

**SPECIAL MEETING OF THE
SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY
HELD AT THE**

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

602 E. Huntington Drive, Suite B
Monrovia, CA

November 1, 2017 – 10:30 A.M.

1. CALL TO ORDER

The San Gabriel River Discovery Center Authority Special Meeting was held at Upper San Gabriel Valley Municipal Water District, Monrovia, CA on November 1, 2017 and was called to order at 10:31 a.m. by Chair Fellow.

2. FLAG SALUTE

3. ROLL CALL

Members Present:

John Wicker, LA County Dept. of Parks and Recreation
Sam Pedroza, Stakeholder Committee
Anthony Fellow, Upper San Gabriel Valley Municipal Water District
Dan Arrighi, Rivers and Mountains Conservancy
Robert Apodaca, Central Basin Municipal Water District

Members Absent:

Staff Present:

Mark Stanley, Interim Executive Officer
Dena Williams, Board Secretary
Salian Garcia, Fiscal Manager
Roxana Witters, Project Manager

4. APPROVAL OF AGENDA

Item 4 was unanimously approved on motion of Board Member Arrighi, seconded by

Chair Fellow.

5. APPROVAL OF MINUTES OF THE SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY BOARD MEETING HELD MARCH 9, 2017 AND MAY 22, 2017.

Item 5 was unanimously approved on motion of Board Member Wicker, seconded by Board Member Pedroza.

6. PUBLIC COMMENT

Mr. Henry Pendragon stated he received connections with the Army Corps regarding this project and was able to meet with them during the last three years that he and his group have had opposition. Mr. Pendragon thanked the authority for the documents he received regarding sacred lands in the area of the Discovery Center project.

Mr. Pendragon mentioned that there was an email that went out as a public records request to Mr. Stanley and he also had a hard copy of the request.

REGULAR CALENDAR

7. EXECUTIVE OFFICER UPDATE

Mr. Stanley stated that based on some of the items on the agenda he did not have an update but that there would be a meeting with the Army Corps and there would be an update once that meeting took place.

8. RECEIVE AND FILE A REPORT ON ALTERNATIVES FOR ORGANIZATIONAL STRUCTURE AND PROJECT MANAGEMENT FOR THE SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY.

Mr. Stanley stated that there were three alternatives that are being considered which are (1) sustaining the course activities that are taking place, (2) a dissolution of the authority and pursue being a partner providing management for the Discovery Center Project to ensure construction completion and facility operation, or (3) expanding the programming and discontinue stage 2 construction with watershed education providers.

Mr. Stanley gave a brief overview of all three scenarios and also gave an overall goal of the authority for the Discovery Center Project.

Mr. Richard Padilla added that for alternative 2, which is the dissolution of the organization, there would be an obligation in allowing a “wind down” period so that if other agencies were to take over, they would need a time period in getting familiar with everything the project entails.

Mr. Padilla also stated that for alternative 3, which is expanding the programming, this would be the Authority repurposing its mission and would require a modification of the JPA and essentially adding an addendum to the CEQA and NEPA reports rather than having them re-done.

Mr. Stanley stated that staff is looking for direction and whichever direction is provided to staff, staff is asking for at least a 90 day period to continue the investigation of the option and come back to the board.

Vice Chair Wicker asked that in Alternative 3 would SGRDCA basically proceed with Phase I and would SGRDCA continue a partnership to provide programming. Mr. Stanley stated that was correct.

Board Member Pedroza asked what the process would be if the Authority was dissolved and would the Authority still want to partner with the County. Mr. Padilla answered that an agreement could be made between the two entities if that is what the board recommends and everyone is in agreement.

Chair Fellow stated that he was disappointed with the non-fundraising part of the authority and therefore did not think alternative 1 should be an option but that alternative 2 would probably be a better choice at this point and a decision needed to be made today. Mr. Pedroza agreed with Chair Fellow.

9. CONSIDERATION AND APPROVAL OF A CONTRACT AMENDMENT WITH WATERSHED CONSERVATION AUTHORITY FOR SUPPORT WITH MANAGEMENT, ADMINISTRATIVE AND COMMUNICATION SERVICES TO EXTEND THE PERFORMANCE PERIOD THROUGH JUNE 30, 2019.

Mr. Stanley stated that currently the Authority does not employ staff due to administrative budget constraints, so therefore, the Authority contracts with the WCA to ensure all aspects of the Authority receive the proper level of oversight. Mr. Stanley further stated that this action will allow the Executive Officer discretion to assign priority to certain tasks over others, the amount includes WCA staff services that typically equates up to 10 hours per week at the current Consultant Billable rate as well as mileage and other reimbursable expenses. Mr. Stanley explained that WCA will provide an invoice on a monthly basis detailing the hours completed for each task as well as a progress report giving detailed coverage of the work completed.

Item 9 was unanimously passed on motion of Board Member Arrighi and seconded by Chair Fellow.

10. CONSIDERATION AND APPROVAL OF A RESOLUTION PRESENTED BY THE LOS ANGELES COUNTY DEPARTMENT OF PARKS AND RECREATION FOR “NATURE BY DESIGN” EDUCATIONAL PROGRAMMING.

Colleen Mackay from the Department of Parks and Recreation gave a thorough oral presentation of the new educational program called “Nature by Design” which is to replace the “EcoVoices” program for the 2017-2018 school year at the San Gabriel River Discovery Center Project.

Mr. Stanley questioned the amount budgeted whether it should be \$39,571 or actually \$42,988. Chair Fellow asked if it should be more due to the busing. Ms. Mackay answered that was correct because at the time the budget was drawn up, she didn't know how the students were going to get to the Nature Center.

Board Member Pedroza asked if there was a list of schools that we work with. Ms. Mackay answered that they start receiving calls from the schools in September and the schools are from Preschool on up to College age. Mr. Pedroza stated that the Sanitation District provides busing for schools who tour the Sanitation District and mentioned that maybe they would be open to providing busing for this program as well.

Mr. Stanley stated that the Authority would be using Forest Service revenue. Board Member Arrighi asked if the program would be available for the home-schooled children and Ms. Mackay answered, absolutely. No further questions were asked.

Item 10 was unanimously passed on motion of Board Member Pedroza and seconded by Board member Apodaca. Vice Chair Wicker abstained.

11. CONSIDERATION OF A RESOLUTION ADOPTING THE FISCAL YEAR 2017/2018 BUDGET.

Salian Garcia stated that the SGRDC Governing Board is required to approve a final budget before the Authority's resources can be expended in any given year. Ms. Garcia also stated that the revenue expected to be received or carried over for the FY 17/18 totals \$3,506,068 with \$39,571 expecting to be received from the U.S. Forest Service for the administration and management of the educational program, Nature By Design and no other sources of revenue have been secured for operating expenses as of yet.

Ms. Garcia further stated that the expenditures expected to be incurred for general administrative and grant expenditures would be a total of \$3,506,068 with hard costs for Stage 1 construction of the Discovery Center expecting to total \$2,803,784, the allocation of these costs is subject to an amendment as the determination to distribute Stage 1 costs among the funding agencies is yet to be finalized.

Item 11 was unanimously passed on motion of Board member Arrighi and seconded by Board Member Pedroza.

12. CONSIDERATION AND RATIFICATION OF A RESOLUTION TO AUTHORIZE THE ADOPTION OF A PROFESSIONAL SERVICES CONTRACT WITH THE SOHAGI LAW GROUP FOR SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY PROJECT LEGAL SERVICES.

Roxana Witters stated that the Discovery Center Project entered into the permitting phase in October 2015 and on May 2, 2017 the USACE released a comment letter to the Department of Parks & Recreation expressing the need for

a Supplemental Environmental Assessment. Ms. Witters further stated that the Executive Officer moved to contract legal services from Sohagi Law Group to complete a due diligence review and respond to the comment letter with a budget of \$10,500 for an estimated total of 30 hours which is provided in Exhibit B.

Ms. Witters also stated that an additional \$2,100 is being requested for a second meeting being scheduled with the US Army Corps of Engineers in the next few weeks which would bring the contracted budget up to \$12,600.

Board Member Pedroza asked in light of the previous discussion, was this something that we could hold off on. Mr. Stanley answered that he recommends continuing with the Sohagi Law Group since they are the team that provided legal services with the EIR process and will continue to communicate with the US Army Corps.

Item 12 was unanimously passed on motion of Vice Chair Wicker and seconded by Board Member Apodaca.

13. CONSIDERATION AND APPROVAL OF A RESOLUTION TO AUTHORIZE PAYMENT OF DEMANDS TO THE SGRDC AUTHORITY ACCOUNT.

Salian Garcia stated that the demands for this period include costs incurred for project management and administration services, A/E support and other project support costs for a total of \$69,654.91.

Item 13 was unanimously passed on motion of Board Member Pedroza and seconded by Vice Chair Wicker.

14. ORAL COMMUNICATIONS

A. STATEMENTS, RESPONSES, QUESTIONS OR DIRECTIONS TO STAFF PURSUANT TO SECTION 54954.2(A)(2) OF THE GOVERNMENT CODE.

Board Member Pedroza gave his resignation to the Board and stated that he would still like to be in the audience.

A suggestion was made to change the May date of the 2018 schedule as there would be board member attendance.

B. FUTURE AGENDA ITEMS

15. ANNOUNCEMENT OF NEXT MEETING:

January 11, 2018

16. ADJOURNMENT UPON COMPLETION OF BUSINESS

Chair Fellow adjourned the meeting at approximately 11:31 a.m.

X

Anthony Fellow
Board Chair

X

Dena Williams
Board Secretary

San Gabriel River Discovery Center Authority

Date: January 25, 2018

To: Governing Board Members

From: Salian Garcia, Fiscal Manager

Through: Mark Stanley, Executive Officer

Subject: Item 9. Consideration and approval of a resolution authorizing Payment of Demands to the SGRDC Authority Account

Recommendation: Staff recommends that the San Gabriel River Discovery Center Authority Governing Board approve a resolution authorizing Payment of Demands to the SGRDC Authority Account through January 15, 2018.

Background & Discussion: The current demands are listed in Exhibit A and A-2, attached to the Resolution for this item. These demands include costs incurred for project management and administration services, A/E support, and other capital project activities such as project support costs. The current demands for this period is \$53,421.67. These expenditures comprise of two types of activity: 1) Encumbrances accrued through FY 17/18 waiting on Governing Board approval to pay and/or 2) Encumbrances accrued through FY 17/18 in which funding is waiting to be released in order to issue payment.

The approval of any exceptions or qualifications to the payment of demands by the Governing Board shall be listed in Exhibit B. The Executive Officer or designee shall attach that portion of the minutes setting forth such exceptions or qualifications to this resolution and the directive(s) of the Board as stated in those minutes shall be incorporated into the resolution for this item. If no exceptions or qualifications are approved, the absence of such exceptions or qualifications shall be so stated under Exhibit B.

Payee	Invoice Number Dates of Services	Amount	Budget Category	Revenue Source						
				SGRDCA 14-003 WCA U.S.F.S. Grant	RMC 3477	Admin Funding	Other (i.e. School District Contract)	SEP	Future Funding Sources (i.e. Prop A)	
Hendersons Insurance	532 / 11/16/17-11/16/18	\$ 2,559.15	Insurance		\$ 2,559.15					
Olivarez Madruga	14312 / November 2016	\$ 608.00	Legal Services		\$ 608.00					
Olivarez Madruga	14437 / December 2016	\$ 1,843.00	Legal Services		\$ 1,843.00					
Olivarez Madruga	14591 / February 2017	\$ 19.00	Legal Services		\$ 19.00					
Olivarez Madruga	1971 / September 2017	\$ 3,297.00	Legal Services		\$ 3,297.00					
Olivarez Madruga	2231 / October 2017	\$ 209.00	Legal Services		\$ 209.00					
Olivarez Madruga	2478 / November 2017	\$ 323.00	Legal Services		\$ 323.00					
Sohagi Law Group	14839 / October 2017	\$ 1,812.50	Legal - EIR/EA ACOE		\$ 1,812.50					
Sohagi Law Group	14926 / December 2017	\$ 1,657.50	Legal - EIR/EA ACOE		\$ 1,657.50					
Watershed Conservation Authority	18-012 / 06/26/17-09/17/17	\$ 18,165.33	Project Management		\$ 15,503.28			\$ 2,662.05		
Watershed Conservation Authority	18-017 / 09/18/17-01/07/18	\$ 9,888.65	Project Management		\$ 9,346.19			\$ 542.46		
Subtotal		\$ 40,382.13		\$ -	\$ 37,177.62	\$ -	\$ -	\$ 3,204.51	\$ -	\$ -

Exhibit B
Exceptions or Qualifications to the Payment of Demands

January 25, 2018, Agenda Item 9.

RESOLUTION 2018-01

RESOLUTION AUTHORIZING PAYMENT OF DEMANDS TO
SGRDC AUTHORITY ACCOUNT

WHEREAS, the San Gabriel River Discovery Center Authority (Authority) has been established between The County of Los Angeles, The San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy, the Upper San Gabriel Valley Municipal Water District, and the Central Basin Municipal Water District to facilitate the planning, development, construction and operation of the San Gabriel River Discovery Center; and

WHEREAS, this action authorized payment of demands to the authority account; and

WHEREAS, this action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA); now

Therefore be it resolved, that the Authority hereby:

1. FINDS that this action is consistent with the purposes and objectives of the Authority.
2. FINDS that the actions contemplated by this resolution are exempt from the environmental impact requirements of the California Environmental Quality Act.
3. ADOPTS the staff report dated January 25, 2018.
4. AUTHORIZES Payment of Demands to the Authority Account.

– End of Resolution –

Passed and Adopted by the Board of the SAN GABRIEL RIVER
DISCOVERY CENTER AUTHORITY ON January 25, 2018.

Anthony Fellow, Chair

San Gabriel River Discovery Center Authority

Date: January 25, 2018
To: Governing Board Members
From: Salian Garcia, Fiscal Manager
Through: Mark Stanley, Executive Officer
Subject: Item 11. Budget and Expenditure Reports

Recommendation: Receive and file year-to-date Budget and Expenditure Reports for Fiscal Year 2017/18.

Background & Discussion: Attached is the budget and expenditure report (Exhibit A) for Fiscal Year 2017/18. The attached budget and expenditure report is comprised of four sections: Revenue, Total Expenditures, Administrative Expenses Subtotal, and Grant Expenses Subtotal, which includes Capital Outlay Expenses. A summary of the report structure is as follows:

Revenue: The total budgeted revenue for Fiscal Year 2017/18 is \$3,506,068. As the budget was approved in November 2017, reimbursements for expenditures have not been received by the date of this report. The funds from Central Basin MWD are included in the budgeted revenue as the funds are expected to be released for wetland construction this fiscal year.

Total Expenditures & Encumbrances: The total expenditures to date and encumbrances are \$15,277 and \$40,382, respectively, aggregating to \$55,659.

General Administrative Expenditure Report Sub Total: These are general expense items such as postage and contracted administrative labor that are not eligible for grant reimbursements. A total of \$9,721 for legal services, audit, and insurance bond are encumbered in this budget category.

Grant/Capital Outlay Expenditure Report Sub Total: This report includes expenses for items that are eligible for reimbursement – such as Project Management, Program Management for the Nature by Design program, and Legal Services – from grant funding sources. A total of \$15,277 has been expended for Legal Services and Insurance, and a total of \$40,382 is encumbered in this budget category.

SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY
Budget and Total Revenue Report
FY 2017/2018 Budget

Date of Report: January 15, 2018

Total Revenue Report

Item	FY 17/18 Budget	Revenue To Date	Encumbrances	Balance
Revenue-Unrestricted	0	0	0	0
Revenue-Unrestricted Subtotal	0	0	0	0
Revenue-Restricted				
Grant - USFS	39,571	0	0	39,571
Other - School Contracts	0	0	0	0
Other - Consultant Contracts	0	0	0	0
Revenue-Restricted Subtotal	39,571	0	0	39,571
Revenue-Capital Outlay Restricted				
RMC Grant for Capital Projects	259,863	0	0	259,863
Prop A Grant for Capital Projects	1,538,253	0	0	1,538,253
Revenue-Capital Outlay Restricted Total	1,798,116	0	0	1,798,116
Revenue-Special Restricted				
Central Basin MWD	50,370	0	0	50,370
SEP Funds	1,618,011	0	0	1,618,011
Revenue-Special Restricted Total	1,668,381	0	0	1,668,381
Total	\$ 3,506,068	\$ -	\$ -	\$ 3,506,068

SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY
Budget and Total Expenditure Report
FY 2017/2018 Budget

Date of Report: January 15, 2018

Total Expenditures Report

Item	FY 17/18 Budget	Expenditures To Date	Encumbrances	Balance
Consultants/Professional Services				
Architectural/Engineering	435,891	0	0	435,891
Project Management (WCA)	91,145	0	28,054	63,091
Permits & Plans	0	0	0	0
Bonds and Insurance	10,237	6,284	2,559	1,394
Project Management (Consultant-other)	0	0	0	0
Legal Services	39,758	8,993	9,769	20,997
Audit	4,500	0	0	4,500
Design and Documentation Fees	0	0	0	0
A/E Complete Phase I (Construction)	0	0	0	0
Geotech/HazMat	0	0	0	0
Construction Management	81,182	0	0	81,182
Program Management (Environmental Ed.)	39,571	0	0	39,571
Transportation (EE Program Buses)	0	0	0	0
Strategic Project Implementation	0	0	0	0
Environmental Consultant (AECOM)	0	0	0	0
LEED Commissioning Agent	0	0	0	0
Other Specialists/Consultants	0	0	0	0
Consultants Subtotal	702,284	15,277	40,382	646,625
Hard Costs/Construction				
Site Development/Improvements	742,592	0	0	742,592
Landscaping	820,547	0	0	820,547
Mechanical Utilities	153,521	0	0	153,521
Prep/Site Work	359,998	0	0	359,998
Outdoor Classroom	356,117	0	0	356,117
Electrical Utilities	191,483	0	0	191,483
Interpretive Exhibits	179,526	0	0	179,526
Hard Costs/Construction Subtotal	2,803,784	0	0	2,803,784
Total	\$ 3,506,068	\$ 15,277	\$ 40,382	\$ 3,450,409

SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY
Budget and Expenditure Report
FY 2017/2018 Budget

Date of Report: January 15, 2018

Administrative Expenditure Report

Item	FY 17/18 Budget	Expenditures To Date	Encumbrances	Balance
Consultants/Professional Services				
Architectural/Engineering	0	0	0	0
Project Management (WCA)	0	0	0	0
Permits & Plans	0	0	0	0
Bonds and Insurance	221	0	0	221
Project Management (Consultant-other)	0	0	0	0
Legal Services	5,000	0	0	5,000
Legal-CEQA	0	0	0	0
Audit	4,500	0	0	4,500
Design and Documentation Fees	0	0	0	0
A/E Complete Phase I (Construction)	0	0	0	0
Geotech/HazMat	0	0	0	0
Construction Management	0	0	0	0
Program Management (Environmental Ed.)	0	0	0	0
Transportation (EE Program Buses)	0	0	0	0
Strategic Project Implementation	0	0	0	0
Environmental Consultant (AECOM)	0	0	0	0
LEED Commissioning Agent	0	0	0	0
Other Specialists/Consultants	0	0	0	0
Consultants Subtotal	9,721	0	0	9,721
Total	\$ 9,721	\$ -	\$ -	\$ 9,721

SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY
Budget and Expenditure Report
FY 2017/2018 Budget

Date of Report: January 15, 2018

Grant/Capital Expenditure Report

Item	FY 17/18 Budget	Expenditures To Date	Encumbrances	Balance
Consultants/Professional Services				
Architectural/Engineering	435,891	0	0	435,891
Project Management (WCA)	91,145	0	28,054	63,091
Permits & Plans	0	0	0	0
Bonds and Insurance	10,016	6,284	2,559	1,173
Project Management (Consultant-other)	0	0	0	0
Legal Services	34,758	8,993	9,769	15,997
Audit	0	0	0	0
Design and Documentation Fees	0	0	0	0
A/E Complete Phase I (Construction)	0	0	0	0
Geotech/HazMat	0	0	0	0
Construction Management	81,182	0	0	81,182
Program Management (Environmental Ed.)	39,571	0	0	39,571
Transportation (EE Program Buses)	0	0	0	0
Strategic Project Implementation	0	0	0	0
Environmental Consultant (AECOM)	0	0	0	0
LEED Commissioning Agent	0	0	0	0
Other Specialists/Consultants	0	0	0	0
Consultants Subtotal	692,563	15,277	40,382	636,904
Hard Costs/Construction				
Site Development/Improvements	742,592	0	0	742,592
Landscaping	820,547	0	0	820,547
Mechanical Utilities	153,521	0	0	153,521
Prep/Site Work	359,998	0	0	359,998
Outdoor Classroom	356,117	0	0	356,117
Electrical Utilities	191,483	0	0	191,483
Interpretive Exhibits	179,526	0	0	179,526
Hard Costs/Construction Subtotal	2,803,784	0	0	2,803,784
Total	\$ 3,496,347	\$ 15,277	\$ 40,382	\$ 3,440,688