



San Gabriel Valley Council of Governments*

AGENDA AND NOTICE OF THE **SPECIAL** MEETING OF THE SGVCOG EXECUTIVE COMMITTEE

Monday, May 4, 2020 – 10:00 AM

Teleconference Meeting

Livestream is Available at: sgvcog.org

President
Cynthia Sternquist

1st Vice President
Margaret Clark

2nd Vice President
Becky Shevlin

3rd Vice President
Tim Hepburn

Past President
Vacant

Transportation Chair
John Fasana

Homelessness Chair
Becky Shevlin

EENR Chair
Denis Bertone

Water Policy Chair
Diana Mahmud

ACE Chair
Tim Sandoval

Thank you for participating in today's meeting. The Executive Committee encourages public participation and invites you to share your views on agenda items.

MEETINGS: *Regular Meetings of the Executive Committee are held the first Monday of every month at 12:00 p.m. at the SGVCOG Office (1000 S. Fremont Ave., Building 10, Suite 10210, Alhambra, California 91803).* The Executive Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvcog.org. Copies are available via email upon request (sgv@sgvcog.org). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

PUBLIC PARTICIPATION: Your participation is welcomed and invited at all Executive Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Executive Committee refrain from making personal, slanderous, profane or disruptive remarks.

TO ADDRESS THE EXECUTIVE COMMITTEE: At a regular meeting, the public may comment on any matter within the jurisdiction of the Board during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Board on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Executive Committee may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Executive Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Executive Committee can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Executive Committee.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



***MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF COVID-19:** On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local State of Emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new Order issued by the Governor and ensure the safety of Board Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the Executive Committee meeting scheduled for May 4, 2020 at 10:00 a.m. will not be allowed. Members of the public may view the meeting live on the SGVCOG's website. To access the meeting video, log onto www.sgvkog.org, click on the Executive Committee Agenda text on the right-hand side of the homepage, then follow prompts to watch the meeting live.

Public comments can be submitted electronically by emailing kward@sgvcog.org at least 1 hour prior to the scheduled meeting time. Emailed public comments will be read into the record. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda. Public comments should be limited to 150 words max.

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Katie Ward at least 48 hours prior to the meeting at (626) 457-1800 or at kward@sgvcog.org.

PRELIMINARY BUSINESS

1. Call to Order
2. Roll Call
3. Public Comment *(If necessary, the President may place reasonable time limits on all comments)*
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting *(It is anticipated that the Executive Committee may take action on these matters)*

CONSENT CALENDAR *(It is anticipated that the Executive Committee may take action on the following matters)*

5. Executive Committee Meeting Minutes – Page 1
Recommended Action: Approve Executive Committee minutes.

UPDATE ITEMS

- SGVCOG Election Update – Page 3
- Office Lease Update – Page 7

PRESIDENT’S REPORT

EXECUTIVE DIRECTOR’S REPORT

GENERAL COUNSEL’S REPORT

ACTION ITEMS *(It is anticipated that the Executive Committee may take action on the following matters)*

6. Draft Governing Board Agenda – Page 9
Recommended Action: Approve draft Governing Board agenda.

ANNOUNCEMENTS

CLOSED SESSION

7. Closed Session Pursuant to California Government Code Section 54957(B)(1) – Performance Evaluation. Position: Executive Director

ADJOURN



SGVCOG
Executive Committee Special Meeting Minutes
March 30, 2020
10:00 AM
Teleconference Meeting via Zoom

PRELIMINARY BUSINESS

1. Call to Order

The meeting was called to order at 12:04 P.M.

2. Roll Call

Members Present

C. Sternquist, President
 M. Clark, 1st Vice President
 B. Shevlin, 2nd Vice President/Homelessness Chair
 T. Hepburn, 3rd Vice President
 D. Bertone, EENR Chair
 J. Fasana, Transportation Chair

Members Absent

D. Mahmud, Water Policy Chair
 T. Sandoval, ACE Chair

Staff/Guests:

M. Creter, SGVCOG Executive Director
 K. Ward; C. Sims, SGVCOG Staff
 D. DeBerry, Woodruff, Spradlin & Smart

3. Public Comment

There were no comments from the public.

4. Changes to Agenda Order:

There were no changes to the agenda order.

CONSENT CALENDAR

5. Executive Committee Meeting Minutes

There was a motion to approve the consent calendar (M/S: B. Shevlin/T. Hepburn).

[MOTION PASSES]

AYES:	C. Sternquist, B. Shevlin, M. Clark, D. Bertone, T. Hepburn, J. Fasana
NOES:	
ABSTAIN:	
ABSENT:	D. Mahmud, T. Sandoval

UPDATE ITEMS

- Draft FY 2020-2021 Budget
 M. Creter and K. Ward presented on this item. There was a request to develop a matrix of all SGVCOG grant funding that could potentially be impacted by the COVID-19 pandemic.

PRESIDENT'S REPORT

- C. Sternquist reported on this item. She reported that the annual Executive Director evaluation is due. The Committee agreed to conduct a closed session at the next Executive Committee.

EXECUTIVE DIRECTOR'S REPORT

- M. Creter reported on this item.

GENERAL COUNSEL'S REPORT

- D. DeBerry reported on this item. He discussed how cities are dealing with the impacts of COVID-19, including evictions and city staff leave policy.

ACTION ITEMS

6. San Gabriel Valley Regional Housing Trust Board Appointments
M. Creter and C. Sims presented on this item.

There was a motion to recommend the following actions:

- 1. Recommend the Governing Board take the following actions:**
 - a. Appoint the following four representatives to the SGVRHT Board: Gary Boyer (Northeast), Becky Shevlin (Northwest), Adele Andrade-Stadler (At-Large), Margret Finlay (At-Large, pending receipt of application);**
 - b. Appoint the following representatives to serve in the housing or homeless expert seats for the SGVRHT: (1) Seat - Jed Leano (Delegate), Carol Averell (Alternate); (2) Seat – Benita DeFrank (Delegate), Alma Martinez (Alternate)**
- 2. Re-open the application period for the remaining three seats to represent jurisdictions that have joined the SGVRHT.**
(M/S: B. Shevlin/J. Fasana).

[MOTION PASSES]

AYES:	C. Sternquist, B. Shevlin, M. Clark, D. Bertone, T. Hepburn, J. Fasana
NOES:	
ABSTAIN:	
ABSENT:	D. Mahmud, T. Sandoval

7. Draft Governing Board Agenda
M. Creter reported on this item.

There was a motion to approve the Governing Board agenda with the amendment to postpone the Bacteria Study item to a future meeting (M/S: M. Clark/J. Fasana).

[MOTION PASSES]

AYES:	C. Sternquist, B. Shevlin, M. Clark, D. Bertone, T. Hepburn, J. Fasana
NOES:	
ABSTAIN:	
ABSENT:	D. Mahmud, T. Sandoval

ANNOUNCEMENTS

CLOSED SESSION

8. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)
City of San Gabriel v. San Gabriel Valley Council of Governments, Moffat & Nichol, et al.
LASC Case No.: 20ST CV08176
No action was reported.

ADJOURN

The meeting adjourned at 11:15 AM.

REPORT

DATE: May 4, 2020

TO: Executive Committee

FROM: Marisa Creter, Executive Director

RE: **2020-2021 SGVCOG ELECTION UPDATE**

RECOMMENDED ACTION

Delay the 2020-2021 SGVCOG Board Officer Elections by 120 days due to the limitations of conducting in-person meetings during the COVID-19 pandemic.

BACKGROUND

Section 11 of the SGVCOG Joint Powers Authority (JPA) states that the Governing Board shall elect a President and Vice-President at the first regular meeting of the Governing Board held in the month of May each year. The terms of office of the President and Vice-President commence and expire on July 1. The SGVCOG bylaws further state, under Article V, Section A, that the 2nd and 3rd Vice-Presidents shall be elected at the same time and manner as the President and 1st Vice-President. Although the SGVCOG officer elections would typically be held in person, in-person meetings are currently not possible due to various Executive Orders issued by Governor Newsome that orders all individuals living in the State of California to stay home, as well as the prohibition of gatherings of large amounts of people due to the concerns of COVID-19.

As a result, staff has come up with two options for the Board's consideration in order to adhere to the election requirements of the SGVCOG JPA during this COVID-19 pandemic: (1) delay elections for 120 days or (2) conduct a virtual election via Zoom at the June Governing Board meeting.

DELAY ELECTION BY 120 DAYS

The SGVCOG Board could delay the Board officer elections by 120 days in order to facilitate in-person elections. Staff would report back within these 120 days to explore the feasibility of holding an election in person. This report would include the possibility that while public gatherings/meetings may be allowed, social distancing practices may still be in place and would require securing a large meeting space to accommodate all Governing Board members participation.

If this option is selected, the SGVCOG bylaws state that in the event an election of new officers is not held prior to the expiration of the terms, July 1, the terms of those current officers shall extend automatically, and the current officers will continue to serve in their respective office until an election of new officers is held. It is anticipated that the current officers' continuation of office would be less than a year.

Given that the SGVCOG officer elections are integral to choosing the SGVCOG's future leadership, staff recommends delaying the election versus conducting a virtual Zoom election. This is due to lack of institutional knowledge and limited experience with using Zoom to this capacity, both for staff and Governing Board members.

ELECTION VIA ZOOM TELECONFERENCE

In April 2009, the Governing Board approved a nomination and voting procedure for the election of Governing Board officers. To accommodate a teleconference meeting format, the election procedures would be modified using the tools available from Zoom to allow Board Members to vote. The modified procedures would be as follows:

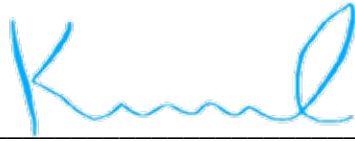
- **Teleconference Meeting Registration:** In order to accommodate an election via teleconference, Board members will need to pre-register for the June Governing Board meeting via Zoom. This is to ensure only authorized Board members are voting and participating in the election.
- **Order of Elections:** The elections will be held in the following order:
 - President
 - 1st Vice President
 - 2nd Vice President
 - 3rd Vice President
- **Election Process for Multiple Nominations:** If multiple nominations are received for an officer position, an election will be held using the polling feature within Zoom. Walk-in nominations will not be accepted. The election will be conducted as follows:
 1. Each candidate will be given three minutes to address the Governing Board to present their experience and qualifications for the position. They may also have another individual speak on their behalf, but the total speaking time shall not exceed three minutes. Candidates for each position will speak in alphabetical order based on city / member agency name.
 2. After all candidates have been given the opportunity to speak, staff will conduct a poll through Zoom that shows the name of each candidate. Governing Board representatives must select only one candidate per position. Board Members will have 60 seconds to cast their vote on the poll. Prior to releasing the results of the Zoom poll, staff will confirm that all votes are identified and associated with an actual Board member. If a vote cannot be identified, staff will make every attempt to identify the vote. However, if a vote cannot be identified it will be discarded.
 3. Staff will project the results of the Zoom poll, and the General Counsel will announce the results. In the event that a candidate receives the majority of the votes,¹ that individual will be deemed the winner and the results will be confirmed via a motion.
 - **Runoff Procedure:** In the event that no candidate receives the majority of the votes, a runoff will be held between the two candidates receiving the most votes. However, if two or more candidates tie for second place, all second place candidates will be included in the runoff. In order to conduct the runoff, General Counsel will announce the candidates that

¹ Note, in order to be deemed the winner, a candidate must receive a majority of the votes from member agencies present.

will be included in the runoff and, therefore, still eligible. Candidates will not have the opportunity to address the Governing Board again prior to the runoff. Staff will conduct another Zoom poll and tally the results. This process will be repeated until a candidate receives the majority of the votes. The results will then be confirmed via a motion.

- **Single Nomination:** If only one nomination is received for an officer position, this position election will be held via voice vote.
- **Zoom Poll Election Results:** Staff will keep an electronic copy of all Zoom poll results and will be made available upon request.
- **Term of Office:** Newly elected officers will begin their one-year term on July 1, 2020.

Prepared by:



Katie Ward
Senior Management Analyst

Approved by:



Marisa Creter
Executive Director

REPORT

DATE: May 4, 2020

TO: Executive Committee

FROM: Marisa Creter, Executive Director

RE: **OFFICE LEASE UPDATE**

RECOMMENDED ACTION

Authorize the Executive Director to execute an extension of the Alhambra and Irwindale office leases through October 2022.

BACKGROUND

As part of the ongoing ACE-COG integration, the Governing Board directed staff to identify options to move to a single, consolidated office, which would house all staff. With the current lease of the Alhambra and Irwindale offices set to expire April 2021, a search for a joint office space was undertaken earlier this year. Staff anticipated touring potential sites by June of this year. However, due to the impact of the COVID-19 pandemic, conducting site visits is not currently feasible and will not be feasible for the foreseeable future. Based on these considerations, staff is recommending extending the Alhambra and Irwindale office leases through October 2022.

Staff has confirmed with building management for both offices that an extension would be acceptable to the building owner. The extensions would result in minor rent increases to the Irwindale and Alhambra office leases and would require the Alhambra office to move to another suite within the existing office building. A summary of the changes for both offices are summarized in Table 1 below.

	Irwindale Office	Alhambra Office
Square Footage	9,137	2,326
Current Total Rent (Base + Operating) ¹	\$2.67 FSG	\$2.68 FSG
Current Monthly Rent	\$24,395.79	\$6,233.68
Proposed % Increase	3%	3%
Monthly Rent During Extension Period	\$25,035.38 ²	\$6,419.76 ³

Table 1.
Summary of Proposed and Existing Rental Costs.

Staff believes that this proposed arrangement is feasible and will not negatively impact staff cohesion or other aspects of the integration. Since the integration, staff has begun participating in monthly joint staff meetings, and team building activities. Additionally, both offices can accommodate staff from the other site to work on a temporary basis for convenience based on

¹ Current rent figures are effective 5/1/2020 for the Irwindale office and 7/1/20 for the Alhambra office.

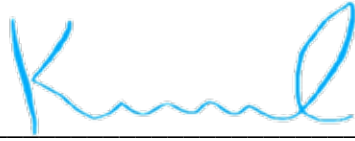
² The total rent will increase by 3% in the last 6 months of the 18-month extension with the landlord granting a new 2021 Base Year with no additional operating expenses during the first 12 months of the extension.

³ The total rent will increase an additional 3% in the last 6 months of the 18-month extension.

REPORT

work schedule and meetings. This recommendation to extend the office leases would allow for staff to conduct a thorough search of a joint office space.

Prepared by:



Katie Ward
Senior Management Analyst

Approved by:



Marisa Creter
Executive Director



AGENDA AND NOTICE OF THE MEETING OF THE
SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS GOVERNING BOARD
THURSDAY, MAY 21, 2020 - 4:00 P.M.*
Teleconference Meeting
Livestream Available at: sgvcog.org

SGVCOG Officers

President
Cynthia Sternquist
1st Vice President
Margaret Clark
2nd Vice President
Becky Shevlin
3rd Vice President
Tim Hepburn

Members

Alhambra
Arcadia
Azusa
Baldwin Park
Bradbury
Claremont
Covina
Diamond Bar
Duarte
El Monte
Glendora
Industry
Irwindale
La Cañada Flintridge
La Puente
La Verne
Monrovia
Montebello
Monterey Park
Pomona
Rosemead
San Dimas
San Gabriel
San Marino
Sierra Madre
South El Monte
South Pasadena
Temple City
Walnut
West Covina
First District, LA County
Unincorporated Communities
Fourth District, LA County
Unincorporated Communities
Fifth District, LA County
Unincorporated Communities
SGV Water Districts

Thank you for participating in tonight's meeting. The Governing Board encourages public participation and invites you to share your views on agenda items.

MEETINGS: *Regular Meetings of the Governing Board are held on the third Thursday of each month at 4:00 PM at the Foothill Transit Office (100 South Vincent Avenue, West Covina, CA 91790).* The Governing Board agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvcog.org. Copies are available via email upon request (sgv@sgvcog.org). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

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PRELIMINARY BUSINESS

5 MINUTES

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

LIAISON REPORTS

6. Gold Line Foothill Extension Construction Authority
7. Foothill Transit
8. Los Angeles County Metropolitan Transportation Authority
9. San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
10. San Gabriel Valley Mosquito & Vector Control District
11. Southern California Association of Governments
12. League of California Cities
13. San Gabriel Valley Economic Partnership
14. South Coast Air Quality Management District

PRESIDENT'S REPORT

5 MINUTES

EXECUTIVE DIRECTOR'S REPORT

10 MINUTES

15. Fiscal Impacts of COVID-19 on Local Agencies and Potential State / Federal Support
Recommended Action: For information only.

GENERAL COUNSEL'S REPORT

5 MINUTES

COMMITTEE REPORTS

10 MINUTES

16. Transportation Committee
17. Homelessness Committee
18. Energy, Environment and Natural Resources Committee
19. Water Committee
20. Capital Projects and Construction Committee

CONSENT CALENDAR

5 MINUTES

(It is anticipated that the SGVCOG Governing Board may take action on the following matters)

21. Governing Board Meeting Minutes
Recommended Action: Adopt Governing Board minutes.
22. Monthly Cash Disbursements/Balances/Transfers
Recommended Action: Approve Monthly Cash Disbursements/Balances/Transfers.
23. Committee/TAC/Governing Board Attendance
Recommended Action: Receive and file.
24. SGVCOG Committee and Partner Agency Appointments
Recommended Action: Adopt Resolution 20-07 to appoint members to standing SGVCOG Policy Committees, Technical Advisory Committees and other partner agency appointments.
25. FY 2020-2021 SGVCOG Election Update
Recommended Action: Delay the 2020-2021 SGVCOG Board Officer Elections by 120 days due to the limitations of conducting in-person meetings during the COVID-19 pandemic.
26. FY 2020-2021 SGVCOG Budget

Recommended Action: Adopt Resolution 20-08 approving the FY 2020-2021 SGVCOG budget.

27. Governing Board & Committee Meeting Times

Recommended Action: Adopt Resolution 20-09 updating the Governing Board and committee meeting times and locations.

28. Office Lease Update

Recommended Action: Authorize the Executive Director to execute an extension of the Alhambra and Irwindale office lease through October 2022.

29. San Gabriel Valley Regional Housing Trust Staffing

Recommended Action: Authorize Executive Director to execute Memorandum of Agreement with the San Gabriel Valley Regional Housing Trust for staffing.

30. San Gabriel Valley Homelessness Services Provider

Recommended Action: Authorize Executive Director to execute an agreement with xx to provide homelessness services for an amount not to exceed \$xx.

31. Los Angeles County Homeless Initiative Contract Amendment for Homeless Services

Recommended Actions: 1) Authorize Executive Director to execute an amendment to the Homeless Services Contract with Los Angeles County Homeless Initiative to accept \$113,320 in additional funds for activities and expenses that support expansion of homelessness hygiene services to prevent spread of COVID-19 and 2) Authorize Executive Director to execute Memorandums of Agreement (MOAs) with participating cities to access these hygiene funds.

PRESENTATION

25 MINUTES

32. Update on Los Angeles County Homeless Initiative Activities: Phil Ansell, Director, Los Angeles County Homeless Initiative

Recommended Action: For information only.

CLOSED SESSION

33. Closed Session Pursuant to California Government Code Section 54957(B)(1) – Performance Evaluation. Position: Executive Director

ADJOURN