

AGENDA

SPADRA BASIN GSA - EXECUTIVE COMMITTEE MEETING

CITY OF POMONA – CITY HALL
ADMINISTRATIVE BOARD ROOM
505 S. GAREY AVENUE, POMONA, CA 91766
MONDAY, NOVEMBER 5, 2018, AT 3:30 P.M.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the Walnut Valley Water District office, located at 271 S. Brea Canyon Road, Walnut, California.

1. Call to Order and Pledge of Allegiance
2. Roll Call

Party	Representatives	Alternates
City of Pomona	___ Ginna Escobar	___ Rubio Gonzalez
Walnut Valley Water District	___ Allen Wu	___ Ted Ebenkamp

3. Public Comment - Opportunity for members of the public to address the Executive Committee on any Agenda item at the time the item is considered on the agenda
4. Adoption of Agenda (by consensus)
5. Approval of Minutes for Meeting Held October 1, 2018
6. Approval of Proposed Audit Schedule (verbal report)
7. Approval of Revised Conflict of Interest Code – Additions Made to Designated Positions and Disclosure Categories
8. Review of Proposed 2019 Executive Committee Meeting Schedule
9. 2017 Proposition 1 Sustainable Groundwater Planning Grant (verbal report)
10. Review of Future Discussion Items
Spadra Basin GSA Specific Items:
 - a) Insurance issues
 - b) Discuss Outreach Issues – Design of website and logo
 - c) Develop a Mission Statement
 - d) Other
11. Adjournment to Next Meeting – Monday, December 3, 2018

**SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY
EXECUTIVE COMMITTEE MEETING
Monday, October 1, 2018 – 3:30 P.M.**

Draft

City of Pomona – City Hall
Administrative Board Room
505 S. Garey Avenue
Pomona, CA 91766

MINUTES

PRESENT:

GINNA ESCOBAR, Member
ALLEN WU, Member
TED EBENKAMP, Alternate
RUBIO GONZALEZ, Alternate

STAFF PRESENT:

ERIK HITCHMAN, Administrative Officer
BRIAN TEUBER, Treasurer
JIM CIAMPA, Legal Counsel

ABSENT:

All present

OTHERS IN ATTENDANCE

CHRIS DIGGS
DONNA DILAURA
RAUL GARIBAY
DAMIAN MARTINEZ
DARRON POULSEN
SHERRY SHAW

The meeting was called to order at 3:35 p.m. with President Escobar presiding.

ITEM 3: PUBLIC COMMENT

No comments were offered. (Item 3)

ITEM 4: ADOPTION OF AGENDA

- ◆ Agenda was adopted by consensus. (Item 4)

ITEM 5: APPROVAL OF MINUTES FOR MEETING HELD SEPTEMBER 4, 2018

- ◆ The Executive Committee was asked to approve the minutes for the Executive Committee meeting held on September 4, 2018.

Upon consideration thereof, it was moved by Dr. Wu, seconded by Ms. Escobar and unanimously carried (2-0), to approve the minutes of the September 4, 2018 Executive Committee meeting as presented. (Item 5)

ITEM 6: AUTHORIZE ERIK HITCHMAN TO EXECUTE THE 2017 PROPOSITION 1 SUSTAINABLE GROUNDWATER PLANNING GRANT

- ◆ The Executive Committee was asked to authorize Erik Hitchman to execute the 2017 Proposition 1 Sustainable Groundwater Planning Grant.

Upon consideration thereof, it was moved by Dr. Wu, seconded by Ms. Escobar and unanimously carried (2-0), to authorize Erik Hitchman to execute the 2017 Proposition 1 Sustainable Groundwater Planning Grant. (Item 6)

ITEM 7: ESTABLISH IMPLEMENTATION TEAM AND ADVISORY COMMITTEE MEETING SCHEDULE

- ◆ Following a brief discussion, the Implementation Team members agreed to meet on the second Wednesday of each month, beginning with the first meeting on October 10, 2018, at 3:00 p.m. The Implementation Team meetings will be held at the City of Pomona Water Yard, unless otherwise determined by the group. (Subsequent to the October 10 meeting, a request was made to change the meeting time going forward to 10:00 a.m.)

ITEM 8: REVIEW OF FUTURE DISCUSSION ITEMS

- ◆ Mr. Hitchman noted the following items for future discussion and possible action:

Spadra Basin GSA Specific Items:

- a) Insurance issues
- b) Discuss Outreach Issues – Design of website and logo
- c) Develop a Mission Statement
- d) Other

General Public Agency Items:

- a) Other – Audit (every two years, to be confirmed by legal counsel) – November

ITEM 9: OTHER

- ◆ Mr. Poulsen introduced Mr. Chris Diggs, Water Resources Manager, with the City of Pomona. He noted that Mr. Diggs will be participating in Spadra Basin meetings.

ITEM 10: ADJOURNMENT – 3:49 P.M.

Upon consideration thereof, and by consensus, the meeting was adjourned to the next meeting on November 5, 2018. (Item 9)



CELIA ZAVALA
ACTING EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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MEMBERS OF THE BOARD

HILDA L. SOLIS
MARK RIDLEY-THOMAS
SHEILA KUEHL
JANICE HAHN
KATHRYN BARGER

October 17, 2018

TO: Don Garcia
Latayvius Alberty
Irene Aguilar

FROM: Panik Nazarian

SUBJECT: **CONFLICT OF INTEREST CODE FOR THE SPADRA BASIN
GROUNDWATER SUSTAINABILITY AGENCY**

Attached for your review is the proposed Conflict of Interest Code for the Spadra Basin Groundwater Sustainability Agency.

The Agency's Purpose:

Comprised of the City of Pomona and Walnut Valley Water District, The purpose of the Spadra Basin Groundwater Sustainability Agency is: (i) to provide sustainable management of the Spadra Basin Groundwater Basin (the "Basin") in eastern Los Angeles County, (ii) to establish and implement a Groundwater Sustainability Plan (GSP) for the Basin, (iii) to enhance local management of the Basin's groundwater, (iv) to establish minimum standards for sustainable groundwater management for the Basin, and (v) to exercise its statutory authority as necessary to sustainably manage groundwater in the Basin.

There is not a previous Conflict of Interest and Disclosure Code on file. The Agency will be incorporating, by reference, Regulation 18730 that contains the terms of their Conflict of Interest Code. They will also be adopting the County's model version of Disclosure Categories. See attached proposed Conflict of Interest and Disclosure Code.

The Agency has recommended 5 designated positions:

- *Executive Committee Member/Alternate*
These positions can set rules & regulations, propose fees, monitor compliance & enforcement, purchase goods and services for water measuring, and acquire property under California Water Code Sections 10725-10732. **It is recommended that these positions make full disclosure and file under Categories 1, 2, & 3.**

- *Administrative Officer*
This position will supervise all personnel and activities in support of the Agency, direct the general operation and business affairs of the Agency, coordinate with other public agencies any activities that affect operation of the Agency, and make recommendations to the Executive Committee regarding financial and operational needs of the Agency. **It is recommended that this position make full disclosure and file under Categories 1, 2, & 3.**
- *Implementation Team Member*
This position will develop a process to direct and coordinate GSP activities, including the development, planning, financing, environmental review, permitting implementation, and long-term monitoring of the GSP. **It is recommended that this position make full disclosure and file under Categories 1, 2, & 3.**
- *Legal Counsel*
This position will attend Executive Committee meetings, review all of Spadra Basin GSA's contracts, and provide advice and counsel on matters relating to the preparation and implementation of the GSA. **It is recommended that this position make full disclosure and file under Categories 1, 2, & 3.**
- *Treasurer*
This position can invest, transfer, and receive monies for deposit, and its main duties are to maintain accounts payable, accounts receivable, and financial files for the Agency. **It is recommended that this position file under Category 4.**
- *Consultants/New Positions*
These positions will be held by individuals who perform duties that require broad disclosure unless determined by the Executive Committee, or their designee that limited disclosure is warranted. These individuals participate in the making of decisions that may affect financial interests by providing information, advice, recommendation or counsel to the Authority. **See footnote at the end of Exhibit "B".**

We recommend the adoption of this new code.

The Panel has reviewed the attached proposed code and has indicated their recommendation(s) as follows: <input type="checkbox"/> Approve <input type="checkbox"/> Reject

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Comments:

DG:pn

Attachments

S: Panik: 2018 Panel Memo: Spadra Basin Groundwater Sustainability Agency

Conflict of Interest Code
of the

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

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, is 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 Executive Committee Members and Alternates, as appropriate, and its Administrative Officer, and forward the originals of such statements 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).

Conflict of Interest Code
of the

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received 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 disclosure category.

Conflict of Interest Code
of the

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Executive Committee Member/Alternate	1, 2, 3
Administrative Officer	1, 2, 3
Implementation Team Member	1, 2, 3
Legal Counsel	1, 2, 3
Treasurer	4
Consultants/New Positions *	

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Committee or their designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Committee or their designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

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

EFFECTIVE DATE:

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

DATE: November 5, 2018
TO: Executive Committee
FROM: Erik Hitchman, Administrative Officer
RE: Proposed 2019 Meeting Schedule
ACTION: Review and Establish 2019 Meeting Schedule

SUMMARY: The following is a list of the proposed meeting dates for Calendar Year 2019. All meetings are scheduled to begin at 3:30 p.m., at the City of Pomona - City Hall, Administrative Board Room. Please review and advise staff of any potential conflicts.

Meeting Dates

Monday, January 7, 2019
Monday, February 4, 2019
Monday, March 4, 2019
Monday, April 1, 2019
Monday, May 6, 2019
Monday, June 3, 2019
Monday, July 1, 2019
Monday, August 5, 2019
Tuesday, September 3, 2019
Monday, October 7, 2019
Monday, November 4, 2019
Monday, December 2, 2019