2022
Proposal Due Date:	10/07/2022

The Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (“Gateway Water Management Authority” or “GWMA”) invites proposals for the above-stated project and will receive such proposals electronically only up to the hour of **4:00 pm, Pacific Standard Time (PST) on Friday, October 7, 2022.**

PURPOSE:

The purpose of this Request for Proposal is to establish a contract with a qualified individual or firm to provide GWMA assistance with general accounting, a quarterly review of the accounting and bank reconciliations, year-end adjusting entries needed for the audit, preparation of audit workpapers and assistance during the audit, assist with the budget preparation, prepare audit workpapers, and be available for accounting questions as needed. Selected candidate must have Quickbooks Online Plus.

BACKGROUND:

GWMA is a Joint Powers Authority (JPA) for a coalition of 25 cities, three public water agencies and the Port of Long Beach. 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 activities.

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



GWMA STAFFING

The Agency retains the services of Koa Consulting, Inc. for its staffing. Currently, Koa Consulting provides services of an Executive Officer, a Program Administrative Manager, and Grant Funding Strategist.

GWMA serves as the fiscal agent for many regional projects and watershed groups. The fiscal and accounting workload has grown with the number of grants, Memorandum of Understandings and contracts managed by GWMA. The Agency chart of accounts includes approximately 100 line item accounts and it is estimated that the Agency processes about 30-40 entries per month. The adopted GWMA Fiscal Year 2022-2023 Budget is attached. It includes dues from 29 members of \$404,500 and a projected ending fund balance of \$741,066.

FINANCIAL SERVICES:

The following is a list, but not necessarily limited to, services being sought by proposer:

- Provide ongoing financial and accounting advice on all aspects of the accounting systems, policies and practices to GWMA staff.
- Assist with the process and coordination for annual general and/or single audits; and potential grant audits.
- Monitor, test and suggest improvements of internal controls.
- Review the bank reconciliations.
- Oversee and monitor financial transactions (Similar to an internal audit function).
- If requested, meet periodically with the GWMA Executive Board to report on the agency's financial status (may be virtual or in person).

GWMA currently utilizes Quickbooks Online Plus accounting software to track and organize its financial information. Proposer shall also be able to maintain GWMA's accounting system on Quickbooks Online Plus, for which GWMA will reimburse the successful proposer for the online subscription.

DURATION:

GWMA is soliciting the services of qualified firms or individuals to provide financial, accounting, investment services to the agency for a period of 24 to 36 months with an option to extend the services for two additional, one-year periods. These services would be as needed providing financial oversight and professional advice to the GWMA staff.



PROPOSAL INSTRUCTIONS:

Proposals must be prepared in conformance with the Instructions to Proposers.

GWMA reserves the rights to reject any or all proposals for any reason or no reason, to waive any irregularity in any proposals, and to take all proposals under advisement for a period of 30 days.

Cover Letter (to be attached to the front of the Proposal Packet):

- Proposal Letters shall be addressed as follows:
Gateway Water Management Authority
Attn: Ms. Traci Gleason
16401 Paramount Blvd.
Paramount, CA 90723
- Introduce yourself if an individual or your company and summarize your proposal in the cover letter. Include the name, address, email and telephone number of the person who will be the point of contact and is completely familiar with the proposal.
- The proposal cover letter shall be signed by an official authorized to bind the proposer contractually.

Proposer (Company) Information

- Owner's full name and address and year proposer services or company began.
- Names of subsidiaries or parent company, if applicable.
- Individual or Company Background
- Individual or Company Qualification and Experience related to providing service to public entities and water agencies;
- License to Practice

Staffing and Qualifications

- Name and resume of the main individual(s) assigned to work with GWMA Staff
 - Include Education; Years of Experience, Years of Experience with current firm (if applicable), Description of Experiences with Similar Activities

Client References

- Provide a minimum of three (3) references, two (2) of which must have knowledge of the main individual's service to a public entity.

Scope of Services

- Provide scope of services, with approach and understanding. List assumptions.



Proposed Fee

- Cost details, including the hourly rates of each of the individuals who will perform services, all expenses (including the Quickbooks Online Plus subscription fee), and a “not to exceed” annual amount.

SELECTION CRITERIA

The selection criteria used in awarding a contract or agreement for professional services as described above shall include:

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

SUBMISSION REQUIREMENTS AND DEADLINE

Proposals must be electronically delivered no later than October 7, 2022 at 4:00 PM (PST) to:

Ms. Traci Gleason
tgleason.gateway@gmail.com

Hardcopies will not be accepted.

FISCAL
YEAR

2022-2023

**OPERATING
BUDGET**

ADOPTED: June 9, 2022





Introduction and Background

Over the years, with growth in membership and responsibilities, the budget for Gateway Water Management Authority (GWMA) has evolved accordingly. From a one-half page budget in 2009, it is now a multi-page budget that demonstrates how much GWMA has accomplished and what it will do in the coming year.

GWMA was created in 2007/2008 as a Joint Powers Authority “JPA” to form a Department of Water Resources (DWR) - recognized region for purposes of regional planning and grant funding under the Integrated Water Resources Management (IRWM) program. The original purpose for this effort was to address local concerns regarding equitable distribution of grant awards for Gateway cities and agencies through the Greater Los Angeles County (GLAC) IRWM structure which includes five sub-regions, one of which is the Lower Los Angeles/Lower San Gabriel sub-region. By 2011, GWMA had 18 members. It has since grown to 29 members which includes 25 cities, three water agencies and the Port of Long Beach. For the most part, membership growth is due to the following benefits and values of being a member:

- Organize and coordinate economical and efficient water management activities across city boundaries in the Gateway region;
- Apply and receive State and Federal funding on a regional basis, preferred by many granting agencies;
- Provide focus to Disadvantaged Communities through grants, projects and programs;
- Share information and identify common needs and issues across city and agency boundaries; and
- A single voice to help build relationships at the regional, state and federal levels.

Since its inception, GWMA has facilitated several federal and grant awards on behalf of the region and its members in addition to the IRWM grant program. Further, GWMA’s role has expanded to include fiduciary and contracting responsibilities in support of the Gateway region’s stormwater responsibilities. After years of working as its own IRWM region, the GWMA Board voted in 2015 to re-engage with the GLAC IRWM as a voting member of the Leadership Committee and also as the Chair of the Lower San Gabriel/Lower Los Angeles sub-region. The success of the re-integration is largely due to the fact that GWMA represents the entire sub-region because of its robust membership within the Gateway region. GWMA continues to play a very active role in the GLAC IRWM and also provides active support by serving as Chair of the GLAC IRWM Disadvantaged Community Committee and as Co-Chair of the Disadvantaged Community Involvement Program which includes Ventura County and the Upper Santa Clara IRWM regions.



HIGHLIGHTS OF ACCOMPLISHMENTS

Grant Awards – Past, Current and Pending

A total of **\$30,764,000** has been awarded to GWMA since its first grant application in 2009.

Grant Amount	Funding Agency	Grant Project	Status
\$10M	State Water Resource Control Board	LA River Trash Reduction	Completed
\$950k	California Department of Water Resources	Gateway IRWM Plan	Completed
\$338k	State Water Resource Control Board	Los Cerritos Channel (LCC) Watershed Segmentation and Low Impact Development (LID)	Completed
\$1M	United States Bureau of Reclamation	Gateway Region Advanced Meter Infrastructure Program	Completed
\$1.07M	State Water Resource Control Board	Proposition 84 Regional Stormwater LID Best Management Practices (BMP)	Completed
\$3.94M	California Department of Water Resources	Proposition 84 IRWM Drought Emergency	Completed
\$3.41M	California Department of Water Resources	Proposition 84 IRWM (4 projects)	On-going
\$9.9M	State Water Resource Control Board	Proposition 1 Stormwater Grant for John Anson Ford Park Infiltration Cistern: Phase 1	On-going
\$150k	Safe Clean Water Program	Gateway Area Pathfinding Analysis Phase 1 LLAR & LSGR	On-going

Fiduciary Responsibilities

GWMA has entered into Memorandum of Understandings (MOUs) with several groups to administer Request for Proposals, enter into contracts, collect participant funds, pay invoices and other general administrative support roles including submission of grant applications, if requested and management of grants, if awarded.

- Four Watershed Groups under Regulatory Compliance Timelines for Stormwater
 - Lower LA River Upper Reach 2 [Seven cities & Los Angeles County Flood Control District (LACFCD)]



- Lower LA River (Eight cities, LACFCD & one individual city to share in cost of monitoring only)
- Lower San Gabriel River (Thirteen cities & LACFCD)
- Los Cerritos Channel (Seven cities & LACFCD)
- Permittees for the Dominguez Channel, and Long Beach and Los Angeles Harbors Regulatory Monitoring & Reporting Compliance
 - Eight Cities, Port of Los Angeles, LA County, LACFCD and Port of Long Beach
 - Six individual private company permittees to share in cost of monitoring
- Permittees for a Joint Dominguez Channel/Harbor Toxic TMDL Monitoring Program
 - 62 Cities, LA County and LACFCD

Other Services and Activities

- In 2010, GWMA coordinated, developed and submitted a regional 20x2020 Regional Alliance Report to the State to meet conservation regulations on behalf of its members to meet their individual obligations regionally rather than individually.
- In 2015, GWMA coordinated, developed and submitted updated data and targets for the 20x2020 Regional Alliance to the State to meet regulatory requirements.
- In 2021, GWMA prepared the final 20x2020 Regional Alliance Report.
- In 2014, 2017 and again in 2020, GWMA conducted a regional Notice Inviting Bids process to solicit competitive pricing for catch basin cleaning on behalf of all Gateway region cities. A competitive bid package which included all responsive bidders and their respective pricing was transmitted to the cities as an option for them to contract with any of the bidders. The 2020 entire bidding process and results can be found on GWMA's website.
- Facilitated and held workshops on Measure W (Safe Clean Water Program) throughout FY 2018-2019.
- GWMA continues to consider support for requests by members and/or watershed groups to serve as an applicant for Safe Clean Water Program Funding.
- Continuously update as needed - Request for Qualifications process for On-Call Consultants and enter into 5-year Professional Services Agreements with ranked and approved respondents. GWMA and its members or watershed groups can utilize the On-Call Consultant List of pre-qualified consultants.



LOOKING AHEAD

Several critical activities are planned for FY 2022-2023. These activities include:

- Develop and finalize coordinated, regional projects for 4 main priority categories selected by the Board in FY 2021-2022 and seek grant funding for each:
 - Perfluorooctane Sulfonate (PFOS) and Perfluorooctanoic Acid (PFOA) treatment
 - Construction of new well
 - Recycled Water
 - Construction of stormwater capture and reuse systems such as rain gardens, cisterns and bioswales, nature-based solutions in public-owned properties
- Identify an additional coordinated, regional project priority and seek grant funding;
- Potentially serve as fiduciary agency with Commercial and Industrial Permittees on behalf of the Los Cerritos Channel Watershed Management Group;
- Potentially serve as the coordinating agency for a regional Disadvantaged Community concept project within LLAR and LSGR IRWM sub-region;
- Solicit proposals for outside accounting services.

BUDGET SUMMARY

Before delving into the budget, it is important to note that back in the 2008/2009 era, the Board decided to collect membership dues over multiple years to build up and keep them in reserves in order to fund regional programs or opportunities as they become available in future years. Depending on the project, GWMA also collects funds from project participants for regional project management which is held in the general reserve and used for that specific purpose in subsequent years. These types of reserve funds are separate from what the GWMA Board voted to keep on hand as an operating reserve equal to six months of the annual operating budget. Thus, the reserve can be viewed as having three (3) functions:

- 1) Maintain an operating reserve equal to six months of the operating budget;
- 2) Collect funds for future special projects and/or grant opportunities; and
- 3) Collect funds for a specific program that are being expended over several subsequent years.

To enable seamless cross-referencing with the attached budget, figures included in this summary that can be found on the budget will be followed by a letter and number in parenthesis which points to the column letter and row number on the budget. For example, (G2) points to \$404,500 which is the FY 2022-2023 Total Dues from Members Agencies.



The FY 2022-2023 budget shows an operating revenue needed to support its annual operations in the amount of \$612,970 (G8). The operating expense budget is estimated to be \$431,150 (G22) which leaves \$181,820 (G23) in reserves before special projects. Special projects in the amount of \$212,105 (G33) include funds for:

- Four (4) Regional Project Grants
- One (1) Additional Regional Project Grant
- IRWM Disadvantaged Community Chair/Co-Chair Services; and
- Project Development and Funding Strategy Services.

When Net Income after All Operating and Special Project Expenses of -\$230,285 (G34) is added to the previous year’s Ending Fund Balance of \$771,351 (G35), the Administrative Ending Fund Balance for FY 2022/23 is \$741,066 (G36). As stated previously, according to Board policy, six months of the operating expense budget is required to be held in reserve. The operating expense budget is \$431,150 (G22). One-half of the anticipated operating expense for FY 2022-2023 is equal to \$215,575. Staff has determined that with \$741,066 (G36) in the Ending Fund Balance, there are sufficient funds in reserves per the policy.

FY 2022-2023 Operating Expenses:	\$431,150 (G22)
6-months (one-half of year) minimum required to be held in reserve:	\$215,575
Reserves after all Operating Expenses and Special Projects:	\$741,066 (G36)
6-month operating reserve:	- <u>\$215,575</u>
Remaining in General Reserve for future programs	\$525,491

On May 12, 2022, the Board approved staff’s recommendation to maintain the current administrative direct fee percentages of 3% for GWMA members and 5% for non-GWMA members. The Board also approved 3.76% for indirect costs which are applied to non-GWMA members only. Per Board policy, non-GWMA members should contribute to the overall general operating costs that GWMA members pay through their annual membership dues. The indirect costs include all general operating expenses except for Professional Administrative/ Management, Legal Counsel and Project Development/Funding Strategy Services are calculated using the formula recommended by GWMA’s Accounting Firm and previously approved by the GWMA Board. It is important to note that all unused direct fees are retained by each respective group that it was collected from and are shown in the budget backup sheets while all indirect fees are retained by GWMA to help pay for general operations of GWMA.

The following operating budget provides details to support the many GWMA activities in Fiscal Year 2022-2023.



GATEWAY WATER MANAGEMENT AUTHORITY

FY 2022/2023 Operating Budget						
A	B	C	D	E	F	G
DESCRIPTION	FY 19/20 Actuals	FY 20/21 Actuals	FY 21/22 Budget	FY 21/22 Year-End Projections	Budget to Actual Variance	FY 22/23 Budget
REVENUES						
Dues from Member Agencies	\$ 416,000	\$ 417,500	\$ 404,000	\$ 404,000	\$ -	\$ 404,500
GWMA Administrative/Legal/Funding Strategy Direct Charges from Watersheds Including Use of Watershed Reserves	\$ 68,437	\$ 96,809	\$ 87,500	\$ 101,592	\$ 14,092	\$ 120,875
GWMA Administrative/Legal/Project Mgmt Direct Charges from GWMA Grants and Grant Sub-recipients	\$ 30,673	\$ 10,000	\$ 8,000	\$ 8,317	\$ 317	\$ 8,500
GWMA SCWP Grant Administrative Revenue				\$ 7,500		\$ 38,000
DACIP Proposal/Application Development (Grant Reimbursement)	\$ -	\$ 48,105	\$ 20,000	\$ 21,350	\$ 1,350	\$ 22,000
GWMA Indirect Fees from Non-members	\$ 11,139	\$ 20,999	\$ 20,009	\$ 19,970	\$ (39)	\$ 19,095
TOTAL REVENUES	\$ 526,250	\$ 593,413	\$ 539,509	\$ 562,730		\$ 612,970
OPERATING EXPENSES						
Professional Mgmt, Admin & Accounting Services - General GWMA Operations	\$ 242,876	\$ 234,500	\$ 234,500	\$ 226,061	\$ (8,439)	\$ 254,936
Professional Mgmt, Admin & Accounting Services - Allocated to Watershed/Grant Operations	\$ 81,020	\$ 90,000	\$ 90,000	\$ 97,790	\$ 7,790	\$ 103,500
General Counsel - General GWMA Operations	\$ 12,472	\$ 15,000	\$ 15,000	\$ 5,100	\$ (9,900)	\$ 15,000
General Counsel - Allocated to Watershed/Grant Operations	\$ 12,890	\$ 15,500	\$ 15,500	\$ 800	\$ (14,700)	\$ 15,500
Meeting Expenses	\$ 1,738	\$ 2,000	\$ 2,500	\$ -	\$ (2,500)	\$ 2,500
Office Supplies, Postage, Notices, Misc.	\$ 2,963	\$ 5,000	\$ 3,500	\$ 2,713	\$ (787)	\$ 3,500
Office Rent	\$ 4,324	\$ 4,324	\$ 4,366	\$ 4,366	\$ -	\$ 4,689
Website Services	\$ 450	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
Insurance	\$ 11,113	\$ 12,397	\$ 12,000	\$ 13,120	\$ 1,120	\$ 15,100
Authorized Conferences, Travel & Sponsorships	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	\$ 2,000
Organization Memberships	\$ 1,250	\$ 2,500	\$ 5,000	\$ 4,750	\$ (250)	\$ 5,500
Audit	\$ 8,035	\$ 13,000	\$ 8,280	\$ 8,280	\$ -	\$ 8,425
TOTAL OPERATING EXPENSES	\$ 379,131	\$ 396,721	\$ 393,146	\$ 363,479		\$ 431,150
NET INCOME BEFORE SPECIAL PROJECTS	\$ 147,119	\$ 196,692	\$ 146,363	\$ 199,251		\$ 181,820
SPECIAL PROJECT EXPENSES						
Prop 1 Greater LA IRWM (Round 1) Grant Application Fee **Board approved use of reserve funds in July 2018**	\$ 18,481	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Prop 1 Greater LA IRWM (Round 2) Grant Application Fee	\$ -	\$ -	\$ 20,000	\$ -	\$ (20,000)	\$ -
Prop 84 2015 - AMR Project Management Services (Civiltec) **collected from Project Participants during FY16/17 and held in general reserve**	\$ 8,105	\$ 25,813	\$ 15,000	\$ 6,130	\$ (8,870)	\$ -
Regional Grant Program (Recycled Water, PFOS/PFOA, New Wells & Stormwater Capture & Reuse) + (1 Additional Grant Pursuit in FY 22/23) **\$104,785 approved by the Board to use Reserves**				\$ 50,000	\$ 50,000	\$ 84,785
SCWP Grant Project Management Services	\$ -	\$ -	\$ -	\$ 3,220	\$ 3,220	\$ 23,280
Disadvantaged Community Involvement Program	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ -	\$ 27,540
General Project Development and Funding Strategy Services - General Operations	\$ 69,800	\$ 55,000	\$ 55,000	\$ 63,900	\$ 8,900	\$ 56,500
General Project Development and Funding Strategy Services - Allocated to Watershed/Grant Operations	\$ 5,200	\$ 20,000	\$ 20,000	\$ 11,100	\$ (8,900)	\$ 20,000
TOTAL SPECIAL PROJECT EXPENSES	\$ 128,586	\$ 152,813	\$ 137,000	\$ 161,350		\$ 212,105
NET INCOME AFTER ALL OPERATING EXPENSES AND SPECIAL PROJECTS EXPENSE	\$ 18,533	\$ 43,879	\$ 9,363	\$ 37,901		\$ (30,285)
BEGINNING FUND BALANCE	\$ 671,038	\$ 689,571	\$ 734,590	\$ 733,451		\$ 771,351
ADMINISTRATIVE ENDING FUND BALANCE	\$ 689,571	\$ 733,451	\$ 743,953	\$ 771,351		\$ 741,066
All Watershed Groups Admin Fee Cumulative Ending Fund Balance						\$ 202,369
Cumulative Earned and Projected Interest Income through FY 22/23						\$ 208,880
ADMINISTRATIVE ENDING FUND BALANCE WITH WATERSHED ADMIN FEE BALANCE + INTEREST INCOME						\$ 1,152,316



**Los Angeles River Upper Reach 2
Administrative and Legal Costs Budget
FISCAL YEAR ENDING JUNE 30, 2023**

Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Projected	FY 22/23 Budget
RESERVES FROM PREVIOUS YEAR	\$44,234	\$2,756	\$21,168	\$6,314
REVENUE				
GWMA Administrative Fee	\$1,500	\$16,477	\$9,990	\$8,291
Grants Administrative Fee	\$7,069	-	-	-
Other (Indirect Admin)	-	-	-	-
Other (approved line item transfer from MOU)	-	\$30,269		-
TOTAL ANNUAL REVENUES	\$8,569	\$46,746	\$9,990	\$8,291
OPERATING EXPENSE				
Administrative - Direct Charges	\$14,149	\$10,005	\$13,826	\$14,950
General Counsel - Direct Charges	4,185	-	500	\$4,500
Indirect Operating Expenses	-	-	-	-
Funding Strategy - Expense	\$1,040	2,220	2,200	2,500
Administrative - Grant Direct Charges	\$25,971	\$15,997	\$8,317	\$8,500
General Counsel - Grant Direct Charges	4,703	113	-	-
TOTAL ANNUAL OPERATING EXPENSES	\$50,047	\$28,334	\$24,844	\$30,450
TOTAL ANNUAL NET VARIANCE	(\$41,478)	\$18,412	(\$14,853)	(\$22,159)
CUMULATIVE ENDING FUND BALANCE	\$2,756	\$21,168	\$6,314	(\$15,845)
MINIMUM GWMA ADMIN RESERVE BALANCE	\$10,000	\$10,000	\$10,000	\$10,000
ADDITIONAL ADMIN FUNDS REQUEST TO MAINTAIN MINIMUM				\$25,845



**Los Cerritos Channel
Administrative and Legal Costs Budget
FISCAL YEAR ENDING JUNE 30, 2023**

Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Projected	FY 22/23 Budget
RESERVES FROM PREVIOUS YEAR	\$12,983	\$21,389	\$34,562	\$40,954
REVENUE				
GWMA Administrative Fee	\$19,317	\$33,305	\$24,091	\$22,977
Grants Administrative Fee	-	-	-	-
Other (Indirect Admin)	-	\$2,020	\$2,276	\$2,139
Other (approved line item transfer from MOU)	-	-	-	-
TOTAL ANNUAL REVENUES	\$19,317	\$35,325	\$26,368	\$25,116
OPERATING EXPENSE				
Administrative - Direct Charges	\$10,081	\$16,937	\$15,500	\$17,250
General Counsel - Direct Charges	\$830	\$975	\$0	\$1,000
Indirect Operating Expenses	-	\$2,020	\$2,276	\$2,139
Funding Strategy - Expense	-	2,220	2,200	2,500
Administrative - Grant Direct Charges	-	-	-	-
General Counsel - Grant Direct Charges	-	-	-	-
TOTAL ANNUAL OPERATING EXPENSES	\$10,911	\$22,152	\$19,976	\$22,889
TOTAL ANNUAL NET VARIANCE	\$8,406	\$13,173	\$6,392	\$2,227
CUMULATIVE ENDING FUND BALANCE	\$21,389	\$34,562	\$40,954	\$43,181
MINIMUM GWMA ADMIN RESERVE BALANCE	\$10,000	\$10,000	\$10,000	\$10,000
ADDITIONAL ADMIN FUNDS REQUEST TO MAINTAIN MINIMUM		-	-	\$0



**Lower Los Angeles River
Administrative and Legal Costs Budget
FISCAL YEAR ENDING JUNE 30, 2023**

Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Projected	FY 22/23 Budget
RESERVES FROM PREVIOUS YEAR	\$32,430	\$42,008	\$51,450	\$54,371
REVENUE				
GWMA Administrative Fee	\$19,402	\$32,078	\$21,553	\$24,952
Grants Administrative Fee	-	-	-	-
Other (Indirect Admin)	-	\$1,945	\$1,085	\$1,282
Other (approved line item transfer from MOU)	-	-	-	-
TOTAL ANNUAL REVENUES	\$19,402	\$32,078	\$22,637	\$26,234
OPERATING EXPENSE				
Administrative - Direct Charges	\$8,060	\$16,198	\$16,432	\$18,400
General Counsel - Direct Charges	\$724	\$2,273	\$0	\$1,000
Indirect Operating Expenses	-	\$1,945	\$1,085	\$1,282
Funding Strategy - Expense	\$1,040	\$2,220	\$2,200	\$2,500
Administrative - Grant Direct Charges	-	-	-	-
General Counsel - Grant Direct Charges	-	-	-	-
TOTAL ANNUAL OPERATING EXPENSES	\$9,823	\$22,636	\$19,717	\$23,182
TOTAL ANNUAL NET VARIANCE	\$9,578	\$9,442	\$2,920	\$3,052
CUMULATIVE ENDING FUND BALANCE	\$42,008	\$51,450	\$54,371	\$57,423
MINIMUM GWMA ADMIN RESERVE BALANCE	\$10,000	\$10,000	\$10,000	\$10,000
ADDITIONAL ADMIN FUNDS REQUEST TO MAINTAIN MINIMUM RESERVE BALANCE		-	-	\$0



**Lower San Gabriel River
Administrative and Legal Costs Budget
FISCAL YEAR ENDING JUNE 30, 2023**

Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Projected	FY 22/23 Budget
RESERVES FROM PREVIOUS YEAR	\$42,759	\$51,898	\$63,784	\$75,873
REVENUE				
GWMA Administrative Fee	\$19,836	\$35,773	\$28,978	\$23,701
Grants Administrative Fee	-	-	-	-
Other (Indirect Admin)	-	\$7,703	\$6,085	\$5,150
Other (approved line item transfer from MOU)	-	-	-	-
TOTAL ANNUAL REVENUES	\$19,836	\$35,773	\$35,063	\$28,851
OPERATING EXPENSE				
Administrative - Direct Charges	\$7,853	\$13,559	\$14,388	\$15,525
General Counsel - Direct Charges	\$1,804	\$405	\$0	\$1,000
Indirect Operating Expenses	-	7,703	\$6,085	\$5,150
Funding Strategy - Expense	\$1,040	2,220	2,500	2,500
Administrative - Grant Direct Charges	-	-	-	-
General Counsel - Grant Direct Charges	-	-	-	-
TOTAL ANNUAL OPERATING EXPENSES	\$10,697	\$23,887	\$22,973	\$24,175
TOTAL ANNUAL NET VARIANCE	\$9,139	\$11,885	\$12,090	\$4,676
CUMULATIVE ENDING FUND BALANCE	\$51,898	\$63,784	\$75,873	\$80,549
MINIMUM GWMA ADMIN RESERVE BALANCE	\$10,000	\$10,000	\$10,000	\$10,000
ADDITIONAL ADMIN FUNDS REQUEST TO MAINTAIN MINIMUM RESERVE BALANCE		-	-	\$0



**Harbor Toxics Downstream
Administrative and Legal Costs Budget
FISCAL YEAR ENDING JUNE 30, 2023**

Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Projected	FY 22/23 Budget
RESERVES FROM PREVIOUS YEAR	-\$11,202	-\$2,799	\$14,226	\$14,857
REVENUE				
GWMA Administrative Fee	\$9,521	\$14,969	\$16,922	\$16,922
Grants Administrative Fee	-	-	-	-
Other (Data Sharing Individuals)	\$8,610	\$3,690	\$3,690	\$3,690
Other (Indirect Admin)	\$8,133	\$3,084	\$3,828	\$3,828
Other (approved line item transfer from MOU)	-	\$13,852	-	-
TOTAL ANNUAL REVENUES	\$26,264	\$35,594	\$24,440	\$24,440
OPERATING EXPENSE				
Administrative - Direct Charges	\$8,688	\$9,576	\$13,771	\$13,500
General Counsel - Direct Charges	-	-	\$300	\$1,000
Indirect Operating Expenses	\$8,133	\$6,774	\$7,518	\$7,518
Funding Strategy - Expense	\$1,040	2,220	2,220	2,500
Administrative - Grant Direct Charges	-	-	-	-
General Counsel - Grant Direct Charges	-	-	-	-
TOTAL ANNUAL OPERATING EXPENSES	\$17,861	\$18,569	\$23,809	\$24,518
TOTAL ANNUAL NET VARIANCE	\$8,403	\$17,025	\$631	(\$78)
CUMULATIVE ENDING FUND BALANCE	-\$2,799	\$14,226	\$14,857	\$14,779
MINIMUM GWMA ADMIN RESERVE BALANCE	\$10,000	\$10,000	\$10,000	\$10,000
ADDITIONAL ADMIN FUNDS REQUEST TO MAINTAIN MINIMUM RESERVE BALANCE		-	-	\$0



**Harbor Toxics Upstream
Administrative and Legal Costs Budget
FISCAL YEAR ENDING JUNE 30, 2023**

Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Projected	FY 22/23 Budget
RESERVES FROM PREVIOUS YEAR	-\$13,775	-\$16,312	-\$72	-\$10,225
REVENUE				
GWMA Administrative Fee	\$5,366	\$5,402	\$5,402	\$5,402
Grants Administrative Fee	-	-	-	-
Other (Indirect Admin)	\$3,006	\$3,006	\$3,006	\$3,006
Other (line item transfer from MOU)	-	\$26,621		
TOTAL ANNUAL REVENUES	\$8,372	\$35,029	\$8,408	\$8,408
OPERATING EXPENSE				
Administrative - Direct Charges	\$6,219	\$15,542	\$15,555	\$17,250
General Counsel - Direct Charges	\$645	\$240	\$0	\$500
Indirect Operating Expenses	\$3,006	\$3,006	\$3,006	\$3,006
Funding Strategy - Expense	1,040		\$0	\$2,500
Administrative - Grant Direct Charges	-	-	\$0	\$0
General Counsel - Grant Direct Charges	-	-	-	-
TOTAL ANNUAL OPERATING EXPENSES	\$10,910	\$18,788	\$18,561	\$23,256
TOTAL ANNUAL NET VARIANCE	(\$2,538)	\$16,241	(\$10,153)	(\$14,848)
CUMULATIVE ENDING FUND BALANCE	(\$16,312)	(\$72)	(\$10,225)	(\$25,073)
MINIMUM GWMA ADMIN RESERVE BALANCE	\$10,000	\$10,000	\$10,000	\$10,000
ADDITIONAL ADMIN FUNDS REQUEST TO MAINTAIN MINIMUM RESERVE BALANCE		\$10,072	\$20,225	\$35,073