

**AGENDA**

**SOUTHEAST WATER COALITION  
JOINT POWERS AUTHORITY**

**REGULAR MEETING OF THE POLICY BOARD**

**CITY OF WHITTIER  
EMERGENCY OPERATIONS CENTER  
13200 PENN STREET  
WHITTIER, CA 90602**

**THURSDAY, AUGUST 2, 2018  
7:00 P.M.**

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS**
- 4. CONSENT CALENDAR**

**\*\*Consent Calendar items will be considered and approved in one motion unless removed by a Board Member for discussion.\*\***

- a. SEWC BOARD OF DIRECTORS MINUTES OF JUNE 7, 2018**  
Recommendation: Approve minutes as submitted.
- b. WARRANT REGISTER**  
Recommendation: Approve Warrant Register.

**\*\*End of Consent Calendar\*\***

- 5. PRESENTATION ON SAFE CLEAN WATER PROGRAM**  
Kyle Cason, Chair, Administrative Entity  
Genevieve Osmena, LA County Dept of Public Works / LA County Flood Control District  
Recommendation: That the Board take the following action:

Receive and file a presentation on the Safe Clean Water Program from Genevieve Osmena of LA County Public Works / LA County Flood Control District.
  
- 6. REQUEST FOR PROPOSALS (RFP) FOR PROGRAM MANAGEMENT SERVICES**  
Kyle Cason, Chair, Administrative Entity  
Recommendation: That the Board take the following action:

Receive and file an update on the status of the Request for Proposals (RFP) for Program Management Services.
  
- 7. BIENNIAL REVIEW OF SOUTHEAST WATER COALITION (SEWC) CONFLICT OF INTEREST CODE**  
Kyle Cason, Chair, Administrative Entity  
Recommendation: That the Board take the following action:

Approve and sign the draft Biennial Review Certification Form prior to submittal and authorize Administrative Entity to draft a new Conflict of Interest Code.
  
- 8. STRATEGIC PLAN PROJECTS - NEXT STEPS**  
Kyle Cason, Chair, Administrative Entity  
Recommendation: That the Board take the following action:

Receive and file an update on the status of the Strategic Plan Projects next steps.
  
- 9. LEGISLATIVE UPDATE**  
Kyle Cason, Chair, Administrative Entity  
Recommendation: That the Board take the following actions:

Receive and file an update on the status of the Administrative Entity's monitoring of current water-related legislative issues.

10. **BOARD OF DIRECTORS COMMENTS**
11. **CHAIR / ADMINISTRATIVE ENTITY COMMENTS**
12. **SECRETARY / LEAD AGENCY COMMENTS**
13. **ADJOURNMENT**

**AMERICANS WITH DISABILITIES ACT:** In compliance with the Americans with Disabilities Act of 1990, the City of Whittier is committed to providing reasonable accommodations for a person with a disability. Please call Veronica Barrios with the City of Whittier at (562) 567-9501, if special accommodations are necessary and/or if information is needed in an alternative format. Special requests must be made in a reasonable amount of time in order that accommodations can be arranged.

The next meeting of the Southeast Water Coalition Joint Powers Authority Board of Directors is Thursday, October 4, 2018 at 7:00 p.m., at the Emergency Operations Center, 13200 Penn Street, Whittier, CA 90602.

*I, Veronica Barrios, City of Whittier, do hereby certify, under penalty of perjury under the laws of the State of California that the foregoing agenda was posted pursuant to Government Code Section 54950 Et. Seq. and City of Whittier Ordinance at the following locations: Whittier City Hall, Whittier Public Library, and Whittwood Branch Library.*

Dated: July 30, 2018



Veronica Barrios  
Administrative Secretary  
Public Works Department

**MINUTES OF THE  
SOUTHEAST WATER COALITION  
JOINT POWERS AUTHORITY**

**REGULAR MEETING OF THE POLICY BOARD**

**CITY OF DOWNEY  
COLUMBIA MEMORIAL SPACE CENTER  
12400 COLUMBIA WAY  
DOWNEY, CA 90242**

**THURSDAY, JUNE 7, 2018  
7:00 P.M.**

The regular meeting of the Southeast Water Coalition Joint Powers Authority Policy Board was called to order at 7:03 p.m. by Policy Board Chairman Alex Saab.

**1. PLEDGE OF ALLEGIANCE**

Policy Board Chairman, Alex Saab, asked Ms. Juanita Trujillo, City of Santa Fe Springs Board Member, to lead the Pledge of Allegiance.

**2. ROLL CALL**

Alex Saab	City of Downey
Todd Rogers	City of Lakewood
Margarita L. Rios	City of Norwalk
Tom Hansen	City of Paramount
Juanita Trujillo	City of Santa Fe Springs
Maria Davila	City of South Gate
Melissa Ybarra	City of Vernon
Fernando Dutra	City of Whittier

Also Present:

Vince Brar	City of Cerritos
Dan Mueller	City of Downey
Jason Wen	City of Lakewood
Adriana Figueroa	City of Norwalk
Kyle Cason	City of Whittier
Phuong Nguyen	City of Whittier

Rod Hill	City of Whittier
Monica Lo	City of Whittier
Veronica Barrios	City of Whittier
Kelly Nguyen	City of Vernon
Kevin Wattier	Central Basin Municipal Water District
Kristen Sales	KJServices Environmental Consulting

**3. PUBLIC COMMENTS**

Chair Alex Saab introduced Benjamin Dickow, President & Executive Director of the Columbia Memorial Space Center, and thanked him for the use of the Space Center for the Policy Board meetings. Mr. Dickow provided a brief background on the history of the Space Center, and offered its use as a meeting and event space, and staff development space to any interested Board Members in future. Board Member Fernando Dutra (Whittier) asked how many visitors the Space Center received annually, and Mr. Dickow answered that they average 75,000 to 100,000 visitors per year.

**4. CONSENT CALENDAR**

Board Member Todd Rogers (Lakewood) made a motion to approve the Consent Calendar, and Board Member Dutra (Whittier) seconded the motion. The Consent Calendar was approved by a unanimous voice vote of the Policy Board.

**5. SOUTHEAST WATER COALITION (SEWC) JOINT POWERS AUTHORITY (JPA) FISCAL YEAR 2018/2019 DRAFT BUDGET**

Administrative Entity (AE) Chair, Dan Mueller (Downey), provided an introduction of this item.

AE Chair Mueller (Downey) stated that the cities of Downey and Whittier had formed a budget ad-hoc committee at the March 15, 2018 Administrative Entity meeting. AE Chair Mueller and AE Vice-Chair Kyle Cason (Whittier) were joined by KJServices Environmental Consulting via teleconference on May 10, 2018 to draft a fiscal year (FY) 2018/2019 Draft Budget.

AE Chair Mueller stated the attached Draft Budget B assumes a credit of \$5,000 off of the \$10,000 member agency dues, resulting in total annual dues of \$5,000. AE Chair Mueller stated that originally, the Administrative Entity reviewed multiple Draft Budget options, with varying member due credits, but ultimately recommend Draft Budget B, which assumes the same \$5,000 off as the approved FY 2017/2018 Budget.

AE Chair Mueller then provided an overview of the Draft Budget line by line. AE Chair Mueller stated that Program Management Services was for KJServices Environmental Consulting, who provide administrative services for SEWC. AE Chair Mueller explained the increase in Legal Services from \$4,000 to \$7,500 was due to the expressed design of the Policy Board for an annual legal review of SEWC's JPA filings, bylaws, etc. AE Chair Mueller stated that the Administrative Entity had already reached out to SEWC Legal Counsel to begin work on a legal memo that would provide updated information on the status of SEWC's JPA filings with the County, with a presentation to the Board to follow at

the August or October Board meetings.

AE Chair Mueller explained the increased line item for Financial Audit was due to increasing year-to-year costs, stating that Audit expenditures in FY 2017/2018 amounted to \$3,800, \$3,600 from the budgeted Financial Audit line item and \$200 from the Consultant Services line item. For Consultant Services, AE Chair Mueller stated that the ad-hoc committee agreed to bump the amount from \$50,000 in FY 2017/2018 to \$60,000 in anticipation of costs related to pursuing grant opportunities, as outlined in the SEWC Strategic Plan. AE Chair Mueller stated that these funds would be used either to pursue project abstracts through SEWC itself or to prepare planning grants to pursue through the Gateway Authority.

AE Chair Mueller then opened the floor to questions and suggestions from the Board of Directors. Board Member Fernando Dutra (Whittier) asked if current consultant agreements are transferred from Downey to Whittier during the Lead Agency transition or if consultants go through a new RFP process. AE Chair Mueller stated that currently, the plan is for Program Management Services to go through a new RFP process after Whittier becomes Lead Agency. AE Chair Mueller stated that during the beginning of the Strategic Plan process, under the Lead Agency tenure of South Gate, the Policy Board voted to keep KJServices as the Program Management Services consultant on a month-to-month basis. AE Chair Mueller stated that now the Strategic Plan has been completed, these services will go out to bid for a standard, two or three year contract. AE Chair Mueller stated that now the FY 2016/2017 Audit is completed, and there is only a small amount of money left to be billed with SEWC's auditor, White Nelson Diehl Evans (WNDE). Board Member Dutra stated that he wanted to review the SEWC Draft Budget in more detail with the City's Finance Department once all the pending expenditures are completed.

Policy Board Chair Saab (Downey) called for a motion to approve the SEWC JPA Fiscal Year 2018/2019 Draft Budget. The motion was made by Board Member Juanita Trujillo (Santa Fe Springs) and seconded by Board Member Todd Rogers (Lakewood). The motion was approved by a unanimous voice vote of the Policy Board.

**6. DRAFT AUDIT REPORT - SOUTHEAST WATER COALITION (SEWC) FISCAL YEAR 2016/2017 FINANCIAL STATEMENTS**

Administrative Entity (AE) Chair, Dan Mueller (Downey), provided an overview of this item to the Policy Board.

AE Chair Mueller stated that White Nelson Diehl Evans (WNDE) has provided the audit services for SEWC since 2008. AE Chair Mueller stated the attached draft audit report for FY 2016/2017 states that SEWC's financial statements were presented in conformity and in accordance with accounting principles generally accepted in the United States of America. AE Chair Mueller stated that each

SEWC Lead Agency decides if they want to continue to use WNDE as SEWC's audit firm or use their own in-house audit firm.

Policy Board Chair Saab (Downey) called for a motion to approve the Draft SEWC Fiscal Year 2016/2017 Financial Statements with Report on Audit, and authorize the draft audit be finalized and filed with the County. The motion was made by Board Member Dutra (Whittier) and seconded by Board Member Hansen (Paramount). The motion was approved by a unanimous voice vote of the Policy Board.

## **7. SOUTHEAST WATER COALITION (SEWC) STRATEGIC PLAN GRANT OPPORTUNITY EVALUATION**

Administrative Entity (AE) Chair, Dan Mueller (Downey), provided an overview of this item to the Policy Board.

AE Chair Mueller stated that the SEWC Strategic Plan Grant Opportunity Evaluation represents the efforts of the Administrative Entity to be more aggressive in pursuing grant opportunities, and is the final document completed in the Strategic Plan process.

AE Chair Mueller stated that Means Consulting conducted a Project Identification Workshop at the March 15, 2018 AE meeting, during which each AE member had an opportunity to present project abstracts that could be pursued as a group via SEWC. AE Chair Mueller stated that the attached Grant Opportunity Evaluation is designed to be a "living document," that can be edited and added to by Administrative Entity members as new project opportunities become available.

AE Chair Mueller summarized Section 4, "Potential Programs" on Page 39 of the Grant Opportunity Evaluation. AE Chair Mueller stated that the individual submitted project abstracts from AE members were grouped by similar project type. AE Chair Mueller stated the purpose of the Potential Programs table was to search for grant opportunities that would benefit multiple SEWC member agencies, and look for connections between projects in the same category.

AE Chair Mueller then summarized Section 5 on Page 42 of the Grant Opportunity Evaluation and stated that as the Grant Opportunity Evaluation "is intended to be a living document," AE members will add projects and track goals on an as-needed basis.

Board Member Fernando Dutra (Whittier) asked about the SCADA projects, and inquired if SCADA technology has been made outdated by wireless technology, and if potential SEWC SCADA projects could utilize wireless rather than computer operation. AE Chair Mueller answered that yes, SCADA control systems can utilize wireless technology, using cellphone towers, for instance, but usually, there is still an element of computer operation hardware involved. Board Member Todd Rogers (Lakewood) stated that the City of Lakewood partnered

with FATHOM software on their SCADA project for water management.

Board Member Rogers stated that SEWC should look for projects that provide regional benefit, rather than projects grouped by individual city. AE Chair Mueller stated that the goal of the Potential Programs table was to package projects together to pursue jointly, or to find a combined grant opportunity that would benefit multiple SEWC agencies. AE Chair Mueller stated that a couple projects can be pursued together if they affect multiple cities, and there are a few proposed projects that are collaborations between neighboring agencies. Board Member Rogers stated that water capture projects would be a natural choice for SEWC since all the member agencies share a watershed, and would be similarly affected. Board Member Dutra stated that the relevance of SEWC as a JPA is to pursue regional benefit programs as a group. Board Member Dutra suggested that perhaps SEWC take a lead role in pursuing MS4 permit opportunities. AE Chair Mueller stated that usually the Gateway Authority watershed groups meeting to discuss MS4 issues and potential stormwater projects. Board Member Dutra suggested that SEWC look into their own needs and pursue funding projects to address them. AE Chair Mueller stated that is what the Strategic Plan has been drafted to accomplish, and the Grant Opportunity Evaluation is designed to leverage collaborative projects similar to what the Gateway Authority does for stormwater projects.

Board Member Dutra requested digital copies of the Strategic Plan and its attendant documents. Kristen Sales (KJServices) replied that she would email out copies of the Strategic Plan, the Revised Task 8, and the Grant Opportunity Evaluation to Board Members after the meeting.

Policy Board Chair Saab (Downey) asked for a motion to receive and file the item. The motion was made by Board Member Davila (South Gate), and seconded by Board Member Rogers (Lakewood). The motion was approved by a unanimous voice vote of the Policy Board.

## **8. LEGISLATIVE UPDATE**

Administrative Entity (AE) Chair, Dan Mueller (Downey), provided an overview of this item to the Policy Board.

AE Chair Mueller stated that since the Policy Board last met, the letters of opposition to the Budget Trailer Bill, SB 623, and SB 998 had been signed by Board Chair Alex Saab (Downey) and sent out on behalf of SEWC.

AE Chair Mueller provided an overview of the background on SB 623, the Safe and Affordable Drinking Water Fund, and how the language of this Senate Bill was added to the Governor's Budget Trailer Bill. AE Chair Mueller stated that the Governor submitted his edits to the FY 2018/2019 Budget on May 11, 2018, however, the Legislature rejected the May revision proposal. AE Chair Mueller stated that the State Budget must be passed by June 15, 2018. AE Chair Mueller



stated that, in his opinion, there is still a chance the Budget Trailer Bill could pass and the Safe and Affordable Drinking Water Fund approved.

AE Chair Mueller stated that since the last Policy Board meeting, SB 998, concerning the discontinuation of water service, had passed the Senate Floor and was being read in the Assembly. AE Chair Mueller stated the Bill was currently being held at desk. AE Chair Mueller stated that there is already a lot of pre-notification and requirements water agencies go through before they shut-off water service to a customer. SB 998 changes the current law by getting the Health Department involved, to establish if discontinuation of water service would pose a health threat to the non-paying customer. AE Chair Mueller stated the Bill as written may pose Prop 216 issues.

AE Chair Mueller stated that Administrative Entity Member Adriana Figueroa (Norwalk) had reached out to SEWC lobbyist Jason Gonsalves regarding his opinion on each bill. AE Chair Mueller stated that the Administrative Entity is open to the idea of spending SEWC funds to engage a lobbyist further on these issues.

AE Member Figueroa stated that ACWA is the leading voice of dissent on SB 998, but other individual cities have taken positions of oppose as well.

Board Member Fernando Dutra (Whittier) asked if the Gateway Cities COG had a position against the bill. Board Member Dutra stated he would double-check the COG's position.

AE Vice-Chair Kyle Cason (Whittier) asked if any City is individually lobbying against SB 998. AE Member Figueroa stated that Jason Gonsalves has been engaged to lobby on behalf of several cities, including Norwalk. Board Member Todd Rogers (Lakewood) stated that Lakewood had taken a position of oppose, and Board Member Maria Davila (South Gate) stated that South Gate had also taken a position of oppose.

Policy Board Chair Saab (Downey) asked for a motion to receive and file the item. The motion was made by Board Member Dutra (Whittier), and seconded by Board Member Rogers (Rios). The motion was approved by a unanimous voice vote of the Policy Board.

## **9. SOUTHEAST WATER COALITION (SEWC) LEAD AGENCY TRANSITION**

Administrative Entity (AE) Chair, Dan Mueller (Downey), provided an overview of this item to the Policy Board.

AE Chair Mueller stated that representatives from Downey, Whittier, and KJServices Environmental Consulting met on May 24, 2018 to go over the details of the Lead Agency transition between outgoing Lead Agency Downey, and incoming Lead Agency Whittier. During that meeting, Downey and Whittier

discussed the transfer of the SEWC hard copies and the procedures of drafting, editing, and posting digital copies of the agenda package and other SEWC documents. AE Chair Mueller stated that the attached FY 2018/2019 and 2019/2020 meeting schedules were attached, and all SEWC meetings during Whittier's Lead Agency tenure will take place at the City of Whittier Emergency Operations Center.

AE Chair Mueller then stated that the Resolution 2018-01 included in the agenda package had a typo of June 30, 2022, but that the Board Members had received a handout copy of the Resolution with the corrected date of June 30, 2020. AE Chair Mueller stated approval of the Resolution would designate Whittier the Lead Agency beginning July 1, 2018 through June 30, 2020 and all Policy Board and Administrative Entity meetings would take place at the City of Whittier Emergency Operations Center.

Policy Board Chair Saab (Downey) asked for a motion to adopt Resolution 2018-01, designating the City of Whittier the SEWC Lead Agency for the term beginning July 1, 2018 through June 30, 2020. The motion was made by Board Member Trujillo (Santa Fe Springs), and seconded by Board Member Davila (South Gate). The motion was approved by a unanimous voice vote of the Policy Board.

**10. CENTRAL BASIN MUNICIPAL WATER DISTRICT FISCAL YEAR 2018-2019 DRAFT BUDGET**

Administrative Entity (AE) Chair, Dan Mueller (Downey), provided an overview of this item to the Policy Board.

AE Chair Mueller stated that since the Policy Board had first received an update on Central Basin's financial situation, the proposed retail meter charge had been dropped as an option to increase revenue. AE Chair Mueller stated that a 13-member budget ad hoc committee made up of water purveyors had met with the Central Basin Board and presented alternative options to the retail meter charge.

At their May 29, 2018, the Central Basin Municipal Water District Board of Directors approved the following rate increases to be included in the Fiscal Year 2018/2019 Budget:

- 19.8% increase in potable water administrative fee
- 35% increase in Metropolitan per cfs meter charge
- 4% increase in recycled water rate
- 11.65% handling fee on the Metropolitan Readiness to Serve (RTS) and capacity charge

AE Chair Mueller also stated that the Board voted to decrease its Director Travel Allowance from \$7,000 to \$4,000 per year.

AE Chair Mueller stated that each Board Member received a handout outlining the Summary of Total Cost for Adopted FY 2018-19 Budget Option #4, which provides a breakdown by member agency, of each proposed rate increase. AE Chair Mueller stated the Estimated RTS Purveyor Cost for FY 2018-19 handout provides a breakdown of the cost to each member agency based on the average amount of water purchased through the Metropolitan Water District (MWD).

Policy Board Chair Saab (Downey) asked for a motion to receive and file the item. The motion was made by Board Member Rogers (Lakewood), and seconded by Board Member Rios (Norwalk). The motion was approved by a unanimous voice vote of the Policy Board.

**11. BOARD OF DIRECTORS COMMENTS**

Board Member Maria Davila (South Gate) thanked Downey for hosting the SEWC meetings during its tenure as Lead Agency, and especially praised the meeting venue and catering.

Board Member Fernando Dutra (Whittier) also thanked SEWC Board Chair Alex Saab (Downey) and AE Chair Dan Mueller (Downey) for their detailed attention to the meetings as Lead Agency. Board Member Dutra expressed appreciation for the level of detail and explanation in AE Chair Mueller's staff reports, and expressed appreciation to the rest of the Downey city staff for their assistance.

SEWC Board Chair Alex Saab (Downey) thanked AE Chair Dan Mueller (Downey) for his leadership during Downey's tenure as SEWC Lead Agency, and thanked KJServices for their assistance as Program Management Services consultant. Board Chair Saab wished Whittier good luck during their tenure as incoming SEWC Lead Agency.

Board Member Juanita Trujillo (Santa Fe Springs) wished everyone a happy Father's Day.

**12. CHAIR / LEAD AGENCY / ADMINISTRATIVE ENTITY COMMENTS**

No comments were received.

**13. ADJOURNMENT**

Policy Board Chair Alex Saab (Downey) adjourned the meeting at 7:55 p.m.

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CHAIRMAN

ATTEST:

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# Southeast Water Coalition

A joint powers authority to protect the Central Groundwater Basin

## SOUTHEAST WATER COALITION JOINT POWERS AUTHORITY AGENDA REPORT

**Date:** August 2, 2018  
**To:** Southeast Water Coalition Board of Directors  
**From:** Kyle Cason, Chair, Administrative Entity  
Genevieve Osmena, LA County Department of Public Works / LA County  
Flood Control District

**Subject:** **Presentation on Safe Clean Water Program**

**Recommendation:** That the Board take the following action:

Receive and file a presentation on the Safe Clean Water Program from Genevieve Osmena of LA County Public Works / LA County Flood Control District.

### **Background**

On July 17, 2018, the LA County Board of Supervisors approved the Safe Clean Water Program to come before voters on the November 6, 2018 ballot.

As proposed, the Safe Clean Water Program would establish a parcel tax on residential and business parcels within the LA County Flood Control District, to fund stormwater and/or urban runoff programs within the Flood Control District. The measure would allow a tax of 2.5 cents per square foot of “impermeable surface” on the property. There are exemptions for public schools, government buildings, and non-profits.

The County estimates annual revenue from the Program would be \$300 million, and the average household would pay a Program tax of \$83 a year.

All residents within the Flood Control District would be able to vote on this measure on the November 6th ballot and the measure would need a supermajority of votes (66.7%) to pass into law.

Program revenue would be used to fund the construction, operation and maintenance of stormwater capture and urban runoff programs, water treatment programs, runoff pollution prevention, and irrigation reuse. Potential and planned programs incorporate projects from the Enhanced Watershed Management Project, LA Basin Stormwater Conservation Survey, and LA Department of Water and Power’s Stormwater Capture Master Plan.

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Presentation on Safe Clean Water Program

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50% of Program monies would go to the 9 County Watersheds; 40% would go to County municipalities (cities and unincorporated areas); and 10% would go to Program administration.

**Attachment(s):**

1. Safe Clean Water Program PowerPoint (handout at meeting)



# Southeast Water Coalition

A joint powers authority to protect the Central Groundwater Basin

## SOUTHEAST WATER COALITION JOINT POWERS AUTHORITY AGENDA REPORT

**Date:** August 2, 2018  
**To:** Southeast Water Coalition Board of Directors  
**From:** Kyle Cason, Chair, Administrative Entity

**Subject:** Request for Proposals (RFP) for Program Management Services

**Recommendation:** That the Board of Directors take the following action:

Receive and file an update on the status of the Request for Proposals (RFP) for Program Management Services.

**Background:**

Program Management Services for the Southeast Water Coalition (SEWC) have been provided by KJServices Environmental Consulting (KJS) since 2010. KJS was initially contacted by Administrative Entity (AE) member Adriana Figueroa (Norwalk) to provide Program Management Services, and KJS entered into a one-year contract with SEWC from January 1, 2010 to January 31, 2011. The first two-year agreement was from January 1, 2012 to December 31, 2013. This contract was approved by the SEWC Board (under Lead Agency Santa Fe Springs) in February, 2012. The last agreement was a two-year agreement from January 1, 2014 to December 31, 2015 (spanning Lead Agencies Pico Rivera and South Gate).

In February of 2016, the SEWC Board (under Lead Agency South Gate) approved a month-to-month contract with KJS to provide Program Management Services, which has been in place since that time.

In the few first years of KJS's involvement, the Program Management Services budget was set on a per meeting basis, plus an hourly billing rate for additional tasks. As the scope of services and level of support has changed over time, the Program Management Services budget has shifted.

During the City of Downey's Lead Agency time period (July 2016 - June 2018), the yearly, not-to-exceed budget for Program Management Services was set during the annual budget process. The approved FY '18-'19 budget for Program Management Services is \$17,000.

At the July 19, 2018 Administrative Entity meeting, the AE voted to form a Program Management Services RFP ad-hoc committee consisting of AE Chair Kyle Cason

(Whittier), Phuong Nguyen (Whittier), AE Vice-Chair Gina Nila (Commerce), and Dan Mueller (Downey).

The ad-hoc committee met via teleconference on July 25, 2018. The ad-hoc committee reviewed the current Program Management Services Scope of Work (attached), and determined that the Scope of Work needed to be revised. The ad-hoc committee will draft an informal RFP with an updated Scope of Work and submit it to five (5) consulting firms. The ad-hoc will review the received proposals and evaluate the candidates.

The ad-hoc committee will present its recommendation for Program Management Services with a draft Professional Services Agreement to the Board of Directors for approval upon completion of the initial RFP process.

**Attachment(s):**

1. Current Program Management Services Scope of Work



## SEWC Program Management Services Scope of Work

### Monthly Meetings

The consultant shall provide administrative support for the Southeast Water Coalition's Administrative Entity and Policy Board's bi-monthly meetings as well as prepare the meetings' agenda, staff reports (as requested) and the previous meetings' minutes. Responsibilities also include researching and providing supporting documents for each meetings' agenda items.

The consultant shall attend each monthly meetings and provide general administrative support including, but not limited to, the following:

1. Provide a meeting sign-in list.
2. Supply additional copies of the agenda packet and copies of supporting documents, as required.
3. Ensure that the approved minutes of the previous meeting are signed by the AE Chair or Policy Board Chair and provide them to the Lead Agency representative for retention.
4. Take minutes at each meeting.
5. Ensure necessary A/V or meeting equipment is provided at the meeting venue.
6. Ensure proper meeting room setup and assist with the coordination of meeting catering, as requested.
6. Provide general administrative support for the monthly meetings.

### Monthly Support

The Consultant shall provide general administrative support to the AE and Policy Board. These activities may include the following:

1. Preparation of administrative documents such as the annual budget.
2. Preparation and submittal of State or Federal forms.
3. Preparation and submittal of position letters to regulatory agencies, elected officials, water providers, and other interested parties.
4. The consultant shall assist with the coordination of communication and notifications among the Administrative Entity members and between the AE and the Policy Board.
5. Other duties as assigned.



# Southeast Water Coalition

A joint powers authority to protect the Central Groundwater Basin

## SOUTHEAST WATER COALITION JOINT POWERS AUTHORITY AGENDA REPORT

**Date:** August 2, 2018  
**To:** Southeast Water Coalition Board of Directors  
**From:** Kyle Cason, Chair, Administrative Entity  
**Subject:** **Biennial Review of the Southeast Water Coalition (SEWC) Conflict of Interest Code**

**Recommendation:** That the Board of Directors take the following action:

Approve and sign the draft Biennial Review Certification Form prior to submittal and authorize Administrative Entity to draft a new Conflict of Interest Code.

**Background:**

The Political Reform Act requires local government agencies to review its conflict of interest code biennially to determine if any changes need to be made. The Southeast Water Coalition (SEWC) must review their own Conflict of Interest Code to determine if changes need to be made and submit a Biennial Review Certification Form (attached) to the Board of Supervisors by October 1, 2018. The Certification Form is required whether or not changes are made to the Code.

The Fair Political Practices Commission (FPPC) recommends agencies amend their Code if:

- current Code is more than five years old
- there have been substantial changes to the agency's organizational structure
- there have been new positions added or old positions deleted
- there have been substantial changes in duties or responsibilities for any positions

The current SEWC Conflict of Interest Code (attached) became effective on December 7, 2005, and has not been updated since. The Administrative Entity reviewed the current Conflict of Interest Code at their meeting on July 19, 2018 and determined that since the current Code is more than five years old, the Code should be amended.

After consulting with SEWC legal counsel and reviewing the most recent Joint Powers Authority (JPA) Agreement & Amendments, it was determined that the Designated Position "Executive Director" is a position that has never been assigned by the Board of Directors, as delineated in Section 7.i of the JPA agreement: "The Board shall appoint

an executive director, treasurer, controller, clerk and legal counsel as it deems

SEWC legal counsel, Steve L. Dorsey of Richard, Watson & Gershon, reviewed all attendant documents and determined there is no legal requirement to delete the Disclosure Category of Executive Director, but also nothing preventing the Board of Directors from amending current Code to do so. Mr. Dorsey stated it is entirely a policy decision whether to amend the Code or leave it as-is. The full text of Mr. Dorsey’s consulting opinion is attached.

**Discussion:**

Since SEWC has been functioning without an Executive Director since at least 2005, the Board should consider whether the Designated Position be eliminated from the Conflict of Interest Code.

Regarding the other Designated Positions outlined in the Code, while in 2017, the roles of Administrative Entity Chair and Lead Agency were combined into one position, this is still covered in the Designated Position of “Administrative Entity Member.” While the role of Agency Head is filled by the Board of Directors Chair, this is still covered by the Designated Position of “Board Member.” As defined by the SEWC JPA Agreement & Amendments, the Designated Position of “Secretary” is defined as the City Manager of the Lead Agency, and the “Treasurer” as the Director of Finance of the Lead Agency. “Legal Counsel” and “Consultant” are still relevant categories for SEWC’s day-to-day business.

There have not been any further substantial changes to SEWC’s organizational structure, new positions added, or substantial changes in the duties or responsibilities of any positions.

Therefore, it is recommended that the Board approve the filing of the Biennial Review Certification Form, signed by the Agency Head / Board of Directors Chair, indicating that the position of “Executive Director” be eliminated.

The filing deadline for the Biennial Review Certification Form is October 1, 2018. The deadline for filing any Amendments to the Code is 90 days from when the Certification Form was filed.

**Attachment(s):** \_\_\_\_\_

1. SEWC Legal Counsel consultation
2. Current SEWC Conflict of Interest Code
3. Biennial Review Certification Form
4. Amendment Form for Deleting a Position

From: Steven L. Dorsey <SDorsey@rwglaw.com>

To: 'kjserv@aol.com' <kjserv@aol.com>

Subject: RE: SEWC legal review

Date: Thu, Jul 26, 2018 12:50 pm

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Kristen,

This e-mail responds to your request that I memorialize our discussion this morning about whether the SEWC should start the process of amending its Conflict of Interest Code to delete the Executive Director position because, as far as anyone can tell, SEWC has never filled this position.

As we discussed, there is nothing inherently wrong with retaining the position in the Code. There is also nothing wrong with deleting the position. The decision probably depends on whether there is any chance the position will ever be filled. If SEWC might in the future decide to appoint an Executive Director, the Code would need to be amended again to put the position back into the Code. That would be a practical reason to retain the code in its current form.

Another minor consideration, which we did not discuss, is that the Joint Powers Agreement provides that the Board can, but is not required to appoint an Executive Director. This provision is also not determinative of whether to delete the position from the Code.

In summary, it is completely a policy decision on whether to amend the Code by deleting the never-filled position of Executive Director.

Please let me know if I can be of any further assistance.

Steve

Conflict of Interest Code  
of the

**SOUTHEAST WATER COALITION**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

# **SOUTHEAST WATER COALITION**

## **EXHIBIT "A"**

### **CATEGORY 1**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from water purveyors, and from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

### **CATEGORY 2**

Persons in this category shall disclose all interests in real property in the jurisdiction.

### **CATEGORY 3**

Persons in this category shall disclose all business positions with, investments in or income (including gifts and loans) received from business entities that are the type in which the Coalition may invest its funds.

### **CATEGORY 4**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

# SOUTHEAST WATER COALITION

## EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Member	1, 2
Administrative Entity Member	1, 2
Executive Director	1, 2
Secretary	1, 2
Legal Counsel	1, 2
Treasurer	3
Consultant	4

Effective: 12/07/05

Southeast Water Coalition,

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if any changes are needed. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The Board of Supervisors is the code reviewing body of your agency's Conflict of Interest Code. All Agency Heads or his/her designee are required to submit to the Board of Supervisors a [Biennial Review Certification Form](#), indicating whether or not changes are necessary. The deadline to submit the form is **October 1, 2018**. However, you could submit this form today if no amendment is required.

### **SHOULD YOU AMEND YOUR CODE?**

**If you answer yes, to any of the questions below, your agency's code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If an amendment to your agency's Conflict of Interest Code is required, the amended code must be forwarded to Board of Supervisors for approval within 90 days of filing the Biennial Review Certification Form. For example, if your agency files its certification form on August 1, 2018, indicating that an amendment is necessary, the deadline to submit the amended changes is November 1, 2018. An Agency's amended code is not effective until it has been approved by the Board of Supervisors.

### **Video Tutorial**

Please visit the Fair Political Practices Commission (FPPC) [Website](#) to view a video tutorial on How to Amend a Conflict of Interest Code for Local Agencies.

### **TOOLS**

**If an amendment is required, the Board of Supervisors has developed some tools to assist with reviewing your present code and documenting any changes. Please use these tools when supplying us your changes. These tools can be accessed in the links below:**

- [COI Agency Codes](#) (Review your agency's Conflict of Interest Code)
- COI Code Amendment Forms:
  - [Adding a Position](#)
  - [Deleting a Position](#)
  - [Changing a Position Title](#)
  - [Category Disclosure Change](#)
  - [Disclosure Change](#)



State law prohibits the Board of Supervisors from approving a Conflict of Interest Code that “fails to adequately differentiate between designated employees with different powers and responsibilities”. Therefore, it is appropriate to determine the extent of disclosure based on each position’s level of authority and specific function within the agency.

**SUBMIT FORM**

Please submit the form electronically by clicking this link [Biennial Review Certification Form](#). Complete any necessary fields and click on the “**Submit Form**” button. Or email the completed and signed form to [COICODES-Desk@bos.lacounty.gov](mailto:COICODES-Desk@bos.lacounty.gov).

Thank you,

Don Garcia, Chief  
Conflict of Interest/Lobbyist Division

# 2018 BIENNIAL REVIEW CERTIFICATION FORM

Submit now or no later than October 1, 2018

Name of Agency: \_\_\_\_\_

Name of Agency Head: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Agency Code Officer: \_\_\_\_\_ Office Phone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.*

**This agency has reviewed its conflict of interest code and has determined that (check one box):**

**1. AN AMENDMENT IS REQUIRED (Check all that apply):**

Include new positions

Revise disclosure categories

Revise the titles of existing positions

Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

Other (*describe*) \_\_\_\_\_

**2. THE CODE IS CURRENTLY UNDER REVIEW BY THE CODE REVIEWING BODY.**

**3. NO AMENDMENT IS REQUIRED.**

**If your code has not been amended in more than five years, amendments may be necessary.**

**Verification (to be completed if no amendment is required)**

*This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Agency Head or Designee

\_\_\_\_\_  
Date

**Please complete your form electronically by first typing in your name in the signature field above and then clicking the "Submit Form" button.**

*All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please submit this notice no later than Monday, October 1, 2018.*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC**



County of Los Angeles  
Conflict of Interest Code  
Amendment Form for Deleting a Position

Name of Agency: \_\_\_\_\_

Name of Agency Code Officer: \_\_\_\_\_ Date: \_\_\_\_\_

My agency has deleted the following position(s):

**Designated Position to be Deleted - \_\_\_\_\_**

1. What is the reason for deleting the position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Were the duties completely eliminated? \_\_\_\_\_

3. Did another position absorb the duties of the deleted position?

a. If yes, which position? \_\_\_\_\_

b. Does this position require a change in its existing disclosure category? \_\_\_\_\_  
**If yes, please complete Disclosure Change Form**

**Designated Position to be Deleted - \_\_\_\_\_**

1. What is the reason for deleting the position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Were the duties completely eliminated? \_\_\_\_\_

3. Did another position absorb the duties of the deleted position?

a. If yes, which position? \_\_\_\_\_

b. Does this position require a change in its existing disclosure category? \_\_\_\_\_  
**If yes, please complete Disclosure Change Form**



# Southeast Water Coalition

A joint powers authority to protect the Central Groundwater Basin

## SOUTHEAST WATER COALITION JOINT POWERS AUTHORITY AGENDA REPORT

**Date:** August 2, 2018  
**To:** Southeast Water Coalition Board of Directors  
**From:** Kyle Cason, Chair, Administrative Entity

**Subject:** Strategic Plan Projects - Next Steps

**Recommendation:** That the Board take the following action:

Receive and file an update on the status of the Strategic Plan Projects next steps.

**Discussion:**

At the July 19, 2018 Administrative Entity (AE) meeting, the AE members received an update from Kristen Sales (KJServices Environmental Consulting) regarding the accessibility of the Strategic Plan documents. Ms. Sales stated that all Strategic Plan documents, including the Project Abstracts and Project Summaries, had been uploaded to an accessible Google Drive that all AE members have access to and are able to edit in real time. Since the Strategic Plan is a “living document” that will need to be updated as new grant opportunities and funding projects become available, the Strategic Plan Project documents allow AE members to edit existing project abstracts, add new projects, and monitor grant opportunities as-needed.

The Administrative Entity then discussed possible next steps in the Strategic Plan process for the remainder of the Fiscal Year 2018-2019. These steps included:

- Implement a standing item on every Administrative Entity meeting agenda to discuss current and potential Strategic Plan Projects, prioritized by urgency and due date
- Coordinate with the Gateway Water Management Authority on Strategic Plan Projects and share Project Abstracts in GWMA working group
- Prioritize water-only projects by feasibility, especially Automated Meter Reading (AMR) projects
- Add a Project Matrix category for Remediation Projects (i.e. plume contamination), and pursue remediation-specific funding projects and grant opportunities
- Coordinate with Water Replenishment District on regional groundwater

Item No.8

contamination program

- Create a master list of structural emergency interconnections between SEWC member agencies to look for potential projects to strength water quality and water reliability between member agencies
- Monitor Prop 1 funding for groundwater quality projects

The Administrative Entity will continue to refine the possible next steps discussed, including editing the current Project Matrix, and provide regular updates to the Board of Directors.

**Attachment(s):**

1. Project Matrix -- Programs & Summary

SEWC Capital Funding Programs				
Program #		Project Number	Sponsor City	Project Title
1	Groundwater	3	Downey	Installation of Lower Los Angeles River Watershed Infiltration Basin at Apollo Park
		5	Downey	Installation of Lower LA River Watershed Infiltration Basin at Furman Park
2	Automated Meter Reading 7,500 Meters	2	Downey	Advanced Water Meter Project
		8	Norwalk	NMWS Advanced Meter Reading Units
		18	South Gate	Meter Replacement Program with Automated Meter Reading (AMR) Advanced Metering Infrastructure (AMI) Installation
3	Interconnections	7	SFS / Downey	Emergency Interconnection Improvements
		11	Vernon	Agency Interconnections
		16	Whittier / SFS	Whittier Utility Authority - Santa Fe Springs Water Utility Authority - High Pressure Interconnection
4	Energy Efficiency	6	Downey	Water System Pressure Zone Improvements
		12	Vernon	Booster Pump Station Rehabilitation
		13	Vernon	Existing Well Rehabilitation
		19	South Gate	Rehabilitation of Well No. 18
		20	South Gate	Hawking Booster Station Variable Frequency Drive Conversion
		21	South Gate	Variable Frequency Drive Pump Replacement for Well 28.
		26	Lakewood	Booster Station
		28	Vernon	SCADA System
5	Seismic Retrofit	15	Vernon	Reservoir Rehabilitation
		25	Lakewood	Reservoir 22 Repair
		30	Downey	Reservoir Refurbishment and Sismic Retrofit
6	Recycled Water Connections	22	South Gate	South Gate Regional Park Irrigation System conversions to recycled water
		27	Lakewood	Recycled Water System Expansion
		29	Downey	LA County Rancho Los Amigos Recycled Water Extension
7	Disinfection System Improvements	23	South Gate	Chlorination Facility Upgrades
8	Pipeline Projects	10	Norwalk	NMWS Pipeline Replacement
		24	Whittier	Transmission Crossings
9	New Well Construction	1	Commerce	Drinking Water Well Construction
		4	Downey	Equipping of Groundwater Well Nos. 28 and 29
		9	Norwalk	Hermosillo Park Well - South Side of Norwalk Municipal Water System
		14	Vernon	New Well Construction
		17	South Gate	Urban Orchard- Construction of Well No. 30

## Submitted Projects

Project #	Submitting Agency	Project Title
1	Commerce	Drinking Water Well Construction
2	Downey	Advanced Water Meter Project
3	Downey	Installation of Lower Los Angeles River Watershed Infiltration Basin at Apollo Park
4	Downey	Equipping of Groundwater Well Nos. 28 and 29
5	Downey	Installation of Lower LA River Watershed Infiltration Basin at Furman Park
6	Downey	Water System Pressure Zone Improvements
7	Santa Fe Springs/Downey	Emergency Interconnection Improvements
8	Norwalk	NMWS Advanced Meter Reading Units
9	Norwalk	Hermosillo Park Well - South Side of Norwalk Municipal Water System
10	Norwalk	NMWS Pipeline Replacement
11	Vernon	Agency Interconnections
12	Vernon	Booster Pump Station Rehabilitation
13	Vernon	Existing Well Rehabilitations
14	Vernon	New Well Construction
15	Vernon	Reservoir Rehabilitation
16	Whittier/Santa Fe Springs	High Pressure Interconnection
17	South Gate	Urban Orchard- Construction of Well No. 30
18	South Gate	Meter Replacement Program with Automated Meter Reading (AMR)Advanced Metering Infrastructure (AMI) Installation
19	South Gate	Rehabilitation of Well No. 18
20	South Gate	Hawking Booster Station Variable Frequency Drive Conversion
21	South Gate	Variable Frequency Drive Pump Replacement for Well 28.
22	South Gate	South Gate Regional Park Irrigation System conversions to recycled water
23	South Gate	Chlorination Facility Upgrades
24	Whittier	Whittier Transmission Crossings
25	Lakewood	Reservoir 22 Repair
26	Lakewood	Plant 4 Booster Station Upgrade
27	Lakewood	Recycled Water System Expansion
28	Vernon	SCADA System
29	Downey	LA County Rancho Los Amigos Recycled Water Extension
30	Downey	Reservoir Refurbishment and Seismic Retrofit



# Southeast Water Coalition

A joint powers authority to protect the Central Groundwater Basin

## SOUTHEAST WATER COALITION JOINT POWERS AUTHORITY AGENDA REPORT

**Date:** August 2, 2018  
**To:** Southeast Water Coalition Board of Directors  
**From:** Kyle Cason, Chair, Administrative Entity

**Subject:** Legislative Update

**Recommendation:** That the Board take the following action:

Receive and file an update on the status of the Administrative Entity's monitoring of current water-related legislative issues.

**Discussion:**

The California Legislature is currently on Summer Recess until August 6, 2018.

At the Administrative Entity (AE) meeting on July 19, 2018, the AE members discussed the prospect of engaging a lobbyist on a more regular basis, or on retainer, to advocate on behalf of SEWC. The AE members decided that, since the individual SEWC member agencies regularly engage lobbyists to send letters of approval and opposition regarding pending water-related legislation, engaging a SEWC lobbyist would only be prudent on major issues that affect multiple member agencies.

In an effort to be more proactive in monitoring legislation, the AE members decided to add a Legislative Update as a standing item at every Administrative Entity meeting, during which staff will share information from other water-related groups, like the Gateway Water Management Authority and Central Basin Water Association. Based on the recommendation of staff during these Legislative Updates, the AE will make a determination to contact a SEWC lobbyist as-needed.

Going forward, the Administrative Entity will present a Legislative Update as a standing item at every Board of Directors meeting to provide an update on current water-related legislative issues and authorize the use of budget funds to engage a SEWC lobbyist as-needed.