



San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

**WQA ADMINISTRATIVE/FINANCE COMMITTEE
AND SPECIAL MEETING OF THE BOARD OF DIRECTORS
TO BE HELD ON TUESDAY, OCTOBER 10, 2017 AT 12:00 P.M.
AT
1720 W. CAMERON AVE., SUITE 100 IN WEST COVINA, CA**

**The Administrative/Finance Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board that are not assigned to the Administrative/Finance Committee may attend and participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Administrative/Finance Committee will not vote on matters before the Committee*

AGENDA

Committee Members: Mike Whitehead, Tim Miller and Bob Kuhn

Liaison Member: Dave Michalko

- I. Call to Order
- II. Public Comment
- III. Discussion Regarding Public Records Requests and Private Devices [enc]
- IV. Discussion Regarding Database Task Order for Wildermuth Environmental, Inc. [enc]
- V. Discussion Regarding Former Crown City Plating Site Well Destruction [enc]
- VI. Cash Report [enc]
- VII. Executive Director's Report
- VIII. Adjournment



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AGENDA SUBMITTAL

To: WQA Administrative/Finance Committee
From: Kenneth October 10, 2017
Subject: Public Records Requests and Private Devices

Summary

On March 22, 2017, WQA legal counsel reported on an opinion issued by the California Supreme Court in the matter of *City of San Jose v. Superior Court (Smith)* that electronic communications of public agency employees and officials stored on private devices or on private accounts may be subject to disclosure under the California Public Records Act. The Board discussed the potential ramifications of the case and asked staff to recommend a policy to address the issues raised by the case.

Based on Board Member comments and a review of current WQA communications and electronic storage practices, staff is not recommending modifications to these practices at this time. However, staff does recognize that individual Board Members may prefer to have a *wqa.com* e-mail address to facilitate the separation of WQA-related communications and staff can immediately provide that for any Board Member wishing to utilize it.

Recommendation / Proposed Actions

None.

Attachment:

None.



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Draft - AGENDA SUBMITTAL

To: WQA Administrative/Finance Committee
From: Kenneth October 10, 2017
Subject: Database Task Order for Wildermuth Environmental, Inc.

Summary

Staff is requesting authorization to issue an additional Task Order to Wildermuth Environmental, Inc. (WEI) for further work on an integrated groundwater database for the San Gabriel Valley.

Background and Discussion

In 2015, the WQA hired (WEI) to begin the initial steps of consolidating the various sources of San Gabriel Valley groundwater data into one database. The work involved some initial training, a needs assessment and the development of an implementation plan. WEI utilizes their proprietary Hydrologic Database and Visualization Explanations service referred to as HydroDaVE.

About the same time USEPA embarked on their own endeavor to integrate the volumes of data generated from the sites they oversee along with available no-OU data obtained from the Main San Gabriel Basin Watermaster. Their consultant completed that work in August 2017.

With the conclusion of USEPA's work, staff believes it would be appropriate to have WEI continue their database development. This phase involves characterizing the available data as it now exists and determine how it can best be utilized by WQA.

Recommendation / Proposed Actions

Authorize staff to issue a Task Order not to exceed \$12,500 to WEI for further data evaluation.

Attachment:

WEI Proposal for Professional Services



September 20, 2017

San Gabriel Basin Water Quality Authority
Attn: Ken Manning, Executive Director
1720 W. Cameron Ave # 100
West Covina, CA 91790

Subject: Proposal for Professional Services to Evaluate the EPA's San Gabriel Basin Database and Develop a Work Plan for WQA to Manage, Maintain, and Use a Comprehensive Groundwater Database for Evaluation of Water Quality Conditions

Dear Mr. Manning:

Pursuant to our September 5, 2017 phone call and follow-up email correspondence, Wildermuth Environmental, Inc. (WEI) developed this proposal to review the EPA's latest groundwater database for the San Gabriel Basin and provide a recommended strategy for the Water Quality Authority (WQA) to migrate and manage the data and to use it to prepare updated characterizations of groundwater quality in the San Gabriel Basin.

Background

In 2015, WEI began implementation of the HydroDaVESM Managed Service for the WQA to improve its ability to maintain and use the diverse sets of groundwater data available in the San Gabriel Basin, such as those maintained by the Main San Gabriel Watermaster and the US Environmental Protection Agency (EPA). The objective of the 2015 effort was to characterize all the available sources of groundwater data in the San Gabriel Basin and develop a work plan to obtain it, migrate it into HydroDaVE, and update and maintain the database as new information becomes available. Through the 2015 efforts, groundwater production, water level and water quality data was obtained and uploaded for a majority of municipal supply wells in the Basin, but a significant hurdle was encountered in moving forward with a plan to obtain and migrate other available datasets, particularly the data collected at monitoring wells as part of the contamination monitoring and clean-up efforts across the San Gabriel Basin. A key problem with these datasets was the existence of multiple databases with duplicate information and data that was not standardized in a way that could be reliably migrated into a single database without significant work to standardize the datasets. In October 2015, the EPA contracted with EA

Engineering to collect and standardize all available data. In early August 2017, EA Engineering completed its data collection and standardization efforts and provided its database to the WQA.

Scope of Work

The WQA has expressed interest in resuming its efforts to use the HydroDaVE Managed Service to house and manage all the available datasets for the San Gabriel Basin and to use the data to analyze water quality conditions to evaluate the effectiveness of contamination clean-up efforts. As a first step, the following scope of work will provide the WQA with a work plan and cost estimate to migrate and use the EPA database and to keep the WQA database up-to-date as new data is made available. To develop this work plan and cost estimate, WEI proposes to do the following:

1. Summarize the types of data available in the EPA database.
2. Characterize the spatial and temporal availability of data for each monitoring site, by data type.
3. Characterize any remaining challenges within the data and/or database formats that need to be addressed to make it usable for the WQA.
4. Based on the findings in (1), (2), and (3), develop a set of recommended actions for the WQA to migrate the EPA data to HydroDaVE.
5. Meet with the WQA to discuss the recommended actions in (4).
6. Based on the outcome of (5), prepare a final work plan (scope of work and cost estimate) to (i) manage all the available datasets for the San Gabriel Basin and (ii) use the data to analyze water quality conditions to evaluate the effectiveness of contamination clean-up efforts.

Fee, Schedule and Staffing

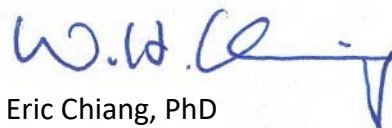
The estimated cost to perform the scope of work is \$12,500. WEI will invoice WQA on a time-and-materials basis, based on the enclosed rate sheet. This scope of work can be completed within six weeks and we are ready to begin upon a notice to proceed. The WEI staff assigned to this project includes Samantha Adams (project manager), Eric Chiang, and Veva Weamer.

We appreciate the opportunity to serve the WQA on this important and timely project. Please call us if you have any questions or concerns.

Wildermuth Environmental, Inc.



Samantha Adams
Vice President and Principal Scientist



Eric Chiang, PhD
Principal Engineer

Encl.: Table 1 - 2017 WEI Rate Schedule

Table 1
WEI Time and Material Rate Sheet for 2017

Staff Type	Hourly Rate
Principal Engineer III/Scientist III	\$261
Principal Engineer II/Scientist II	\$244
Principal Engineer I /Scientist I	\$236
Supervising Engineer/Scientist II	\$216
Supervising Engineer/Scientist I	\$211
Senior Engineer II/Scientist II	\$188
Senior Engineer I/Scientist I	\$177
Staff Engineer/Scientist II	\$153
Staff Engineer/Scientist I	\$142
Database Manager	\$211
Technical Editor	\$124
Field Technician	\$78
Admin Assistant	\$124
Expert Witness ¹	\$500

¹ Preparation of testimonial material is billed at the normal hourly rate. Witness preparation, depositions, and testimony are billed at the expert witness rate - with a minimum charge of one day.

a Mileage for passenger vehicles will be billed at the IRS rate.

Subject to annual adjustments.

b Other project-related travel costs will be passed through.



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AGENDA SUBMITTAL

To: WQA Administrative/Finance Committee
From: Kenneth R. Manning
Date: October 10, 2017
Subject: Former Crown City Plating Site Well Destruction

Summary

The City of El Monte is finalizing their application to clean up the former Crown City Plating site using Proposition 1 funds and needs assistance with their required 50% match. Staff is recommending that WQA assist by having a problematic groundwater well on the site destroyed and the cost credited toward the City's 50% match.

Background and Discussion

Staff has been assisting various stakeholders with Prop 1 applications. The Crown City Plating property in the El Monte Operable Unit was vacated by the company many years ago and is a known source of continued contamination. Lately, the site has gained more focus as a source of shallow Chromium VI contamination. In addition, the site contains an 800 ft. well that could be acting as a vertical conduit which could allow for contamination in the shallow zone to spread to deeper zones within the aquifer that contain drinking water wells.

Earlier this year the City filed a pre-application with the State Water Resources Control Board Division of Financial Assistance (DFA) for funding to investigate and remediate the site. They were subsequently invited to submit a final application and are completing the process now. However, all Prop 1 grants require a 50% match and the WQA offered to destroy the well with the support of DTSC and USEPA. That investment in well destruction would be used by the city as part of their 50% match.

The current site owner has no responsibility for the contamination and has filed for bankruptcy. The City red-tagged the property for code violations and would like to request that the bankruptcy judge grant permission for the WQA to enter the property and destroy the well.

The estimated cost to destroy the well is \$50,000. Staff proposes to utilize funding from monies awarded to WQA for reimbursement of its costs in Round IX of the FFPA funding in 2014. The attached schedule also lists other funding commitments WQA has made and is considering with these funds.

Recommendation / Proposed Actions

Authorize staff to issue an RFP for the destruction of the former Crown City Plating site well and assist the City of El Monte with their 50% Prop 1 match requirement.

Attachment:

WQA's Project Funding Requests

WQA's Project Funding Requests

Source of Funding From WQA's FFPA Round IX Award of \$593,349 Dated 11/19/14

PROJECT NAME	ESTIMATED COST	STATUS	BOARD APPROVAL
SGVWC Well Destruction Activities	\$ 200,000	Completed	Yes-12/17/14
Proposition 1 Funding Match for WNOU	\$ 100,000	Not Started	Yes-06/21/17
Proposition 1 Funding Match for Crown City Plating Well Destruction	\$ 50,000	Not Started	Pending
WQA WSGRF Treatment and Remediation Award	\$ 150,000	Not Started	Pending
Total	\$ 500,000		



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AGENDA SUBMITTAL

To: WQA Administrative/Finance Committee
From: Kenneth R. Manning, Executive Director
Date: October 10, 2017
Subject: Report on Cash and Investments – 3rd Quarter 2017

Discussion

Attached for your review is the quarterly report on cash and investments as of September 30, 2017.

The average monthly yields for July 2017 and August 2017 are 1.051% and 1.084%, respectively. The quarterly rate for July through September has not yet been issued.

Recommendation / Proposed Action

For information only.

San Gabriel Basin Water Quality Authority
SUMMARY OF CASH AND INVESTMENTS
 September 30, 2017
DRAFT

DESCRIPTION	BALANCE
<u>CASH AND BANK ACCOUNTS</u>	
Cash on Hand	\$ 250
<u>Bank of the West Checking Accounts</u>	
General Account	1,000
Revolving Account	18,979
Payroll Account	58,108
Project Account	687,154
Pooled Money Market Account - Project/Admin	11,820
Federal Funding Account	1,000
Total Cash and Bank Accounts	778,311
<u>Trustee Accounts</u>	
<u>Bank of the West</u>	
South El Monte Operable Unit (SEMOU) Checking Account	6,543
<u>Investment Accounts</u>	
California Treasurer's Office	
Local Agency Investment Fund (LAIF)	
WQA General	8,050,987
SEMOU RP's	2,582,112
Total Investment Accounts	10,633,099
TOTAL CASH, TRUSTEE AND INVESTMENT ACCOUNTS	\$ 11,417,953

LAIF RATE TABLE

Quarter Ended	Interest Rate (%)
Jun-12	0.36%
Sep-12	0.35%
Dec-12	0.32%
Mar-13	0.28%
Jun-13	0.24%
Sep-13	0.26%
Dec-13	0.26%
Mar-14	0.23%
Jun-14	0.22%
Sep-14	0.24%
Dec-14	0.27%
Mar-15	0.26%
Jun-15	0.30%
Sep-15	0.32%
Dec-15	0.37%
Mar-16	0.46%
Jun-16	0.55%
Sep-16	0.60%
Dec-16	0.68%
Mar-17	0.78%
Jun-17	0.92%

LAIF INTEREST RATES

