



AGENDA

**A Special Meeting of the Rio Hondo/San Gabriel River Watershed
Management Joint Powers Authority
To be held on Wednesday, January 18, 2023
City of Arcadia – Council Chamber Conference Room
240 W. Huntington Drive, Arcadia, CA 91007**

OPEN SESSION 2:00 PM

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as “For Information” or “For Discussion” may also be subject of an “action” taken by the Board or a Committee at the same meeting.

CALL TO ORDER

ROLL CALL: Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre

APPROVAL OF THE AGENDA: Majority vote by the Governing Board to proceed with JPA Business

DISCLOSURE OF ITEMS REQUIRED BY GOVERNMENT CODE SECTION 1090 & 81000 ET. SEQ.

PUBLIC COMMENT

Anyone wishing to address the Governing Board on any matter that is not on the agenda for a public hearing may do so at this time. Please state your name and address clearly for the record and limit your remarks to five minutes.

Please note that while the Governing Board values your comments, the Governing Board cannot respond nor take action until such time as the matter may appear on a forthcoming agenda.

Routine requests for action should be referred to Kevin Kearney, Governing Board Member, during normal business hours, 8:30 am - 5:00 pm, Monday through Friday, at (626) 358-3218.

The RH/SGVWM JPA will gladly accommodate disabled persons wishing to communicate at a JPA public meeting. If you require special assistance to participate in this meeting, please call Kevin Kearney, Governing Board Member, at (626) 358-3218 at least 48 hours prior to the scheduled meeting.

ACTION ITEMS*

1. CONSENT CALENDAR

All items on the Consent Calendar are considered by the Governing Board to be routine and will be enacted by one motion unless a Governing Board Member request otherwise, in which case the item will be removed and considered by separate action. For all Resolutions and Ordinances for Second Reading on the Consent Calendar, the motion will be deemed to be “to waive the reading and adopt.”

A. Establishing Fiscal Year-End Spanning July 1st through June 30th and Authorizing the Authority's First Auditing Services to Entail an 18-Month Cycle.

2. Officer Elections

It is recommended that the Governing Board elect a Chair, Vice Chair, Secretary and Treasurer.

3. Adoption of Administrative Policy No. 23.01: Establishing Regular Meetings

It is recommended that the Governing Board hold regular quarterly meetings. Once consensus is agreed upon with the frequency of meetings, it is recommended that the Governing Board alter and adopt Administrative Policy No. 23-01, which would solidify the hour, dates, and place where regular meetings are held.

4. Adoption of Administrative Policy No. 23.02: Establishing Agenda Posting Locations

It is recommended that the Governing Board provide direction on where to post agendas. Once consensus is agreed upon, it is recommended that the Governing Board alter and adopt Administrative Policy No. 23-02, which would solidify the manner in which meeting agendas should be posted for the organization.

5. Release of a Request for Proposals for Management Services

It is recommended that the Governing Board review the RFP for Management Services, provide feedback, and direct staff to release the RFP. Staff would return at a future Governing Board meeting with the RFP results.

6. Governing Board Designees, Alternates, and Ad-Hoc Committee(s)

This item prompts a discussion on Governing Board designees and/or alternates. It is recommended that the Governing Board discuss their designees and/or alternates and how it may or may not relate to potential quorum meetings outside of regularly scheduled Board meetings. It is also recommended that a discussion occur about a potential Ad-Hoc Committee being established depending on any potential future identified Brown Act violations with Board designees and/or alternates.

7. Matters from the City of Arcadia

8. Matters from the City of Bradbury

9. Matters from the City of Duarte

10. Matters from the City of Monrovia

11. Matters from the City of Sierra Madre

12. ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

The Governing Board will adjourn to a Regular or Special Meeting at a date, time, and location to be determined during the meeting.

* *ACTION ITEMS* Regardless of a recommendation on any agenda item, the Governing Board will consider such matters, including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Board Secretary.

"I, Kevin Kearney, Board Secretary, hereby certify that I caused this agenda to be posted at 1) City of Arcadia Council Chambers, 240 W. Huntington Drive, Arcadia, CA; 2) City of Arcadia City Clerk's Office, 240 W.

Huntington Drive, Arcadia, CA; 3) City of Bradbury City Hall, 600 Winston Avenue Bradbury, CA 91008; 4) City of Duarte City Hall, 1600 Huntington Drive Duarte, CA 91010; 5) City of Duarte Public Safety Department, 1042 Huntington Drive, Duarte, CA 91010; 6) City of Duarte Library, 1301 Buena Vista Street, Duarte, CA 91010; 7) City of Monrovia City Hall 415 S. Ivy Avenue, Monrovia, CA 91016; 8) City of Sierra Madre City Hall 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024 by Thursday, January 12, 2023 by 6:00 p.m.”



BOARD SECRETARY - CITY OF BRADBURY



RH/SGRWM JPA Agenda Memo

TO: Governing Board of the JPA

FROM: Kevin Kearney

DATE: January 18, 2023

SUBJECT: ESTABLISHING FISCAL YEAR-END SPANNING JULY 1ST THROUGH JUNE 30TH AND AUTHORIZING THE AUTHORITY'S FIRST AUDITING SERVICES TO ENTAIL AN 18-MONTH CYCLE

RECOMMENDATION

It is recommended that the Governing Board establish their fiscal end of year spanning July 1st through June 30th. It is also recommended approval of the Joint Powers Authority's first auditing services to entail an 18-month cycle.

SUMMARY

California Government Code 6505 requires that Joint Power Authorities have an independent auditor of their finances. Section 7(c) of the RH/SGRWM JPA also reaffirms this requirement. Section 6(f)(3) tasks the Authority to also develop a budget. These activities require a fiscal year to start and end. The recommendation is for the fiscal year to start on July 1st of each year with the year-end on June 30th. These dates coincide with typical municipal government.

Independent auditing services are required by the State and are reaffirmed in Section 7(c) of the Authority's bylaws. Typically, auditing services are completed on a 12-month cycle. Because the Authority is still in the process of setting up the organization, the State has acknowledged the Authority's desire for the first audit to be on an 18-month cycle – ending on June 30, 2023.



RH/SGRWM JPA Agenda Memo

TO: Governing Board of the JPA
FROM: Kevin Kearney
DATE: January 18, 2023
SUBJECT: **OFFICER ELECTIONS**

RECOMMENDATION

It is recommended that the Governing Board elect a Chair, Vice Chair, Secretary and Treasurer.

SUMMARY

Pursuant to Article 6 of the Joint Exercise of Powers Agreement, the Governing Board of the Joint Powers Authority is made up of one representative from each member City. Article 7(a) specifies that the Governing Board shall elect from its members a Chair, a Vice-Chair, and/or such other officers as the Governing Board shall find appropriate. Each officer shall serve a term of 1 year. Below are the positions up for election as specified in the Bylaws:

1. Chair – signs all contracts, deeds, and other official documents on behalf of the Authority.
2. Vice Chair – serves as Chair when Chair is absent.
3. Secretary – Attests documents.
4. Treasurer – Overseer of finances. Position is designated as depositor and shall have custody of the organization's money received from whatever source. Bylaws also allow for the organization to designate others, such as employees (aka a contracting firm) to receive, deposit, invest and disburse money.

Additional positions have been identified in the Bylaws that can be elected at a later time:

5. Controller – causes an independent audit of the organization's finances. The position also draws warrants to pay demands against the organization. It is recommended that a Controller be designed at a later date if a firm is to be secured to assist the organization with these types of activities.



RH/SGRWM JPA Agenda Memo

TO: Governing Board of the JPA

FROM: Kevin Kearney

DATE: January 18, 2023

**SUBJECT: ADOPTION OF ADMINISTRATIVE POLICY NO. 23.01:
ESTABLISHING REGULAR MEETINGS**

ATTACHMENT(s): 1) Administrative Policy No. 23-01

RECOMMENDATION

It is recommended that the Governing Board hold quarterly regular meetings. Once consensus is agreed upon with the frequency of meetings, it is recommended that the Governing Board alter and adopt Administrative Policy No. 23-01, which would solidify the hour, date and place of where regular meetings shall be held by the Governing Board.

SUMMARY

The Ralph M. Brown Act is California's 'sunshine' law for local government. Section 6(g) of the Authority bylaws state that regular meetings shall be held in accordance with the Brown Act.

Section 6(g) of the Authority bylaws states that at least one (1) regular meeting shall be held each year. Currently, there has been no set standard on the establishment of regular meetings. Although regular meetings need to be held at least once a year, the initial thought is that a once-a-year regular meeting could be too infrequent to conduct Authority business. As such, it is currently being recommended that the Governing Board establish a quarterly regular meeting schedule. The expectation is that quarterly-meetings will be sufficient, especially since the Authority is still being established and decisions about the organization need to be made.

In the future, regular meetings can always be cancelled, and special meetings can always be called when needed.

ATTACHMENT #1



Administrative Policy
Policy No: 23-01
Date: January 18, 2023
Approved: _____

SUBJECT: AGENDA POSTINGS

PURPOSE: To clarify the manner of when regular meetings are held for the Governing Board

Highlights to be finalized by Governing Board

GENERAL POLICY:

It shall be the policy of the Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority (JPA) to comply with the Ralph M. Brown Act as specified in Section 6(g) of the organization's Joint Exercise of Powers Agreement, which includes establishing regular meetings.

Regular meetings of the JPA Governing Board shall be held on a quarterly basis. These meetings shall be conducted at (2:00pm) on the (third Wednesday of each January, April, July and October) at the (City of Arcadia's Council Chamber Conference Room) located at (240 West Huntington Drive, Arcadia, CA 91007).

This policy's intent is to fulfil Government Code Section 54954(a), which specifies that each legislative body of a local agency shall provide the time and place for holding regular meetings.



RH/SGRWM JPA Agenda Memo

TO: Governing Board of the JPA

FROM: Kevin Kearney

DATE: January 18, 2023

**SUBJECT: ADOPTION OF ADMINISTRATIVE POLICY NO. 23.02:
ESTABLISHING AGENDA POSTING LOCATIONS**

ATTACHMENT(S): 1) Administrative Policy No. 23-02

RECOMMENDATION

It is recommended that the Governing Board provide direction on where to post agendas. Once consensus is agreed upon, it is recommended that the Governing Board alter and adopt Administrative Policy No. 23-02, which would solidify the manner in which meeting agendas should be posted for the organization.

SUMMARY

The Ralph M. Brown Act is California's 'sunshine' law for local government. The Brown Act subjects agendas for Regular Meetings to 72-hour posting requirements and Special Meetings to 24-hour posting requirements. Section 6(g) of the Authority bylaws state that Regular and Special meetings shall be held in accordance with the Brown Act.

Currently, there has been no standard set by the Authority on where agenda postings should occur. As such, this meeting was posted by each Member City according to their normal posting procedures.

This item prompts a conversation on how the Authority should handle future agenda postings.

ATTACHMENT #1



Administrative Policy
Policy No: 23-02
Date: January 18, 2023
Approved: _____

SUBJECT: AGENDA POSTINGS

PURPOSE: To clarify the manner in which meeting agendas should be posted for the organization

*****Highlights to be finalized by Governing Board*****

GENERAL POLICY:

It shall be the policy of the Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority to comply with the Ralph M. Brown Act as specified in Section 6(g) of the organization's Joint Exercise of Powers Agreement, which includes agenda postings for regular, special, and adjoined meeting.

Postings for meeting agendas shall be located in the following places:

1. XXXXX
2. XXXXX
3. XXXXX



RH/SGRWM JPA Agenda Memo

TO: Governing Board of the JPA

FROM: Kevin Kearney

DATE: January 18, 2023

SUBJECT: RELEASE OF A REQUEST FOR PROPOSALS FOR MANAGEMENT SERVICES

ATTACHMENT(s): 1) RFP for Management Services

RECOMMENDATION

It is recommended that the Governing Board review the RFP for Management Services, provide feedback, and direct staff to release the RFP. Staff would return at a future Governing Board meeting with the RFP results.

SUMMARY

There have been a few obstacles with the development of the Authority. First, it was identified that having one of the member cities manage Authority funds could present accounting challenges. For example, co-mingling Authority funds with city funds could present auditing issues. Additionally, setting up the Authority has been time consuming for the city staff involved. There are also upcoming tasks, such as securing an independent auditor and insurance, that current city staff is having difficulties assembling.

The obstacles listed can be resolved by securing a consultant to assist with managing the Authority. The consultant could manage the organization's finances in-house, could assist with further setting up the Authority, and they could assist with assembling an RFP to secure and auditor and insurance.

City staff has assembled an RFP for Management Services. The goal is to release the RFP shortly after the Governing Board meeting. Supporting staff would then return at a future Governing Board meeting to review and hopefully secure a consultant.

ATTACHMENT #1



Request for Proposals For MANAGEMENT SERVICES

**Rio Hondo/San Gabriel River Watershed Management
Joint Powers Authority
January XX, 2023**

SUBMITTALS:

One (1) electronic copy of the proposal must be received by the Authority no later than **12:00 p.m. (noon) on February XX, 2023**

CONTACT PERSON:

Kevin Kearney, Governing Board Member
600 Winston Avenue
Bradbury, CA 91008
(626) 358-3218

kkearney@cityofbradbury.org



Request for Proposal – Management Services

The Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority ('Authority') is inviting qualified consultants to submit proposals to provide Management Services with tasks detailed in **Appendix A – Preliminary Scope of Work**.

Introduction

This Request for Proposal ('RFP') is intended to procure services for program management to sustain the Authority through the support of watershed activities.

About the Authority

The Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority is comprised of the cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre. The Authority was established between the cities to exercise their powers jointly to accomplish the common objectives of financing and implementing the Los Angeles County MS4 Permit through the development of a Watershed Management Program. The Authority is relatively new as it was recently established last year in 2022. The organization has an adopted set of bylaws, but the organization is still in the process of setting up policies, and establishing systems and procedures.

Requirement for Redistricting Services

The Authority will seek to award a contract to the lowest responsible and responsive bidder that demonstrates the ability to meet the needs of the Authority for the project outlined in Appendix A of this RFP. Experience and cost in performing similar services will be a weighted factor in the selection process. In addition to experience and cost, quality of performance on previous contracts; ability to meet schedules and budgets; and ability to communicate well with Authority members will be some of the attributes and factors considered.

All consultants participating in this RFP process will be required to submit the following information:

- The legal name of company, address, and telephone number.
- A summary list of contracts that the consultant has had with public agencies during the past five (5) years.
- Identification of the principal contact with the Authority.
- The name, address, and telephone number to whom correspondence should be directed.
- A representative listing of current clients.
- Resumes of personnel involved.

Schedule of RFP Events

It is the goal of the Authority to select the consultant during the **(March XX, 2023)** Governing Board meeting. In preparation for this action, the following schedule of events have been prepared:



Request for Proposal – Management Services

Release of RFP	January XX, 2023
Proposals are Due	February XX, 2023 at 12:00p.m.
Informal Phone Interviews	February XX, 2023 through March XX, 2023
Approval of Contract	March XX, 2023

** All dates are subject to change at the discretion of the Authority.

All questions, requests for clarifications, changes, exceptions or deviations to the Scope of Work set forth in this RFP must be submitted via email:

Kevin Kearney, Governing Board Member
Email: kkearney@cityofbradbury.org

Statement of Qualifications

One (1) electronic copy of the proposal, must be provided no later than **February XX, 2023 at 12:00 p.m. (noon)**. All submittals shall be addressed via email as follows:

Kevin Kearney, Governing Board Member
Email: kkearney@cityofbradbury.org

Cost of RFP Preparation

The Authority reserves the right to amend, withdraw and/or cancel this RFP. The Authority reserves the right to reject all responses to this RFP at any time prior to contract execution. The Authority reserves the right to request or obtain additional information about any and all responses.

The Authority shall not be liable for any pre-contractual expenses incurred by any person or firm preparing a submittal or portions thereof or by any selected consultant. Each consultant shall protect, defend, indemnify, and hold harmless the Authority from any and all liability, claims, or expenses incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre- contractual expenses are defined as expenses incurred by consultants, in:

- Preparing the proposals and related information in response to this RFP
- Negotiations with the Authority on any matter related to this procurement
- Any costs associated with this RFP
- All expenses incurred by a consultant prior to the date of award and a formal notice to proceed.



Request for Proposal – Management Services

Withdraw of Proposal

Proposals may be withdrawn by written notice received by the Authority at any time prior to the submittal deadline.

Contract Type (Time and Materials)

The Compensation/Fee for this contract is expected to be based on firm fixed hourly rates subject to an overall contract cap including the reimbursement of other direct and indirect costs, such as travel, incidentals, and any other out-of-pocket expenses that would be charged to the Authority. The rates will be fixed for the duration of the Professional Services Agreement. Any changes in the hourly rate charges will require the Authority's advance written approval.

Scope of Work

A scope of work for this contract is included in Appendix A of this RFP.

Additional Information

Equal Employment Opportunity

The Authority is an equal opportunity employer and requires all consultants to comply with policies and regulations concerning equal employment opportunity

Public Information Act Requests

All information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and the use and disclosure of all information submitted to the Authority will be governed by this Act.



Request for Proposal – Management Services

APPENDIX A

PRELIMINARY SCOPE OF WORK



Request for Proposal – Management Services

APPENDIX A PRELIMINARY SCOPE OF WORK

The Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority is inviting qualified consultants to submit proposals to provide management services, which includes, but is not limited to the following tasks that should be itemized by hours, consultants identified to work on each task and a lump sum total cost.

1. GENERAL ADMINISTRATION

- a. Coordinate general activities with the Governing Board and staff.
- b. Administer and oversee MOUs, agreements and contracts
- c. Coordinate and manage Authority's State of Economic Interest Forms and State required filings
- d. Coordinate Authority activities as necessary

2. DEVELOP AND MAINTAIN GOVERNING BOARD POLICIES AND PROCEDURES

- a. Develop and maintain such policies and procedures as the Authority's bylaws, procurement, RFPs/RFOs, on-call consultants, Professional Services Agreements, and grants
- b. Maintain membership dues
- c. Budgeting and Reserves
- d. Goods and services
- e. Develop a communications plan for public outreach, including suggestions for webpage content and design, public feedback logistics, and strategies for engaging constituents.

3. ACCOUNTING AND AUDITING COORDINATION

- a. Setup Accounting System and Processes
 - i. Set up accounting software and accounts
 - ii. Set up process for invoicing, accounts payable, accounts receivable and reports.
 - iii. Provide advice to the Authority on systems, procedures, etc. as requested.
- b. Manage Account System and Processes
 - i. Generate invoices, receipts from revenues from various sources, such as MOUs, Federal and State grant reimbursements, membership dues, etc.
 - ii. Prepare annual budget.
 - iii. Manage accounting of accounts payables and receivables.
 - iv. Prepare, distribute and manage invoices to Authority members and other groups or individual entities as authorized and approved by the Governing Board.
 - v. Document and manage investment funds
 - vi. Reconcile accounts payable, accounts receivables, and fund balances,



Request for Proposal – Management Services

- budgets, etc.
- vii. Coordinate with independent auditor
- viii. Provide financial reports to the State Controller or other regulatory agencies, as necessary.
- ix. Prepare Governing Board letters and memos regarding financial activities
- x. Develop and prepare revenue and expense reports, as necessary.
- xi. Prepare reports and information for annual audit.
- xii. Maintain any subscriptions for online accounting software.

4. PROJECT GRANT/FUNDING MANAGEMENT

- a. Establish and Manage Grant/Funding Agreement Processes
 - i. Oversee, coordinate and manage administration for various grant/funding programs awarded for projects.
 - ii. Oversee the submission of grant applications.
 - iii. Prepare, coordinate, and manage grant reimbursement requests.
 - iv. Coordinate and submit documents, reports, and general information to Local, State, and Federal agencies as required by funding agreements.