



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, JANUARY 8, 2019 AT 10:00 A.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, Bob Kuhn and Mark Paulson

Liaison Member: Dave Michalko

- I. Call to Order
- II. Public Comment
- III. Discussion Regarding Authorization to Contract Services with Bank of the West [enc]
- IV. Report on Cash and Investments for 4th Quarter 2018 [enc]
- V. Discussion Regarding Budget/Assessment Schedule for Fiscal Year 2019/2020 [enc]
- VI. Update Regarding Ongoing 25-Day Comment Period for Draft 2019 §406 Plan
- VII. Executive Director's Report
- VIII. Adjournment



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AGENDA SUBMITTAL

To: WQA Administrative / Finance Committee
From: Kenneth R. Manning, Executive Director
Date: January 8, 2019
Subject: Resolution 19-001 for Authorization to Contract for Service and Establish Accounts with Bank of the West

Discussion

WQA currently banks with Bank of the West (“Bank”). The Bank requires that the WQA pass and adopt a resolution each time Board Officers are elected, authorizing the Board Officers to contract for service and establish accounts with the Bank, including checking signing authorization. Last year (January 17, 2018) Resolution 18-001 was passed and adopted – this resolution authorized the newly elected Board Officers to contract for service and establish accounts with the Bank.

The election of new Board Officers typically takes place at the January regular board meeting. If new officers are elected at the January 16, 2019 regular board meeting, WQA will need to rescind Resolution 18-001 and pass and adopt Resolution 19-001 authorizing the newly elected Board Officers to enter into agreements with the Bank.

A draft resolution is enclosed with this staff report listing the Board positions, but not the officers’ names. Once the election has taken place, the resolution will be updated with the information for the newly elected Board Officers.

Attached is a draft copy of Resolution 19-001 for your review.

Recommendation / Proposed Action

Recommend that the Board pass and adopt Resolution 19-001 authorizing Board Officers to contract for service and establish accounts with Bank of the West.

Attachment:
Resolution 19-001

DRAFT

RESOLUTION NO. 19-001

A RESOLUTION OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY AUTHORIZING BOARD OFFICERS TO CONTRACT FOR SERVICE AND ESTABLISH ACCOUNTS WITH BANK OF THE WEST

WHEREAS, the San Gabriel Basin Water Quality Authority (“WQA”) has a banking relationship with Bank of the West; and

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Each of the Board Officers is authorized to open deposit accounts, manage or provide instructions regarding each account and contract for other banking services deemed necessary to manage the deposit accounts with Bank of the West (“Bank”) on behalf of the WQA, acting alone, to: (1) establish one or more deposit accounts and from time to time additional accounts; (2) to designate from time to time persons to manage, operate or otherwise provide instructions regarding each account, including the designation of authorized signers; and (3) contract for such other banking services as any authorized representative deems necessary or appropriate to manage this Organization’s deposit accounts.

This authorization is in addition to any other authorizations in effect and will remain in force until the Bank receives written notice of its revocation at the address and in the manner designated by it.

SECTION 2. The Board hereby certifies that the Board Officers for the WQA as of January 16, 2019 are as follows:

Chairman

Vice-Chairman

Secretary

Treasurer

SECTION 3. The Board certifies that the above referenced officers constitute all of the WQA's Board Officers.

SECTION 4. The signatures and titles of the authorized person(s) identified in SECTION 1 and SECTION 2 are the genuine signatures and titles of those persons.

SECTION 5. No other person's signature or authorization is required to bind the WQA with respect to the agreements or authorizations mentioned above.

SECTION 6. Resolution 18-001 is hereby rescinded.

PASSED AND ADOPTED THIS 16th DAY OF JANUARY 2019

Chairman

Secretary



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AGENDA SUBMITTAL

To: WQA Administrative / Finance Committee
From: Kenneth R. Manning, Executive Director
Date: January 8, 2019
Subject: **Report on Cash and Investments – 4th Quarter 2018**

Discussion

Attached for your review is the quarterly report on cash and investments as of December 31, 2018.

The LAIF average monthly yields for October 2018 and November 2018 are 2.144% and 2.208%, respectively. The quarterly rate for October to December has not yet been issued.

Recommendation / Proposed Action

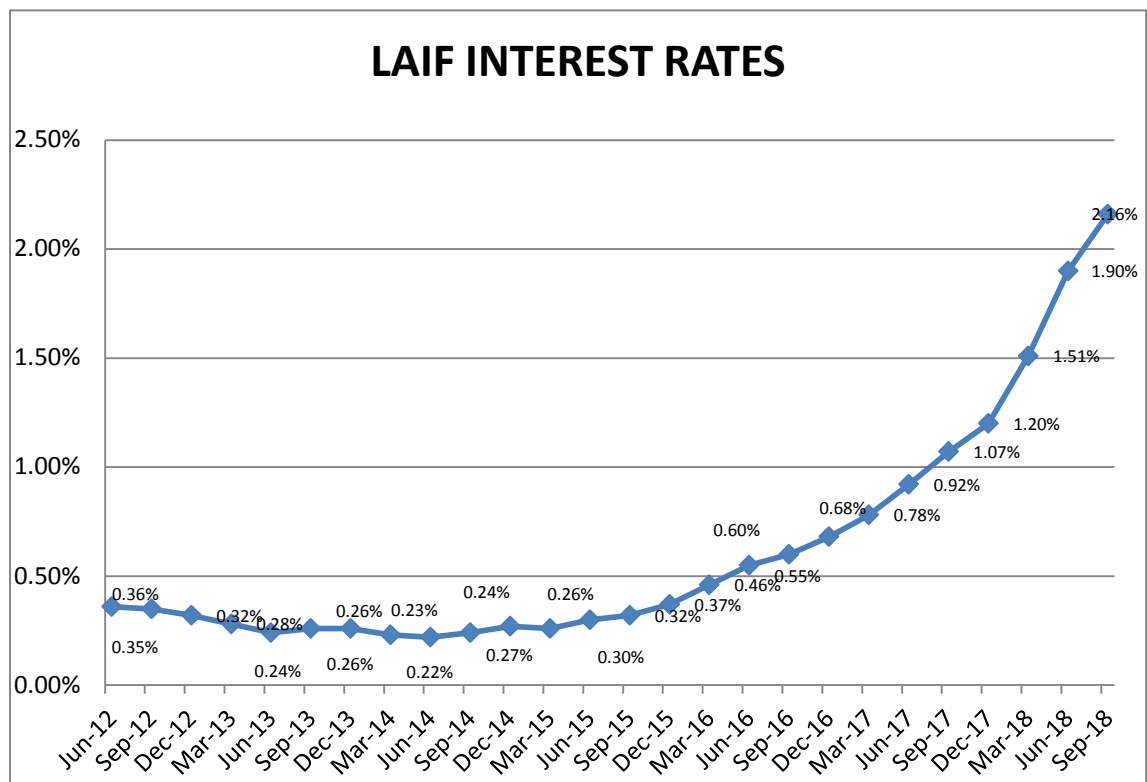
For information only.

San Gabriel Basin Water Quality Authority
SUMMARY OF CASH AND INVESTMENTS
 December 31, 2018
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	20,251
Payroll Account	33,332
Project Account	1,412,508
Pooled Money Market Account - Project/Admin	11,883
Federal Funding Account	1,000
Total Cash and Bank Accounts	1,480,224
<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	6,517,667
SEMOU RP's	2,036,458
Total Investment Accounts	8,554,125
TOTAL CASH, TRUSTEE AND INVESTMENT ACCOUNTS	\$ 10,040,892

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%
Sep-17	1.07%
Dec-17	1.20%
Mar-18	1.51%
Jun-18	1.90%
Sep-18	2.16%





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AGENDA SUBMITTAL

To: WQA Administrative/ Finance Committee
From: Kenneth R. Manning, Executive Director
Date: January 8, 2019
Subject: **2019/2020 Budget and Assessment Schedule**

Discussion

The budget for the Fiscal Year (FY) 19/20 involves the participation of many interested parties including the WQA Board of Directors, the Water Producers, the Responsible Parties (RPs), the Prescriptive Pumping Rights Holders and the public.

As discussed during last year's budget process and throughout the current fiscal year, the WQA may propose increasing the budgeted assessment from \$10 per acre foot to \$13 per acre foot. This will increase assessment collections by \$592,830 (from \$1,976,100 to \$2,568,930). There will most likely be comments and recommendations for changes.

Because this draft budget may generate a lot of discussion, WQA staff is presenting the proposed Budget and Assessment Schedule for the FY 19/20 a few months earlier than in the prior years so that all participants have an opportunity to participate in the budget process. The first version of the draft budget for FY 19/20 is planned to be submitted to the Administrative/Finance Committee on March 12, 2019.

The WQA will hold its first Budget Workshop on April 9, 2019 at the Special Board Meeting - Administrative/Finance Committee Meeting. A second Budget Workshop is scheduled for the regular WQA Board Meeting on April 17, 2019.

If necessary, the draft budget will be presented and discussed at the May 14, 2019 Administrative/Finance Committee meeting. At this point, the draft budget should be in its final version and it is anticipated that the Administrative/Finance Committee will recommend submittal to the full Board for approval at the May 23th Board Meeting.

Recommendations / Proposed Actions

- Staff requests that the Committee recommend approval of the Budget and Assessment Schedule.

Attachments - 2019/2020 Budget and Assessment Schedule - Draft

2019/2020 BUDGET AND ASSESSMENT SCHEDULE

TASK	DATE
Administrative/Finance Committee - review of initial draft budget	03/12/19
Budget Workshop / Special Board Meeting - With Interested Parties and Producers	04/09/19
Public Hearing and Budget Presentation at the Regular Board Meeting	04/17/19
Administrative/Finance Committee - review of revised draft budget (if necessary)	05/14/19
WQA Board Meeting Budget Hearing Adoption of Budget, Set Date of Assessment Public Hearing Adoption of Budget Set Date of Assessment Public Hearing Resolution Setting Schedule of Assessment Collection	05/22/19
Mail Notices of Assessment Hearing and Anticipated Assessment Amount and Schedule of Collections to Producers, Cities, Watermaster, and Interested Parties (<i>minimum 90 days Prior to Assessment Hearing</i>)	05/23/19
Place Newspaper Announcement (2 days) (minimum <i>45 days prior to hearing</i>)	06/17/19 and 06/24/19
Post Hearing Notice at Entrance of Public Hearing Location (minimum <i>45 days prior to hearing</i>)	06/26/19
WQA Board Meeting - Assessment Public Hearing and ADOPTION of Assessment	08/21/19
Mail Invoices for Assessments	8/22/19
Collect Assessments (1st installment)	09/20/19
Collect Assessments (2nd installment)	11/15/19

NOTE: These dates are subject to change with notification