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, SEPTEMBER 18, 2025
12:00 NOON

The Regular Meeting of the Southeast Water Coalition Joint Powers Authority Administrative Entity was held on Thursday, September 18, 2025 at the Norwalk Arts & Sports Complex, Hargitt Room, 13000 Clarkdale Avenue, Norwalk, CA 90650. The meeting was called to order at 12:04 p.m. by Norwalk Staff member, Jacque Koontz. 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
Derek Nguyen	City of Lakewood
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)
Christopher Enriquez	City of Norwalk (Staff)

ITEM 2 – PUBLIC COMMENT

None.

AGENDA ITEM

ITEM 3 - CONSENT CALENDAR

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

AYES:	**Arroyo-Gutierrez, Nguyen, Tse, Castillo, Cordero**
NOES:	**None.**
ABSTAIN:	**Moreno.**

ITEM 4 – DISCUSSION REGARDING PROGRAM MANAGEMENT SUPPORT PROPOSAL

Ms. Koontz noted that Koa Consulting, Inc. has provided services for 2 years and the contract expires in November. She reached out to legal counsel and confirmed there is no formal SEWC policy for procurement. She reported that AE members and legal counsel previously determined that with no renewal options in the original contract, an extension could be considered as an amendment with an updated cost and term.

Ms. Koontz noted that AE members requested that Koa Consulting Inc. provide an amendment proposal for consideration.

She noted that the proposed updated term was for 2 years 7 months to align with the fiscal year budget with an option to extend the contract for two additional years. She concluded her report by stating that the amendment proposal reflected a one-time 10% increase to cover costs.

After general discussion, Ms. Moreno moved to approve the following recommendation:

a. Review the requested Amendment Proposal from Koa Consulting, Inc. and take it to the Board for approval.

The motion was seconded by Ms. Tse and was approved by the following voice vote:

AYES:	**Arroyo-Gutierrez, Nguyen, Tse, Castillo, Cordero, Moreno**
NOES:	**None.**
ABSTAIN:	**None.**

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

The discussion began with Mr. Cordero thanking Staff for working on the map and adding the requested updates, noting that it is really helpful for visualization. AE members then discussed which cities this membership invitation letter should be sent to.

It was agreed that initially, the invitation should be sent to cities located within the Central Basin service area that have their own water systems, due to SEWC's focus on groundwater contamination. Depending on the success of this initial round of invitations, AE members determined that the letter could be sent to the remaining cities located within the Central Basin service area.

AE members decided that Ms. Gallagher should create the draft membership invitation letter and send it to AE members along with the one-pagers to request any edits before bringing all documents to the Board for final approval.

ITEM 6 – DISCUSSION/ACTION REGARDING STRATEGIC PLAN REVIEW

Ms. Koontz noted that the Strategic Plan was brought up at both the latest Board and AE meetings and that the update to the Strategic Plan would also tie into the SEWC new membership efforts.

The Strategic Plan was updated based on Board member's direction, but the point of this item was to determine whether or not any additional edits should be made before taking it back to the Board for approval.

Mr. Nguyen requested to delete the text on the first page regarding who the AE consists of, noting that the original language is no longer relevant. Additionally, AE members agreed to update language regarding the date of the Strategic Plan revision.

Ms. Gallagher noted that she will make the two minor edits and include the Plan in the email to AE members with the draft letter and one-pagers.

ITEM 7 – OCTOBER 2, 2025 BOARD OF DIRECTORS AGENDA

Ms. Koontz opened up a discussion to confirm what items would be on the Board Agenda, and the following items were suggested:

1. The agenda items from this AE meeting (Project Management Extension, New Membership, and Strategic Plan)

2. PFAS Legislation Update by Nick

ITEM 8 – WRITTEN COMMUNICATIONS

None.

ITEM 9 - ADMINISTRATIVE ENTITY MEMBER COMMENTS

Ms. Koontz provided an update on the audit, noting that she has been in discussion with Price Paige & Company, so there should be an update and future agenda item that can be presented to the Board at a later date.

Ms. Koontz received a formal application of ACWA but noted that she needs the final draft of operational audit before we know the final cost of membership.

Ms. Koontz also mentioned that the Pure Water tour occurred on August 12th and that it was a great experience.

ITEM 10 - ADJOURNMENT

The meeting adjourned at 12:51 p.m.

The next regular Southeast Water Coalition Administrative Entity Meeting will be held on November 20, 2025 at 12:00 p.m. at the Norwalk Arts & Sports Complex, Hargitt Room, 13000 Clarkdale Avenue, Norwalk, CA 90650.

Chair _____ Date 11/20/25