

AGENDA
SOUTHEAST WATER COALITION
REGULAR MEETING OF THE ADMINISTRATIVE ENTITY
THURSDAY, JULY 17, 2025, 12:00 p.m.

Norwalk Arts & Sports Complex
Hargitt Room
13000 Clarkdale Avenue
Norwalk, CA 90650

- 1. ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. CONSENT CALENDAR**
 - a. SEWC ADMINISTRATIVE ENTITY MINUTES OF MAY 15, 2025 REGULAR MEETING**
Recommendation: Approve minutes as submitted.
- 4. DISCUSSION/ACTION REGARDING GENERAL COUNSEL PROPOSED FEE AMENDMENT**
Glen Kau, AE Chair, City of Norwalk
Recommendation: Review the requested billing rate fee proposal from Richards Watson Gershon and bring it to the Board for approval.
- 5. DISCUSSION REGARDING PROGRAM MANAGEMENT SUPPORT PROPOSAL**
Glen Kau, AE Chair, City of Norwalk
Recommendation: Receive and file.
- 6. DISCUSSION/ACTION REGARDING POTENTIAL NEW MEMBERSHIP OF SEWC**
Glen Kau, AE Chair, City of Norwalk
Recommendation: Discuss the member benefits one-page fact sheet and options to invite cities/agencies to join SEWC.
- 7. DISCUSSION/ACTION REGARDING POTENTIAL ACWA MEMBERSHIP**
Glen Kau, AE Chair, City of Norwalk
Recommendation: Discuss the option and interest of SEWC applying for ACWA membership.

8. DISCUSSION/ACTION REGARDING STRATEGIC PLAN REVIEW

Glen Kau, AE Chair, City of Norwalk

Recommendation: Review the current strategic plan and propose edits.

9. AUGUST 7, 2025 BOARD OF DIRECTORS AGENDA

Glen Kau, AE Chair, City of Norwalk

Recommendation: Discuss the SEWC Board of Directors Agenda for August 7, 2025.

10. WRITTEN COMMUNICATIONS

11. ADMINISTRATIVE ENTITY MEMBER COMMENTS

On July 11, 2025, the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours and Special meeting agendas may be amended up to 24 hours in advance of the meeting.

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Please contact the City of Norwalk Public Services Department at least 24 hours in advance of the meeting at (562) 929-5511.

The next meeting of the Southeast Water Coalition Administrative Entity will be on Thursday, September 18, 2025, 12:00 p.m., at Norwalk Arts & Sports Complex, Hargitt Room, 13000 Clarkdale Avenue, Norwalk, CA 90650.



**Southeast
Water Coalition**

A joint powers authority to protect the Central Groundwater Basin

**MINUTES OF THE SOUTHEAST WATER COALITION
JOINT POWERS AUTHORITY
REGULAR MEETING OF THE ADMINISTRATIVE ENTITY**

**THURSDAY, MAY 15, 2025
12:00 NOON**

The Regular Meeting of the Southeast Water Coalition Joint Powers Authority Administrative Entity was held at the Norwalk Arts & Sports Complex, Hargitt Room, 13000 Clarkdale Avenue, Norwalk, CA 90650. The meeting was called to order at 12:03 p.m. by AE Chair Glen Kau. At the time the meeting was called to order, a quorum of members was present.

Ms. Madeline Gallagher took attendance, and the following Administrative Entity members were present:

ITEM 1 - ROLL CALL

Jose Arroyo-Gutierrez	City of Cerritos
Andrew Caraveo	City of Commerce
Dan Mueller	City of Downey
Derek Nguyen	City of Lakewood
Glen Kau, AE Chair	City of Norwalk
Michelle Tse	City of Paramount
Chris Castillo	City of South Gate
Joanna Moreno	City of Vernon
Ray Cordero	City of Whittier

STAFF AND GUESTS ON SIGN-IN SHEET:

Madeline Gallagher	SEWC Staff
Nicholas Ghirelli	RWG
Jacque Koontz	City of Norwalk (Staff)
Michael Jea	City of Norwalk (Staff)
Alvin Papa	City of Cerritos

ITEM 2 – PUBLIC COMMENT

None.

ITEM 3 - CONSENT CALENDAR

A motion to approve the Consent Calendar was made by Mr. Nguyen and seconded by Mr. Cordero. The motion passed by the following voice vote:

AYES: **Arroyo-Gutierrez, Caraveo, Mueller, Nguyen, Kau, Tse, Castillo, Moreno, Cordero**

NOES: **None.**

ABSTAIN: **None.**

ITEM 4 - DISCUSSION/ACTION REGARDING DRAFT SEWC FY 2025-26 BUDGET

Mr. Kau reviewed the FY 2024-25 budget, current fiscal year spending, and projected expenditures, while also highlighting the proposed changes to the FY 2025-26 draft budget. In response, Mr. Mueller supported the practice of keeping line items that have no expenditure to serve as a financial buffer. Mr. Papa introduced the idea of establishing formal reserves as part of the budget and AE members agreed it would be good to consult the auditor for recommendations on a formal reserve policy.

ITEM 5 – DISCUSSION/ACTION REGARDING POTENTIAL NEW MEMBERSHIP OF SEWC

Mr. Kau initiated the conversation by outlining the current procedure for incorporating new entities into SEWC, which led to a broader discussion about the geographic and functional scope of the SEWC.

A key point of deliberation was the eligibility for membership. Mr. Cordero questioned whether membership was restricted to cities within the Central Basin. In response, Mr. Ghirelli clarified that while the JPA's objectives are closely aligned with the interests of the Central Basin area, there are no formal requirements or exclusions based on location. Further clarifying the membership criteria, Mr. Ghirelli referenced the JPA documents, stating that eligibility is extended to any entity within Los Angeles County that has an interest in water. The discussion also touched on the historical composition of the SEWC, with Mr. Mueller noting its evolution over time to place a greater emphasis on addressing water contamination. This led to a question from Mr. Kau about whether members must be water pumpers.

Mr. Papa then suggested that this was an opportune moment to clearly define the JPA's purpose, observing its recent shift in focus towards water reliability and long-term resilience. He also raised the question of whether water districts or

agencies should be included, particularly since some cities do not have its own water department.

Mr. Nguyen then read from a document summarizing the SEWC's official purpose and scope, which prompted Mr. Cordero to note the value of continually evolving these types of documents and policies, suggesting that SEWC's purpose has broadened to encompass not only protection but a variety of other related topics.

The AE members agreed on two primary action items. The first is to review the strategic plan at the next AE meeting. The second action item is to create a "one-pager" that would outline the steps a city needs to take to join SEWC, beginning with a formal expression of interest from their city manager.

ITEM 6 - JUNE 5, 2025 BOARD OF DIRECTORS AGENDA

Mr. Kau began the discussion by confirming what items would be on the Board Agenda:

1. Membership Formal Process
2. Approval of Budget
3. Legislative Updates
4. PFAS Update
5. MET Update/Tour Scheduling

Mr. Ghirelli summarized legislative updates by providing a quick overview of some pending legislation that he will continue to monitor and present to the Board.

ITEM 8 – WRITTEN COMMUNICATIONS

None.

ITEM 9 - ADMINISTRATIVE ENTITY MEMBER COMMENTS

Mr. Papa asked if SEWC is a member of ACWA and if not, if that is something SEWC members would want to consider.

Mr. Castillo asked about benefits for ACWA members. AE members requested that a discussion item regarding potential ACWA membership be added to the next AE meeting. Mr. Kau and the Norwalk team confirmed they would contact ACWA to ask for membership benefits and dues and bring this discussion to the next AE meeting.

ITEM 10 - ADJOURNMENT

The meeting adjourned at 1:17 p.m.

The next regular Southeast Water Coalition Administrative Entity Meeting will be held on July 17, 2025 at 12:00 p.m. at the Norwalk Arts & Sports Complex, Hargitt Room, 13000 Clarkdale Avenue, Norwalk, CA 90650.

Chair

Date



**SOUTHEAST WATER COALITION
JOINT POWERS AUTHORITY
AGENDA REPORT**

Date: July 17, 2025
To: Southeast Water Coalition Administrative Entity
From: Glen W.C. Kau, AE Chair, City of Norwalk

**Subject: DISCUSSION/ACTION REGARDING GENERAL COUNSEL PROPOSED
FEE AMENDMENT**

Discussion:

Richards Watson Gershon ("RWG") has provided general legal counsel services to the Southeast Water Coalition ("SEWC") since 1991. RWG's no-term contract agreement has billing rates set at \$170 per hour which have not been adjusted since 2006. RWG is requesting a gradual increase in billing rates to be phased in over the next four years. Specifically, they are proposing a composite rate for general day-to-day services, as follows:

July 1, 2025 - June 30, 2026: \$205 per hour

July 1, 2026 - June 30, 2027: \$240 per hour

July 1, 2027 - June 30, 2028: \$270 per hour

July 1, 2028 until further modified: \$305 per hour

Recommendation: Review the requested billing rate fee proposal from Richards Watson Gershon and bring it to the Board for approval.

Attachments:

1. Letter from RWG Regarding Billing Rates for Legal Counsel Services and Original Fee Agreement for Legal Counsel Services



Nicholas R. Ghirelli

T 714.990.0901
F 714.990.6230
E nghirelli@rwglaw.com

1 Civic Center Circle, PO Box 1059
Brea, California 92822-1059
rwglaw.com

May 28, 2025

The Honorable Ana Valencia
Chair, Southeast Water Coalition Board of Directors
C/O Glen Kau, PE
Southeast Water Coalition JPA
12700 Norwalk Boulevard
Norwalk, CA 90650

Re: Billing Rates for Legal Counsel Services

Dear Chair Valencia:

As you may know, Richards, Watson & Gershon ("RWG") has provided legal services to the Southeast Water Coalition ("SEWC") since 1991 pursuant to the attached legal services agreement dated October 27, 2006 ("Agreement"). The firm's billing rates, as outlined in the Agreement, have not been adjusted over the past 19 years. Due to the significant passage of time, I write to respectfully request a gradual increase in our billing rates to be phased in over the next four years. Specifically, we are proposing a composite rate for general day-to-day services, as follows:

July 1, 2025 - June 30, 2026: \$205 per hour

July 1, 2026 - June 30, 2027: \$240 per hour

July 1, 2027 - June 30, 2028: \$270 per hour

July 1, 2028 until further modified: \$305 per hour

This amounts to an approximately \$35 per hour increase to our current composite rate of \$170 per hour for each of the next four fiscal years.

For extraordinary services, such as litigation, unusually complicated contracts requiring attorneys with specialized experience, water law issues and assisting with bond issues and other financing, if any, we propose a composite rate of \$305 per hour, an increase of \$30 per

hour over the current cap of \$275 per hour. Please note that I have rarely been asked to perform extraordinary services to date.

The proposed increases are merely intended to gradually bring the nearly 20-year old rates near the market, recognizing the discount our firm has provided to SEWC over many years. Please note that these rates reflect a discount below my current standard billing rate of approximately \$500 per hour.

Should this arrangement be acceptable to the Board, we respectfully request that you execute and return a duplicate original of this letter to my attention. Upon execution, this letter will serve as an amendment to the Agreement. Our legal relationship will continue to be governed by the terms of the Agreement, except as previously amended.

Finally, I write this letter in my private capacity as a shareholder with RWG and not as general counsel to SEWC. As such, you may seek independent legal counsel for advice on the contract amendment or any related matter.

As always, it is a pleasure to work with you and the entire SEWC team.

Very truly yours,



Nicholas R. Ghirelli

Attachment: Legal Services Agreement

Agreed by:

SEWC Policy Board Chair

Date



RICHARDS | WATSON | GERSHON

ATTORNEYS AT LAW – A PROFESSIONAL CORPORATION

355 South Grand Avenue, 40th Floor, Los Angeles, California 90071-3101
Telephone 213.626.8484 Facsimile 213.626.0078

RECEIVED
OCT 31 2006
CITY OF PARAMOUNT

RICHARD RICHARDS
(1916-1988)

GLENN R. WATSON
(RETIRED)

HARRY L. GERSHON
(RETIRED)

October 27, 2006

STEVEN L. DORSEY
WILLIAM L. STRAUSS
MITCHELL E. ABBOTT
GREGORY W. STEPANICICH
ROCHELLE BROWNE
WILLIAM B. RUDELL
QUINN M. BARROW
CAROL W. LYNCH
GREGORY M. KUNERT
THOMAS M. JIMBO
ROBERT C. CECCON
STEVEN H. KAUFMAN
KEVIN G. ENNIS
ROBIN D. HARRIS
MICHAEL ESTRADA
LAURENCE S. WIENER
STEVEN K. ORR
B. TILDEN KIM
SASKIA T. ASAMURA
KAYSER O. SUME
PETER M. THORSON
JAMES L. MARKMAN
CRAIG A. STEELE
T. PETER PIERCE
TERENCE R. BOGA
LISA BOND
JANET E. COLESON
ROXANNE M. DIAZ
JIM G. GRAYSON
ROY A. CLARKE
WILLIAM P. CURLEY III
MICHAEL F. YOSHIBA
REGINA N. DANNER
PAULA GUTIERREZ BAEZA
TERESA HO-URANO
OWEN P. GROSS
BRUCE W. GALLOWAY
MARGUERITE P. BATTERSBY
BILLY D. DUNSMORE
AMY GREYSON
DEBORAH R. HAKMAN
D. CRAIG FOX
ROBERT H. PITTMAN
ALEXANDER ABBE
DIANA K. CHUANG
PATRICK K. BOBKO
DAVID M. SNOW
LOLLY A. ENRIQUEZ
KIRSTEN R. BOWMAN
G. INDER KHALSA
MATTHEW B. FINNIGAN
GINETTA L. GIOVINCO
TRISHA ORTIZ
CANDICE K. LEE
DAVID G. ALDERSON
MELISSA C. LAUZARDO
MARICELA E. MARROQUIN
BRIAN D. MABEE
GENA M. STINNETT
JENNIFER PETRUSIS
STEVEN L. FLOWER
ROBERT C. HORTON
MATTHEW E. COHEN
ANDREW TAM
DEBBIE Y. CHO

Mr. Gene Daniels
Chairman, Southeast Water Coalition
Paramount City Hall
16400 Colorado Avenue
Paramount, California 90723

Re: Retainer Agreement

Dear Mr. Daniels:

I am pleased that Richards, Watson and Gershon will continue to serve as General Counsel for the Southeast Water Coalition to assist the Coalition as it expands its services on behalf of its member entities. This letter will replace the retainer agreement between the Coalition and the firm dated September 3, 1991.

I will continue to have primary responsibility for representing the Coalition. We will also use other attorneys, legal assistants and other law firm personnel as may be helpful in representing the Coalition's interests.

We will bill for fees on a monthly basis. When a bill is to be sent, we will review it before it is issued to ensure that the amount charged is appropriate and accurately reflects the services rendered.

The firm will provide general day-to-day services at the composite rate of \$170 per hour. These services, as before, will include attending Policy Board and Administrative Entity meetings when requested, drafting standard agreements, amending the conflict of interest code as needed and performing similar routine duties.

We will provide extraordinary services at a 15% discount from our standard rates, with a cap of \$275 per hour for any individual attorney. Specialized services will include litigation, unusually complicated contracts requiring attorneys with specialized experience, water law issues and assisting with bond and other financings, if any.

Jim Markman, our water law expert, will provide services related to water law matters at the rate of \$260 per hour. As we have discussed with the Coalition's staff,

OF COUNSEL
MARK L. LAMKEN
SAYRE WEAVER
WILLIAM K. KRAMER
NORMAN A. DUPONT
JIM R. KAPIAK

SAN FRANCISCO OFFICE
TELEPHONE 415.421.8484

ORANGE COUNTY OFFICE
TELEPHONE 714.990.0901

Mr. Gene Daniels
Chairman, Southeast Water Coalition
Paramount City Hall
October 27, 2006
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Jim is very familiar with the types of issues the Coalition will be facing and has extensive experience dealing with water replenishment issues in Los Angeles County.

In addition, we will bill the Coalition for costs in connection with our representation. Such costs include copying documents (\$.10/page), facsimile transmission of documents (\$1.00/page), long distance telephone, court fees, litigation costs, messenger and delivery services, and other similar costs. Such costs frequently are billed to the firm from third-party vendors. Therefore, there sometimes will be a delay between the time such costs are incurred and the time when they appear on your bill.

These rates are subject to adjustment yearly, but will remain the same through the end of 2007. We will inform the Coalition at least 30 days prior to an increase in rates. This agreement will continue until terminated, which either party may do at any time.

We rarely have fee disputes with clients. Nevertheless, you should be aware that the Coalition is entitled to require that any fee dispute be resolved through the mandatory fee arbitration provisions of the California Business & Professions Code. One such program is operated under the auspices of the Los Angeles County Bar Association. Many other local bar associations have similar programs.

In the event that you choose not to utilize the County Bar arbitration procedures, you agree that all fee disputes between us shall be submitted to binding arbitration in Los Angeles to be conducted by the American Arbitration Association, in accordance with its commercial arbitration rules. In any dispute concerning billing for services rendered, the prevailing party, as defined in California Code of Civil Procedure section 1032, will be entitled to recover its reasonable attorney's fees and costs.

The Coalition has the right to terminate our representation at any time. We have the same right, subject to our obligation to provide the Coalition with reasonable notice to arrange alternative representation. In either circumstance, the Coalition agrees to secure new counsel to represent it as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any litigation in which we may be involved. If the Coalition elects to terminate the firm, we will be paid all fees and costs incurred prior to the termination within 30 days after delivery of a final bill for services.

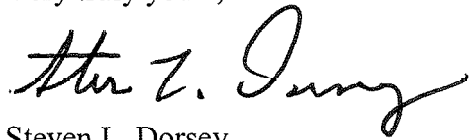
Mr. Gene Daniels
Chairman, Southeast Water Coalition
Paramount City Hall
October 27, 2006
Page 3

We are also required to inform you that we maintain professional liability insurance. Our legal relationship and the terms of this agreement will be governed by the substantive laws of the State of California.

We are excited to be able to assist the Coalition in its new role and to continue our long-term relationship.

Please sign and return a copy of this letter if it correctly reflects the arrangement between our firm and the Coalition. If not, please call me.

Very truly yours,



Steven L. Dorsey

cc: Ralph H. Webb

Agreed by:



By: Gene Daniels
Gene Daniels, Chairman
Southeast Water Coalition

Date: 11/2/2006



**SOUTHEAST WATER COALITION
JOINT POWERS AUTHORITY
AGENDA REPORT**

Date: July 17, 2025
To: Southeast Water Coalition Administrative Entity
From: Glen W.C. Kau, AE Chair, City of Norwalk

Subject: DISCUSSION REGARDING PROGRAM MANAGEMENT SUPPORT PROPOSAL

Discussion:

Koa Consulting, Inc. ("KCI") has been providing program management support services to SEWC since November 2023. The scope of work includes services and support for the Administrative Entity and Policy Board meetings. Services also include records management and organization, and official filings. The current contract with a fixed monthly fee of \$4,540 (\$54,480 annual fee) expires in November 2025.

Government Code Section 6509 provides that a joint powers agreement shall include a clause indicating that the authority "is subject to the restrictions in the manner of exercising the power of one of the contracting parties, which party shall be designated in the agreement." Pursuant to this requirement, Section 6 of the joint powers agreement creating the Southeast Water Coalition provides that the Coalition will be governed by the laws applicable to the City of Downey. In the absence of a SEWC-specific procurement policy, the procurement policies of the City of Downey apply.

Per Chapter 4 – Professional/Consultant Services of the City of Downey's Procurement Policy, agreements greater than \$75,000 require a "formal bid" process. The lead agency will advertise for program management support services and will bring proposals received to the AE group for evaluation, selection, and recommendation. The solicitation will be for a two-year and seven-month term to align with the fiscal year, with the option to extend the term for two one-year extensions unless a different term is recommended by the AE.

Recommendation: Receive and file.

Attachments:

1. City of Downey Procurement Policy, Chapters 3 and 4.

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

Chapter 3 – Informal Bidding Procedures

Procurement of supplies, material, equipment and general services

Purchasing Authority

Amount	Required Approval	Required Solicitation	Required Documentation
Less than \$5,000	Department Head or Designee	No solicitation required if the price is reasonable. To the extent practicable, must distribute micropurchases equitably among qualified suppliers.	1 Invoice; no PO or contract required
\$5,000 to \$14,999	Department Head or Designee	3 written quotes (email, paper, etc)	1 Copy of Quotes or Contract 2 Purchase requisition 3 Dept head approval 4 PO or contract
\$15,000 to \$75,000	City Manager	3 formal written quotes	1 Copy of Quotes or Contract 2 Purchase requisition 3 Dept head approval 4 PO or contract 5 City Manager approval
\$75,001 to \$100,000	City Council	3 formal written quotes	1 Copy of Quotes or Contract 2 Dept head approval 3 Staff Report 4 City Manager approval 5 City Council approval 6 Purchase requisition 7 PO

Note: Quotes must be current and obtained within 120 days of highest level of approval.

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

Purchase Value Under \$5,000 (Small Dollar)

This is the purchase of supplies, materials, equipment or general services, when the aggregate amount is under the \$5,000 purchase threshold. The City uses this purchase method in order to expedite the completion of its small dollar purchase transactions and minimize the associated administrative burden and cost. It is encouraged, but not required, to secure quotes from more than one vendor. Efforts should be made so that these types of purchases are from vendors located in the City of Downey.

Purchase Value Between \$5,000- \$14,999 (Written Quotes)

For purchases that fall under the monetary threshold between \$5,000 - \$14,999, written quotes from at least three unrelated vendors shall be obtained. To obtain the required Purchase Order, the following shall be submitted to the Finance Department - Centralized Purchasing:

- Purchase Requisition signed by the Department Head or Designee
- Contract, if applicable
- Copies of the three quotes

Purchase Value Between \$15,000 - \$75,000 (Formal Written Quotes)

For purchases that fall between \$15,000 - \$75,000 purchase threshold, written quotes from at least three unrelated vendors shall be obtained. The formal quotes can be submitted by the vendor via letter, fax, or email, or an on-line bid system. To obtain the required Purchase Order, the following shall be submitted to the Finance Department - Centralized Purchasing:

- Purchase Requisition signed by the Department Head
- Contract, if applicable
- Copies of the three quotes
- City Manager Approval

Purchase Value Between \$75,001 - \$100,000 (Formal Written Quotes)

For purchases that fall between \$75,001 - \$100,000 purchase threshold, written quotes from at least three unrelated vendors shall be obtained. The formal quotes can be submitted by the vendor via letter, fax, or email, or an on-line bid system. To get the required Purchase Order created, the following shall be submitted to the Finance Department - Centralized Purchasing:

- Purchase Requisition signed by the Department Head
- Contract, if applicable

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

- Copies of the three quotes
- City Manager Approval
- Staff Report
- City Council Approval

Follow-Up Approval for Contracts that Exceed Original Limits

If a contract originally approved by a Department Head or the City Manager later requires authorization for additional expenditures or costs that, if included as part of the original contract, would have exceeded the Department Head's or City Manager's contract approval authority, any amendment(s) authorizing such additional expenditures or costs shall be:

- approved by the City Manager if the additional expenditures and costs, had they been included in the original contract, would have still been within the City Manager's approval authority; or
- approved by the City Council if the additional expenditures and costs, had they been included in the original contract, would have exceeded the City Manager's approval authority.

Miscellaneous Form and Content Requirements

All purchase orders must be made using printed forms that have been pre-approved by the City Manager and/or the City Council or on such other forms that have been approved as to form by the City Attorney.

All contracts (other than purchase orders) must be made in writing and approved as to form by the City Attorney.

During any given fiscal year, procurements of identical supplies, equipment, materials or general services may not be broken-up into multiple procurements for the purpose of evading the more approval requirements of this Section, above.

The City Council reserves the right to disapprove any purchases, engagements or other procurements placed with such intent where it is determined that the accountability and expenditure control benefits of complying with the more stringent approval requirements outweigh the immediate convenience of avoiding such requirements or where such action runs contrary to the spirit of fiscal accountability which is the underlying objective of this chapter.

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

Cooperative purchasing.

The purchasing coordinator, upon the Finance Director's approval, shall have the authority to join with other public and quasi-public agencies in cooperative purchasing plans or programs for the purchase of supplies, services and/or equipment by contract, arrangement, or agreement as allowed by law, provided the determination that participation is in the city's best interests and the administering agency has made its purchases in a competitive manner.

In addition, the purchasing coordinator may buy directly from a vendor at a price established by another public agency when the other public agency has made its purchase in a competitive manner.

City Attorney Review:

All contracts required under this section must be submitted to and approved by the appropriate authorizing officer or body and the City Attorney before being presented to the vendor or general services provider as the City's propose instrument. Purchase orders do not need to be approved by the City Attorney

Formal Bidding Procedures

Amount	Required Approval	Required Solicitation	Required Documentation
Greater than \$75,000	City Council	Formal Bid or Cooperative Purchase	1 Notice inviting bid 2 Copy of bids 3 Contract 4 Staff report 5 City Council approval 6 Purchase requisition 7 PO

Purchase Value over \$75,000 (Formal Bid Process)

- A.** To initiate the bid process, operating department staff shall provide specifications for the item to be purchased, and documentation showing the existence of an unencumbered appropriation for the item in the current approved budget. The Centralized Purchasing shall solicit formal bids as prescribed by the City's Purchasing Ordinance. The Centralized Purchasing will coordinate with the City Clerk in setting a bid opening date and publication of the bid in the local newspaper. Publication deadlines are available at the City Clerk's Office.
- B.** Notice inviting formal bids will be posted on the City's website 21 calendar days prior to the date of submittal and distributed to registered vendors. Notice of the formal bid may also be posted to other web sites and boards to enhance the greatest response to the bid. The formal bid will contain a provision requiring the proposer to include fee proposal in a separate file.

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

- C.** Notices inviting bids shall include a general description of the goods, articles, services, or equipment to be purchased, bonding requirements, state where bid plans and specifications may be secured, the bid submittal due date and the time and place for opening the bids.
- D.** The City may or if applicable require bidders' security equal to ten (10%) of the bid amount and/or a performance bond in such amount as it shall find reasonably necessary to protect the public interest. If the City requires either or both such security and bond, the form and amount of the security and bond shall be described in the notice inviting bids.
- E.** Sealed bids shall be submitted to the City Clerk and shall be clearly identified as the bidder, bid item, and "bid" on the envelope or they can be submitted through the City's website. Bids shall be opened by the City Clerk, with a representative of the department that developed the bid or proposal document present, in public at the date, time, and place stated in the notice inviting bids. A written record and tabulation shall be made at the time all bids are received and the tabulation shall be available for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
- F.** A representative of the requesting department shall review all bids received for compliance with specifications. All deviations from the specifications shall be fully documented by the requesting department, and the impact of the deviations on the performance or suitability of the bid item evaluated and detailed. The requesting department shall review its findings with the Centralized Purchasing staff.
- G.** The City Council may reject all bids or award the purchase contract to the lowest responsive and responsible bidder whose bid fulfills the intended purpose according to criteria designated in the solicitation, provided that an unencumbered appropriation exists for the purchase. The City Council may waive any minor bid irregularities. If bids are rejected, the City Council may authorize Purchasing staff to negotiate a contract for the purchase, initiate a rebid, or abandon the purchase.
- H.** Quality and service being equal, a local preference of ten percent (10%) shall be given to local vendors within the City of Downey. This ten percent (10%) shall be given as a credit in their bid. The ten percent (10%) preference is not applicable to public works projects and construction or purchases funded by grant or special revenue funds.
- I.** Rejection of Bids: The Centralized Purchasing and/or Operating Department may recommend rejection of any or all bids if it is determined to be in the best interest of the City.

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

- J.** Tie Bids: If two or more bids are received for the same total amount or unit prices, quality and service being equal, and if the public interest will not permit the delay of re-advertising the bids, the City Council may accept either bid.

Attachment A - Purchasing Policy Revision - November 2023

Chapters 3 and 4

Chapter 4 – Professional/Consultant Services

Amount	Required Approval	Required Solicitation	Required Documentation
Less than \$14,999	Department Head or Designee	1 One (1) informal quote if the price is less than \$5,000 2 Over \$5,000 requires 3 written quotes (email, paper, etc)	1 Copy of Quotes or contract 2 Dept head approval 3 Purchase requisition 4 PO
\$15,000 to \$75,000	City Manager	3 formal written quotes	1 Copy of Quotes or contract 2 Dept head approval 3 Purchase requisition 4 City Manager approval 5 PO
Greater than \$75,000	City Council	Formal Bid or Cooperative Purchase	1 Notice inviting bid 2 Copy of bids 3 Contract 4 Staff report 5 City Council approval 6 Purchase requisition 7 PO

Professional or consultant services are those activities to be performed by specially trained persons or firms who provide services related to a specialized expertise or any services which involves the exercise of professional discretion or independent judgments based on advanced or specialized knowledge, expertise or training gained by formal studies or expertise.

Informal Process

Each Department may maintain a current list of qualified professional consultants in various categories. When selecting a consultant to provide services on a specific project, the Department Director should consider consultants on a rotational basis wherever feasible in addition to capability and qualifications.

If a list of qualified consultants is not maintained by the Department Director, the Department Director will consult various professional organizations and/or cities that have recently completed similar activities, and other methods to develop a list of qualified consultants. The Department Director, or his/her designee shall contact two or more qualified professional consultants to ensure qualifications, person(s) that will be assigned to the project, price, and other factors relevant to

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the selection process. Once the Department Director selects the consultant, he/she presents the proposed selection to the City Manager or City Manager's designee for approval.

Formal Process

In the normal course of business, the Department shall utilize an electronic Request for Proposal (RFP) process. A Request for Qualifications (RFQ) process may be used prior to a RFP process. The Department Director will submit a written recommendation of award of contract to the City Council after completion of the RFQ and/or RFP process.

The Department Director will select whether to initially use a RFQ process or an RFP process. It is important that the solicitation clearly state the City's needs to ensure that each professional/consultant/firm has a fair opportunity to present their proposal and that the City receives well developed proposals.

If an RFQ process is used, the Department shall issue a RFQ to those firms that appear to have qualifications in the areas that the Department Director deems will likely be used by the City. A list developed through the RFQ process is valid for a maximum of three years from the date the list was approved, unless an extension is granted by the City Council, and there is no grant or special revenue funding associated with the activity or project that would result in the professional services fee to be an ineligible cost.

The City is required by State law (Government Code § 4526) to select vendors for architectural, landscape architectural, engineering, environmental services, land surveying, and construction project management services based on demonstrated competence and professional qualifications, rather than competitive bidding, and at fair and reasonable prices.

Request for Qualifications (RFQ) Process

- A. The Department shall use the following RFQ process to develop a list of qualified consultants/firms for a type or category of professional services. Consultants are evaluated based upon the following criteria:
 - 1. **Mandatory Elements:** The firm is properly licensed to practice in California, has no conflict of interest, adheres to the proposal instructions and includes a Letter of Transmittal.
 - 2. **Expertise and Experience:** Expertise, experience and past performance on comparable engagements, quality of personnel and support, references, understanding of work to be done and firm's statement regarding qualifications.
 - 3. **Scope of Work:** Responses to all items and additional information.

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- 4. Qualitative Evaluation:** Appropriateness of qualifications and proposed level of services to the requirements of the City, expertise and experience in the type or category of professional services outlined in the RFQ, background and experience of key personnel, and other factors outlined in the RFQ.
- B.** The Department shall rank the firms as qualified or not qualified for a particular type or category of professional services. This list will be maintained for a maximum of three years from the date the list was approved, unless an extension is granted by City Council and there is no grant or special revenue funding associated with the activity or project that would result in the professional service's fee to be an ineligible cost. This list can be terminated earlier upon recommendation of the Department Director to the City Manager and approved by the City Manager.
- C.** Notice of RFQ will be posted on the City's website 21 calendar days prior to the date of submittal and distributed to consultants on the City's list. The RFQ may also be posted to other web sites and boards to enhance the greatest response to the RFQ. The Department may also distribute the Notice of RFQ to additional professional/consultants/firms if they know of specialists who are not on the City's list. Departments can also encourage consultants/firms to download the full RFQ document from the website as this will ensure that the consultants/firms are distributed any addenda or other notifications related to the RFQ.
- D.** All Statement of Qualifications (SOQ) will be received electronically through the City's website and a listing of all those received will be posted on the website. Any SOQs received after the date and time stated on the notice will be rejected.
- E.** The initiating Department Director shall propose a selection committee consisting of at least three members. One member shall not be a member of the initiating department. On a case-by-case basis, the Finance Director may waive the requirement of one member of the selection committee not being a member of the initiating Department. Any individual or firm that has an interest in one or more of the firms submitting a SOQ cannot be part of the selection process or on the selection committee.
- F.** The Department Director shall establish evaluation criteria in advance of receiving the SOQs. Each committee member will evaluate and rank the SOQs based on the established criteria.
- G.** The Department Director will receive results of the committee's final evaluation and recommendation and prepare a list of qualified firms for each category of services. The list shall be approved by the City Council prior to its use.
- H.** Selecting a professional/consultant services firm based on the results of the RFQ process:

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1. The Department Director will cause a Request for Project Proposal (RPP) to be issued to firms on the qualification list of the category for which the services are requested. The firms shall be provided at least 21 calendar days in which to respond to the RPP.
2. The RPP will request the names and qualifications of the person(s) to be assigned to the project, their understanding of the project, available start date (or confirm that they are available to start the project on the date indicated by the City), the dollar cost (which may be itemized by category, if appropriate), the deadline for submitting a response to the RPP, and that the response to the RPP shall be submitted to the initiating Department's Director.
3. A departmental selection committee will review the responses to the RPP and select the firm to be recommended for approval by the City Council.

Request for Proposal (RFP) Process

- A.** The City shall use the following RFP process to determine the best qualified Consultants for the requested professional services as follows:

1. Notice of RFP will be posted on the City's website 21 calendar days prior to the date of submittal and distributed to consultants on the City's list and those professional/consultants/firms if they appear to be qualified and are not on the City's list. The RFP may also be posted to other web sites and boards to enhance the greatest response to the RFP. The Department can also encourage consultants/firms to download the full RFP document from the website as this will ensure that the consultants/firms are distributed any addenda or other notifications related to the RFP. The RFP will contain a provision requiring the proposer to include fee proposal in a separate file or sealed envelope.

2. The all proposals (responses to the RFP) will be received electronically through the City's website and a listing of all those received will be posted on the website. Any proposals received after the date and time stated on the notice will be rejected.

3. The initiating Department Director shall propose a selection committee consisting of at least three members, one of which cannot be a member of the initiating Department. Any individual or firm that has a financial interest in one or more of the firms submitting a proposal cannot be part of the selection process or on the evaluation committee. The proposed selection committee will be approved by the City Manager or designee.

- B.** Consultants/Firms are evaluated based upon the criteria below, which should be included in the RFP:

1. Mandatory Elements: The firm is properly licensed to practice in California, has no conflict of interest, adheres to the proposal instructions and includes a Letter of Transmittal.

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2. Expertise and Experience: Expertise, experience and past performance on comparable engagements, quality of personnel and support, references, understanding of work to be done and firm's statement regarding qualifications.

3. Scope of Work: (responses to all items and additional information).

4. Qualitative Evaluation: Appropriateness of qualifications and proposed level of services to the requirements of the City, expertise and experience in the type or category of professional services outlined in the RFQ, background and experience of key personnel, and other factors outlined in the RFQC. Each evaluation committee member will evaluate and rank the proposals using the established criteria. The evaluation committee will review all of the proposals (responses to the RFP) and rank the consultants/firms. The top firms (at least three) will become the "short list". The Department may conduct reference checks. The Department Director will receive results of their evaluation and either select one of those firms or determine which firms are on the "short list" to be interviewed.

If interviews are conducted:

a. Professionals/consultants/firms that are on the "short list" will be invited to meet with the evaluation committee. The interview may be any of the following formats: (i) interview, (ii) demonstration of product, (iii) oral presentations and clarification of RFP/RFQ response, if needed, and/or (iv) all of the formats.

b. During the interview process the evaluation committee will individually rank the professionals/consultants/firms. At the conclusion of all the interviews, the evaluation committee members will discuss their opinions of the consultants, the Department representative will share the results of reference checks and through negotiation, the evaluation committee will rank the candidates and come to a consensus of the top candidate.

D. Once firms are ranked based upon qualifications, staff opens the cost proposal envelope and determines if the highest-ranking firm's cost proposal is reasonable prior to making a recommendation for selection. If the cost proposal is found to be unreasonable, staff can negotiate with the highest-ranking firm. If the desired outcome is not achieved, then staff should move to the second highest ranking firm. This process can continue until a firm is selected, or the Department Director, in consultation with the Finance Director, rejects all proposals and either cancels the project or revises the RFP in such a manner that will likely result in the receipt of acceptable proposals for the project. Determining a reasonable cost is based upon comparison of proposals, project budget, prior experience, comparative project costs in neighboring cities and professional judgment.

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E. Contracts

Once the top candidate has been determined to be the most qualified, the project scope of work and price can be further negotiated. If the selected consultant's pricing exceeds the budget or what the City has determined to be a reasonable price for the job, the City may end negotiations with that consultant and begin negotiations with the next most qualified consultant.

Contracts less than \$14,999 are signed by the Department Head. The contract is developed using the City's standard Professional Services Agreement (PSA), forwarded to the City Attorney's Office, and reviewed and approved as to form by the City Attorney and signed by the City Manager and the vendor. No services shall be provided until the City receives the vendor's signed Contract and certificate of insurance. The Department will retain the signed original contract and will attach a copy of the signed contract to a purchase requisition.

Contracts between \$15,000 and \$75,000 are signed by the City Manager. The contract is developed using the City's standard Professional Services Agreement (PSA), forwarded to the City Attorney's Office, and reviewed and approved as to form by the City Attorney and signed by the City Manager and the vendor. No services shall be provided until the City receives the vendor's signed Contract and certificate of insurance. The Department will retain the signed original contract and will attach a copy of the signed contract to a purchase requisition.

Contracts in an amount exceeding \$75,000 require the approval of the City Council. Prior to taking the contract to City Council, the contract should be negotiated with the contractor, using the City's standard PSA, forwarded to the City Attorney's Office, and reviewed and approved as to form by the City Attorney and signed by both the City and the vendor. No services shall be provided until the City receives the vendor's signed Contract and certificate of insurance. Once approved by City Council and vendor, the Contract will be given an official contract number by the City Clerk and the original maintained by the City Clerk's Office.

“On-Call” Consultants

Departments may utilize “on-call” consultants to assist in the workload resulting from large projects or public works projects. These “on-call” consultants must be selected in either an RFQ or RFP process. Consultants may not be associated with any engineering or consulting firm and shall work as sole proprietors and independent consultants. All “on-call” consultant agreements must be approved by the City Council prior to the signing of any contractual agreement. It is permissible for the City Council approval to be for an amount that includes more than one project, with the projects starting at various dates throughout the year.

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Professional Services – Multiple Awards

Purpose: To enhance the efficiency of the City's response to an identified need and / or to allow the City the flexibility to select the most responsive service provider with the highest quality of service or results.

Policy: Contracts for the performance of professional services, for a number of similar or like tasks or minor projects, on an as-needed or on-call basis, for an established contract period, may be awarded to multiple firms or individuals. The selection of firms or individuals shall be made from an existing list of firms or individuals previously approved through either an RFQ or RFP process, as stated in the applicable sections of the Procurement Policy.

The RFQ or RFP must identify:

- A.** (1) The number of firms that may be selected and/or (2) contracts that may be awarded.
- B.** Specify the initial term of the contract and the number and length of any contract extensions. Maximum term including extensions shall not exceed 5 years.
- C.** The maximum total dollar amount that may be awarded over the initial term of the contract.
 - 1.** Professional judgement may be used to estimate the maximum contract amount.
 - 2.** This amount may be amended per the City's policies and procedures.
- D.** The maximum annual (per fiscal year) contract amount that may be awarded. This amount may be amended per the City's policies and procedures.
- E.** Include a statement of work, requirements, specifications, or other description to define the general scope, complexity, and professional nature of the services.
- F.** Specify the procedures that will be used for awarding contracts to the respondents selected under either the RFP or RFQ process.

Tasks or projects are not required to be awarded on the basis of costs. Each specific task or project shall be awarded to the selected, qualified firms or individuals through an additional qualifications-based selection procedure.



**SOUTHEAST WATER COALITION
JOINT POWERS AUTHORITY
AGENDA REPORT**

Date: July 17, 2025
To: Southeast Water Coalition Administrative Entity
From: Glen W.C. Kau, AE Chair, City of Norwalk

**Subject: DISCUSSION/ACTION REGARDING POTENTIAL NEW MEMBERSHIP
OF SEWC**

Discussion:

During the April Board Meeting, there was a discussion regarding the process of adding new member cities/agencies to SEWC. The Board requested clarification regarding the process of approving another member to join. Also, the option to invite cities/agencies who may be interested in becoming a member.

The process includes submitting a request to join, the Board reviewing and approving their request, and the submitter signing the JPA agreement to finalize their membership.

This topic was discussed at the May AE Meeting, and a request was made for a concise one-page fact sheet detailing the application process. The application process fact sheet was presented to the Board in June. In response, the Board requested a one-page member benefits fact sheet be developed to supplement the application process. In addition to, a map detailing the cities that are currently a part of SEWC and surrounding cities that may be interested in joining based on common interest.

The purpose of this agenda item is to discuss the member benefits one-page fact sheet handout and options to invite cities/agencies to join SEWC.

Recommendation: Discuss the member benefits one-page fact sheet and options to invite cities/agencies to join SEWC.



**SOUTHEAST WATER COALITION
JOINT POWERS AUTHORITY
AGENDA REPORT**

Date: July 17, 2025
To: Southeast Water Coalition Administrative Entity
From: Glen W.C. Kau, AE Chair, City of Norwalk

Subject: DISCUSSION/ACTION REGARDING POTENTIAL ACWA MEMBERSHIP

Discussion:

During the May AE Meeting, there was a discussion regarding joining the Association of California Water Agencies (ACWA). After researching member benefits and membership costs, this item is being brought to the AE for a formal discussion. If the AE agrees that joining ACWA is something of interest, information about joining can be presented to the Board at the August Board Meeting.

The ACWA represents 90% of the water delivered in California with nearly 470 public water agency members. Membership includes public water retailers, wholesalers, agricultural and urban districts, cities and county water districts, small and large districts, and others across the State. They partner with members to advocate for water management policy and regulations to help them manage water and their agencies at the local level. In addition to, developing communication pieces and resources to keep ACWA members updated on California water related issues. ACWA also hosts a variety of events, conferences, and webinars.

ACWA member benefits include:

- Discounted pricing on ACWA events
- Opportunities to participate in board leadership opportunities and local tours and events
- A voice in the statewide conversation on water management issues
- Updates on issues that impact how members manage their agencies with ACWA monthly Priority Issues Update and Regulatory Roundup
- ACWA News (monthly newsletter), ACWA E-News (weekly e-newsletter), and advisories and alerts on breaking updates in the water industry
- Access to toolkits and guides that help agencies comply with regulations and communicate issues to the communities they serve

Recommendation: Discuss the option and interest of SEWC applying for ACWA membership.

Attachments:

1. ACWA Membership Information



JOIN ACWA

For more than 100 years, ACWA has provided leadership and a unified voice for California's public water agencies as they worked to provide a reliable water supply for communities, farms and businesses

ACWA is the largest coalition of public water agencies in California, and our strength is our membership. We bring water together by uniting around the policy and legislative interests of our diverse array of members, who supply water to cities, homes, farms and businesses in every corner of the state. Members drive our ambitious agenda through their organizational leadership, technical and geographical expertise, and grassroots activism and outreach.

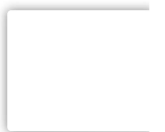
In turn, ACWA members benefit from the power of a united voice on policy and legislative matters. Members can also access valuable programs and services that help them reduce costs, stay informed, get involved and run their operations effectively. Whether you are a small agricultural irrigation district or a large municipal water supplier, ACWA belongs to you. Learn more by watching ACWA 101 and learning how to maximize your membership.

Membership Benefits

By joining ACWA as a public agency member, your agency will receive:

- 1** Effective representation in the legislative and regulatory arenas in Sacramento and Washington, D.C.
- 2** Access to expertise in water quality, local government, water management and other areas
- 3** Discounted registration for all ACWA-sponsored events, including twice-yearly statewide conferences and other workshops and forums
- 4** Timely, informative communications on important issues
- 5** Access to valuable programs and services through ACWA's Preferred Provider Program
- 6** Opportunities to network with local, state and federal officials
- 7** Participation in ACWA's active region and committee structure

- 8** Subscriptions to ACWA's monthly printed newsletter ACWA News for your board of directors, general manager and up to three other people with your agency.
- 9** Discounted member rates on all ACWA-sponsored events and publications
- 10** Copies of ACWA's annual Summary of Legislation and ACWA's Summary of Appellate Cases.
- 11** Access to benefits and insurance programs through ACWA JPIA: Health, Dental, Vision, Life, Workers' Comp., Liability, Property, Long-term Disability and Employee Assistance Program. Plus much more!





**SOUTHEAST WATER COALITION
JOINT POWERS AUTHORITY
AGENDA REPORT**

Date: July 17, 2025
To: Southeast Water Coalition Administrative Entity
From: Glen W.C. Kau, AE Chair, City of Norwalk

Subject: DISCUSSION/ACTION REGARDING STRATEGIC PLAN REVIEW

Discussion:

During both the May AE Meeting and the June Board Meeting, the need to review the Strategic Plan was discussed. SEWC members questioned the plan's alignment with the organization's evolving goals, mission, and member benefits. Members highlighted the importance of a clear and up to date Strategic Plan to define the group's vision and focus areas. Also, it was noted that an update to the Plan would assist with attracting new members that are aligned with SEWC's objectives.

Recommendation: Review the current strategic plan and propose edits.

Attachments:

1. 2017 SEWC Strategic Plan

2017 Southeast Water Coalition Strategic Plan

Message from the Board

Welcome to the Southeast Water Coalition's (SEWC) Strategic Plan. This document is a blueprint for how SEWC will respond to current challenges and make the best of future opportunities for the benefit of our customers. It confirms our vision, mission, goals, strategies, and objectives as a Joint Powers Authority dedicated to providing regional water service, supporting the high quality of life and economy of the region.

SEWC was created in July 1991 and is comprised of eleven member cities. The SEWC "region" represents the combined boundaries of the member cities. These agencies formed a Joint Powers Authority (JPA) to improve and protect the quantity and quality of their regional water supply. SEWC's water purveyors service a population of approximately 670,000 in a service area of 93+ square miles.



The initial purpose for the formation of the Southeast Water Coalition was to protect the Central Groundwater Basin from contamination migrating from the San Gabriel Valley Groundwater Basin. Over the years, SEWC has worked diligently with the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers to improve the monitoring of groundwater contaminants, determine cost-effective remediation to protect the Whittier Narrows and Central Groundwater Basin from the South El Monte plume, and lobby the EPA for early implementation of remediation projects.

The SEWC Policy Board consists of one representative (normally a Councilmember) from each member city. The Administrative Entity carries out the policies of the Policy Board and consists of: one representative from each member city; three representatives that are employees of three Public Utility Commission-regulated private water companies providing retail water service within the SEWC area; and one ex-officio, non-voting advisory member nominated by California Department of Water Resources. The member cities are:

- Commerce
- Cerritos
- Downey

2017 Southeast Water Coalition Strategic Plan

- Lakewood
- Norwalk
- Paramount
- Pico Rivera
- Santa Fe Springs
- South Gate
- Vernon
- Whittier

SEWC's Policy Board is charting a course for continued success in the future through the development and execution of this Strategic Plan. The Strategic Plan defines the vision, mission, goals, and future business strategy for SEWC. Our commitments to the communities we serve fall into three areas: Groundwater Protection, Advocacy and Communications, and Funding. These commitments are established as the six goals of the Strategic Plan. Our Board actions will consistently support these commitments and we will track the progress against this plan, revisiting the Strategic Plan regularly to adjust as conditions warrant.

Board Member Naresh Solanki
City of Cerritos

Board Member Oralía Rebollo
City of Commerce

Board Chairman Alex Saab
City of Downey

Board Member Todd Rogers
City of Lakewood

Board Member Leonard Shryock
City of Norwalk

Board Member Tom Hansen
City of Paramount

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Board Member Gustavo Camacho
City of Pico Rivera

Board Member Juanita Trujillo
City of Santa Fe Springs

Board Member Maria Davila
City of South Gate

Board Member Kelly Nguyen
City of Vernon

Board Member Fernando Dutra
City of Whittier

Administrative Entity Members

- Charlie Emig – Cerritos
- Vince Brar – Cerritos
- Maryam Babaki – Commerce
- Gina Nila – Commerce
- Dan Mueller – Downey
- Lourdes Vargas – Downey
- Jason Wen – Lakewood
- Adriana Figueroa – Norwalk
- Julian Lee – Norwalk
- Chris Cash – Paramount
- Sarah Ho – Paramount
- James Enriquez – Pico Rivera
- Gabriel Gomez – Pico Rivera
- Frank Beach – Santa Fe Springs
- Noe Negrete – Santa Fe Springs



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- Arturo Cervantes – South Gate
- Chris Castillo – South Gate
- Gladis Deras – South Gate
- Mike DeFrank – Vernon
- Todd Dusenberry -- Vernon
- David Schickling – Whittier

Consultant Support

- Ed Means – Means Consulting LLC
- Kristen Sales – KJ Services Environmental Consulting
- Kevin Sales - KJ Services Environmental Consulting

Introduction

The Strategic Plan was developed under the guidance of the SEWC Board of Directors and Administrative Entity. This team met over an approximate six-month period including multiple Administrative Entity and Board workshops.

The focus of strategic deliberations was the recognition of key issues SEWC will face in the next five-year planning horizon (and beyond). Workshops identified strengths, weaknesses, opportunities, and threats (SWOT Analysis) that the Strategic Plan should consider. Major challenges for SEWC include actively tracking and synthesizing information for Policy Board consideration related to protecting the Central Basin from contamination, advocating for water policy that is in the interest of the Central Basin, and seeking funding to support SEWC programs and member projects. The Board adopted the Strategic Plan in April of 2017.

The five-year Strategic Plan will be implemented and tracked through the annual budget process. Strategic Plan activities will be budgeted in later years and subject to Board review and approval. In the future, staff will ensure the proposed budgets reflect the priorities established in the Strategic Plan.

2017 Southeast Water Coalition Strategic Plan

Vision Statement

“SEWC is a valued advocate for safe and reliable water supplies that support the quality of life and economy of the southeast Los Angeles region”



Mission Statement

SEWC's mission is to advocate for water policies that ensure the availability of reliable, quality, and affordable water.

Values

The Policy Board and Administrative Entity have adopted the following values to guide the internal and external interactions of SEWC:

- Integrity - the quality of being honest and having strong moral principles
- Open communication – we will communicate in an unreserved and objective fashion
- Collaboration – we will work jointly to achieve the Coalition's goals
- Public stewardship of resources – we will carefully and prudently manage the resources that are entrusted to us
- Transparency – our Coalition activities will be visible and information/deliberations accessible

2017 Southeast Water Coalition Strategic Plan

Goals / Strategies / Objectives

The Board developed three goals that represent SEWC's key commitments to the community it serves. SEWC is committed to:

- **Goal 1: Groundwater Protection** – SEWC will provide leadership and collaborate to protect and sustain the Central Basin groundwater supply of the SEWC region
- **Goal 2: Advocacy and Communications** – SEWC will track, develop, coordinate, and communicate input into water policy affecting the SEWC region
- **Goal 3: Funding** – SEWC will seek funding for water resource projects and programs benefiting the SEWC region

Goal 1: Groundwater Protection – SEWC will provide leadership and collaborate to protect and sustain the Central Basin groundwater supply of the SEWC region

Strategy 1.1 – Enhance understanding of area hydrogeology:

Objective 1.1.1 Support tracking of groundwater quality/plume information (including modeling)

Objective 1.1.2 Engage Water Replenishment agencies, to periodically update SEWC on existing contamination plume movement



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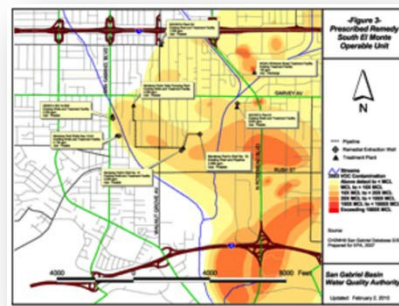
Strategy 1.2 – Identify and support projects that enhance and protect groundwater in the SEWC region to “shovel-ready” status to take advantage of funding opportunities:

- Objective 1.2.1 Develop a SEWC region plan including projects, policies, or programs that protect and enhance water quality within the SEWC region
- Objective 1.2.2 Identify and collaborate to develop the conceptual project components required to achieve “shovel-ready” status, including preparation of preliminary studies for regional projects (including groundwater storage)
- Objective 1.2.3 Analyze opportunities for developing system interties between member agencies to increase water supply resiliency

Goal 2: Advocacy and Communications – SEWC will track, develop, coordinate, and communicate input into water policy affecting the SEWC region

Strategy 2.1 – As directed by the Board, monitor and advocate for improvements to State, federal, and regional water policy and regulations:

- Objective 2.1.1 Monitor and track State, federal and regional water-related legislation including tracking of Central Basin Water Association legislative reports
- Objective 2.1.2 Develop and present water policy positions to the Board for action
- Objective 2.1.3 Advocate Board positions



2017 Southeast Water Coalition Strategic Plan

Objective 2.1.4 Support good governance policy changes at regional water agencies

Objective 2.1.5 Actively develop relationships with regulators

Strategy 2.2 – Work in partnership with the Gateway Water Management Authority (GWMA) to implement the Integrated Regional Water Management Plan (IRWMP) for the southeast Los Angeles County and lower Los Angeles and San Gabriel Rivers Watershed:

Objective 2.2.1 Establish SEWC project priorities

Objective 2.2.2 Attend meetings of the GWMA

Objective 2.2.3 Advocate for SEWC priorities

Strategy 2.3 – Represent the regions' interests before local, State and federal agencies:

Objective 2.3.1 Work in partnership with USEPA and other agencies to continue to protect Central Basin drinking water wells from detectable contamination

Objective 2.3.2 Work in partnership with USEPA, State and local agencies to continue to prioritize cleanup of the Omega Chemical Site, to ensure compliance with State and federal drinking water standards



Objective 2.3.3 Work in partnership with DTSC, federal, and local agencies to continue to prioritize cleanup of the Whittier Narrows Operable Unit (WNOU), to ensure compliance with State and federal drinking water standards

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Objective 2.3.4 Track the San Gabriel Basin Water Quality Authority (SGBWQA) / South El Monte Operable Unit (SEMOU) barrier project and the long term SEMOU remediation project by USEPA/SGBWQA

Objective 2.3.5 Track the Water Quality Protection Program monitoring results

Strategy 2.4 – Support the development of recycled water:

Objective 2.4.1 Track the Groundwater Reliability Improvement Project (GRIP) including monitoring of costs, benefits, and mitigation of impacts on local agencies

Objective 2.4.2 Track and engage the Sanitation Districts of Los Angeles County /Metropolitan Water District of Southern California Joint Water Pollution Control Facility recycled water indirect potable reuse project, and other potable reuse projects that affect the SEWC region

Objective 2.4.3 Track other regional recycled water projects (e.g. Central Basin MWD projects)

Strategy 2.5 – Communications: SEWC will inform, engage and respond to the community it serves:

Objective 2.5.1 Prepare coordinated message points for members to ensure uniform factual communications

Strategy 2.6 – Track and participate in area water policy groups:

Objective 2.6.1 Monitor Central Basin Municipal Water District activities

Objective 2.6.2 Monitor WRD activities

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Objective 2.6.3 Monitor Central Basin Water Association activities

Objective 2.6.4 Participate in activities of the Central Basin Watermaster

Goal 3: Funding and Effective SEWC Administration – SEWC will seek funding for water resource projects and programs benefiting the SEWC region

Strategy 3.1 – Identify funding opportunities for SEWC priority projects:

Objective 3.1.1 Maintain an updated list of funding resources for SEWC region projects and programs

Objective 3.1.2 Where appropriate, identify, advocate and pursue local, State, and federal commitment to fund projects and programs (including groundwater contamination cleanup) in the SEWC region

Objective 3.1.3 Track funding success

Strategy 3.2 – Identify, advocate and pursue improvements to the State and federal funding process for water, wastewater, and storm water projects and facilities:

Objective 3.2.1 Engage in State and federal funding initiatives to ensure the terms are supportive of SEWC project funding objectives

Strategy 3.3 – Administration of SEWC:

Objective 3.3.1 Schedule and support the activities of the Administrative Entity and the Policy Board

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Objective 3.3.2 Develop a staffing strategy/plan that meets the resource needs of SEWC

Objective 3.3.3 Create and present annual budgets to the Policy Board for approval
Objective 3.3.4 Effectively manage consultants to achieve the directives of the Policy Board

Objective 3.3.5 Develop an “on-boarding” process for new SEWC Administrative Entity and Policy Board members (consider mentoring, communication of JPA, responsibilities, “SEWC 101”, etc.)

Objective 3.3.6 Periodically review JPA documents to ensure they are current

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Implementation

The Strategic Plan is intended to be a living document that will be reviewed and updated periodically. It will be used in planning and budgeting the activities of SEWC. Implementation will occur through the SEWC management plans, action/implementation plans, programs, and the allocation of resources through the annual budget process.

We will establish clear priorities for implementation of our Strategic Plan in order to use our limited resources as effectively as possible. We will set these priorities using criteria developed by the Policy Board and staff, and will assess them regularly to ensure they reflect changes in our internal and external environments. We will effectively communicate these priorities so that staff can adjust their work program and our customers and ratepayers will understand the basis for our actions.

2017 Southeast Water Coalition Strategic Plan

Glossary

The following key terms are used in this strategic plan:

Goal – SEWC’s commitment to the community it serves

Issue – a problem or opportunity facing SEWC

Mission – the primary reason(s) for the existence of the organization

Objective – measurable work activity that, when accomplished, will directly lead to the success of the strategy

Plume – areas of elevated concentrations of groundwater contaminants

Strategy – how an issue is solved to achieve the goal

Strategic Plan – a structured plan to drive SEWC to achieve its goals

SWOT Analysis – description of strengths, weaknesses, opportunities, and threats to identify areas of focus in the strategic plan

Vision – what effect SEWC aspires to have