

AGENDA

SPADRA BASIN GSA - EXECUTIVE COMMITTEE MEETING

CITY OF POMONA – CITY HALL
ADMINISTRATIVE BOARD ROOM
505 S. GAREY AVENUE, POMONA, CA 91766
MONDAY, JANUARY 7, 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	___ Vacant	___ Rubio Gonzalez
Walnut Valley Water District	___ Vacant	___ 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 November 5, 2018
6. Review of Proposed 2019 Executive Committee Meeting Schedule – Revised to Bi-monthly
7. Addition to Implementation Team – Mr. Chris Diggs, City of Pomona
8. Proposal from CV Strategies for Development/Design of Logo, Website and Mission Statement
9. Update on Conflict of Interest Code – Approved by the County on December 18, 2018
10. 2017 Proposition 1 Sustainable Groundwater Planning Grant (verbal report)
11. Review of Future Discussion Items
Spadra Basin GSA Specific Items:
 - a) Insurance issues
 - b) Other
12. Adjournment to Next Meeting – Monday, March 4, 2019

**SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY
EXECUTIVE COMMITTEE MEETING
Monday, November 5, 2018 – 3:30 P.M.**

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

MINUTES

PRESENT:

Ted Ebenkamp, Alternate
Rubio Gonzalez, Alternate

STAFF PRESENT:

Brian Teuber, Treasurer
Jim Ciampa, Legal Counsel

ABSENT:

Ginna Escobar, Member
Allen Wu, Member

OTHERS IN ATTENDANCE

Chris Diggs
Donna DiLaura
Raul Garibay
Darron Poulsen
Sherry Shaw
Dave Warren

The meeting was called to order at 3:40 p.m. with Mr. Teuber presiding on behalf of Mr. Gonzalez.

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 OCTOBER 1, 2018

- ◆ The Executive Committee was asked to approve the minutes for the Executive Committee meeting held on October 1, 2018.

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez and unanimously carried (2-0), to approve the minutes of the October 14, 2018 Executive Committee meeting as presented. (Item 5)

ITEM 6: APPROVAL OF PROPOSED AUDIT SCHEDULE (VERBAL REPORT)

- ◆ Legal Counsel Ciampa reported that he has been in contact with various departments at Los Angeles County to determine the process to obtain approval for the Agency to conduct biennial audits. He was able to make contact with the County Counsel's office, which is now assisting in the process. He hopes to receive additional information shortly, and will provide an update on this item at the next Executive Committee meeting.

ITEM 7: APPROVAL OF REVISED CONFLICT OF INTEREST CODE – ADDITIONS MADE TO DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

- ◆ The Executive Committee was asked to consider adoption of the revised Conflict of Interest Code, to incorporate the County of Los Angeles' required changes. Legal Counsel Ciampa noted that the public comment period for the additional changes closes tomorrow, and to date, no public comments have been received.

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez and unanimously carried by roll call vote (2-0), to adopt the revised Conflict of Interest Code, to incorporate the County of Los Angeles' required changes, contingent upon the close of the public comment period should no comments be received. (Item 7)

Subsequent to this action, the public comment period closed and no comments were received. Staff is awaiting final approval from the County Board of Supervisors.

ITEM 8: REVIEW OF PROPOSED 2019 EXECUTIVE COMMITTEE MEETING SCHEDULE

- ◆ The Executive Committee was asked to review and approve the following proposed 2019 Executive Committee meeting schedule. The schedule is subject to change as needed.

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

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez and unanimously carried by roll call vote (2-0), to approve the proposed 2019 Executive Committee meeting schedule, subject to change. (Item 8)

ITEM 9: 2017 PROPOSITION 1 SUSTAINABLE GROUNDWATER PLANNING GRANT (VERBAL REPORT)

- ◆ Mr. Teuber provided a brief update on the status of the grant application. As this was an informational item only, no action was required.

ITEM 10: REVIEW OF FUTURE DISCUSSION ITEMS

- ◆ Mr. Teuber 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
 - Mr. Gonzalez distributed copies of a sample logo for future consideration.
 - c) Develop a Mission Statement
 - d) Other

ITEM 11: OTHER

- ◆ Mr. Teuber provided a brief update on Implementation Team activities.

ITEM 12: ADJOURNMENT – 3:49 P.M.

Upon consideration thereof, and by consensus, the meeting was adjourned to the next meeting on December 3, 2018. (Item 12)

DRAFT

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

DATE: January 7, 2019
TO: Executive Committee
FROM: Erik Hitchman, Administrative Officer
RE: REVISED - Proposed Bi-monthly 2019 Meeting Schedule
ACTION: Review and Establish 2019 Meeting Schedule

SUMMARY: The following is a revised 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, March 4, 2019
Monday, May 6, 2019
Monday, July 1, 2019
Tuesday, September 3, 2019
Monday, November 4, 2019

Date:

December 7, 2018

Client:

Brian Teuber, Assistant General Manager
 C/o Walnut Valley Water District
 Spadra Basin Groundwater Sustainability Agency
 271 S. Brea Canyon Drive | Walnut, CA 91789

Professional Services

OUTREACH STRATEGY	DESCRIPTION	NOT TO EXCEED COST
Establish brand for Spadra Basin Groundwater Sustainability Agency	« Create logo and tagline to build awareness of Spadra Basin Groundwater Sustainability Agency and increase understanding of the role the local agency plays in protecting and managing Spadra Basin	\$500
	« Develop microsite as communications tool and information depository to meet compliance requirements and educate stakeholders <ul style="list-style-type: none"> - Collaborate with staff to identify key components and determine site map - Craft compelling content designed to engage audiences - Design layout and graphics with interactivity in mind - Utilize WordPress CMS to ensure staff ability to update as needed - Populate with required documents and review with staff 	\$1,500
Subtotal		\$2,000
Total Not to Exceed		\$2,000

..... Rates for Communication Services

- » President – \$225/hour
- » Vice-President – \$185/hour
- » Account Manager/Specialist – \$175/hour
- » Graphics/Design/Video – \$150/hour
- » Photographer – \$125/hour
- » Translator – \$125/hour
- » Support Staff – \$100/hour

..... Terms & Compensation

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... Agreed & Approved

Name	Signature
Title	Date