



San Gabriel Valley Council of Governments

AGENDA AND NOTICE OF THE REGULAR MEETING OF THE SGVCOG EXECUTIVE COMMITTEE

Monday, October 3, 2022 – 10:00 AM

Teleconference Meeting*

Zoom Link: <https://us06web.zoom.us/j/99054606210>

Livestream Link: <https://youtu.be/-wMMg27soSk>

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

President
Becky Shevlin

1st Vice President
Tim Hepburn

2nd Vice President
Ed Reece

3rd Vice President
April Verlato

Past President
Margaret Clark

Transportation Chair
Ed Reece

Homelessness Chair
Becky Shevlin

EENR Chair
Jennifer Stark

Water Policy Chair
Gloria Crudgington

CPCC Chair
Cory Moss

Ex-Officio
Tim Sandoval, Metro
SGVCOG Representative

MEETINGS: Regular Meetings of the Executive Committee are held the first Monday of every month at 10:00 a.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, 4900 Rivergrade Road, Suite A120, Irwindale, CA, and on the website, www.sgvkog.org. A copy of the agenda is also viewable at Alhambra City Hall, 111 S 1st St, Alhambra, CA. Copies are available via email upon request (sgv@sgvcog.org). Documents distributed to a majority of the Committee 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 Executive Committee. 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 SGVCOG during the public comment period at the beginning of the agenda, on any item(s) that is on the Consent Calendar prior to action taken on the Consent Calendar, and on any other agenda item prior to the time it is considered by the Committee. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested to state their name prior to speaking, and comments are limited to a maximum of three minutes per person. The President may impose additional time limits if comments become repetitious, an individual member of the public seeks to speak on numerous items, or a large number of members of the public seek to speak on an item. **The Executive Committee may not take action on items not on the agenda and is restricted in discussing items 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 Committee member so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar.



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***MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL EMERGENCY RESULTING FROM THE THREAT OF COVID-19:** AB 361 (Rivas), signed by California Governor Gavin Newsom on September 16, 2021, authorizes local agencies 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 emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new provisions in AB 361 and ensure the safety of Committee Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the Executive Committee meeting will not be allowed. To allow for public participation, the Executive Committee will conduct its meeting through Zoom Video Communications. To participate in the meeting, download Zoom on any phone or computer device and copy and paste the following link into your browser to access the live meeting: <https://zoom.us/j/99054606210>. You may also access the meeting via the livestream link on the front of the agenda page.

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- Written Comments (Email): If you wish to submit written public comments to be distributed to the committee members prior to or during the meeting, please submit these materials via email to Steph Wong at swong@sgvcog.org at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email “FOR PUBLIC COMMENT.” Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations. While there is no page or word count limit for written comments, the time for reading written public comments into the record will be limited to three minutes, which is the same time allotted for verbal comments.
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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 the Agenda Order

CONSENT CALENDAR

5. Adopt Joint Resolution 22-02 of the Executive Committee Making Findings to Enable Them to Continue to Hold Meetings Via Teleconferencing – **Page 1**
Recommended Action: Adopt Joint Resolution 22-02 making certain findings that the existence of a local and state of emergency in California exists, that social distancing being mandated or recommended by state or local officials due to the ongoing COVID-19 pandemic and that meeting in person presents an imminent risk to the health and safety of attendees.
6. Review Executive Committee Meeting Minutes – **Page 3**
Recommended Action: Review and approve.

ACTION ITEMS

7. Governing Board Agenda (October 20, 2022) – **Page 9**
Recommended Action: Approve the draft Governing Board agenda.

UPDATE ITEMS

8. New SGVCOG Office Update – **Page 13**
9. Compensation Study Request for Proposal – **Page 15**
10. President's Report
11. Executive Director's Report
12. General Counsel's Report – **Page 16**
 - Update on Brown Act Teleconferencing Legislation

ANNOUNCEMENTS

13. Next Executive Committee Meeting – November 7, 2022
Recommended Action: For information only.

ADJOURN

REPORT

DATE: October 3, 2022

TO: Executive Committee

FROM: Marisa Creter, Executive Director

RE: ADOPT RESOLUTION 22-02 MAKING SPECIFIED FINDINGS TO ENABLE THE EXECUTIVE COMMITTEE TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING

RECOMMENDED ACTION

Adopt Resolution 22-02 making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in person thereby necessitating an ability to continue holding meetings via teleconferencing.

BACKGROUND

Introduced by Assemblymember Robert Rivas (D-Hollister) on February 1, 2021, AB 361 codifies portions of Governor Gavin Newsom's existing Ralph M. Brown Act exemptions pertaining to teleconferencing if a local agency issues an emergency finding, and reissues it every 30 days, that it is unsafe to meet in person. Specifically, the Brown Act exemptions include requirements to provide a public teleconference location, to maintain a member quorum within the agency's jurisdiction and to provide for public comment at each teleconference location, such as a private residence. The legislation expires in December 2024. On September 16, 2021, California Governor Gavin Newsom signed AB 361 into law, effective immediately.

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

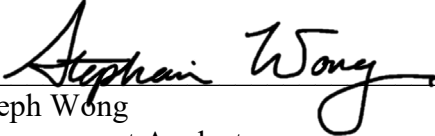
1. The local agency holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. The local holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The local agency holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California due to the threat of COVID-19 and shortly thereafter issued Executive Order N-29-20 suspending certain Brown Act provisions relating to teleconferencing as public meetings began to be held online.¹ However, this Executive Order expired on September 30, 2021, despite the State of Emergency remaining in place.

¹ Similarly, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Health Officer declared a local and health emergency due to the threat of COVID-19.

The threat that COVID-19 has presented continues to directly impact the ability of the SGVCOG to conduct Executive Committee meetings safely in person. Updated guidelines issued by the Centers for Disease Control and Los Angeles Department of Public Health in July and August 2021 advise governmental entities to refrain from conducting indoor meetings and consider moving operations outdoors, where feasible, to prevent transmission. SGVCOG staff finds it has been unable to find a suitable outdoor space with the requisite audio/visual capabilities at which the monthly Committee meetings can be held safely. Similarly, an indoor space with sufficient capacity to accommodate safe social distance practices among members, staff, and the public could not be identified

In order to continue to conduct meetings in a safe manner and to prevent unnecessary COVID-19 exposure to members, staff and the public, staff is recommending that the Executive Committee adopt Resolution 22-02 making certain findings in order to be able to continue teleconferencing for its meetings.

Prepared by: 
Steph Wong
Management Analyst

Approved by: 
Marisa Creter
Executive Director

ATTACHMENTS

[Attachment A – Resolution 22-02](#)



SGVCOG Executive Committee Meeting Minutes
June 6, 2022
10:00 AM
Teleconference Meeting via Zoom

PRELIMINARY BUSINESS

1. Call to Order
The meeting was called to order at 10:00 AM.

2. Roll Call
Members Present **Absent**
B. Shevlin, President/Homelessness Chair
T. Hepburn, 1st Vice President
E. Reece, 2nd Vice President/Transportation Chair
A. Verlato, 3rd Vice President
D. Bertone, EENR Chair
G. Crudgington, Water Chair
N. Lyons, CPCC Chair
T. Sandoval, SGVCOG Metro Representative
M. Clark, Past President

Staff/Guests:

M. Creter, SGVCOG Executive Director
K. Ward; S. Wong; E. Shen; A. Fung; C. Sims; B. Ruano; R. Alimoren; N. Ryu, SGVCOG Staff
T. Egan, Capital Representation Group
C. Trapesonian, Woodruff, Spradlin & Smart

3. Public Comment
There were no public comments at this meeting.

4. Changes to the Agenda Order
There were no changes to the agenda order at this meeting.

CONSENT CALENDAR

5. Executive Committee Meeting Minutes
Action: Approve Executive Committee meeting minutes.

There was a motion to approve the consent calendar. (M/S: N. Lyons/T. Hepburn)
[Motion Passed]

AYES:	B. Shelvin, T. Hepburn, A. Verlato, D. Bertone, G. Crudgington, N. Lyons, E. Reece, M. Clark
NOES:	
ABSTAIN:	
ABSENT:	

ACTION ITEMS

6. Governing Board Agenda

There was a motion to approve the draft Governing Board agenda as amended. (M/S: E. Reece/A. Verlato)

[Motion Passed]

AYES:	B. Shelvin, T. Hepburn, A. Verlato, D. Bertone, G. Crudgington, N. Lyons, E. Reece, M. Clark
NOES:	
ABSTAIN:	
ABSENT:	

UPDATE ITEMS

7. Legislative Update
S. Wong reported on this item.
8. President's Report
B. Shevlin reported on this item.
9. Executive Director's Report
M. Creter reported on this item.
10. General Counsel's Report
C. Trapesonian reported on this item.

ANNOUNCEMENTS

11. Next Executive Committee Meeting – August 1, 2022

ADJOURN

The meeting was adjourned at 10:39 AM



SGVCOG Special Executive Committee Meeting Minutes

August 8, 2022

4:00 PM

Teleconference Meeting via Zoom

PRELIMINARY BUSINESS

1. Call to Order
The meeting was called to order at 10:03 AM.

2. Roll Call

<p>Members Present</p> <p>B. Shevlin, President/Homelessness Chair T. Hepburn, 1st Vice President E. Reece, 2nd Vice President/Transportation Chair J. Stark, EENR Chair G. Crudginton, Water Chair</p>	<p>Absent</p> <p>A. Verlato, 3rd Vice President M. Clark, Past President C. Moss, CPCC Chair T. Sandoval, Metro SGVCOG Representative</p>
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3. Changes to the Agenda Order
There were no requested changes to the agenda order.

CONSENT CALENDAR

4. Adopt Joint Resolution 22-01 of the Executive Committee Making Findings to Enable Them to Continue to Hold Meetings Via Teleconferencing
Action: Adopt Joint Resolution 22-01 making certain findings that the existence of a local and state of emergency in California exists, that social distancing is being mandated or recommended by state or local officials due to the ongoing COVID-19 pandemic and that meeting in person presents an imminent risk to the health and safety of attendees.
5. Review Special Executive Committee Meeting Minutes: June 16, 2022
Action: Review and approve.
6. Review Joint Capital Projects and Construction Committee, Executive Committee, Governing Board, and Transportation Committee Meeting Minutes: July 14, 2022
Action: Review and approve.
7. Review Joint Capital Projects and Construction Committee, Executive Committee, Governing Board, and Transportation Committee Meeting Minutes: July 21, 2022
Action: Review and approve.

There was a motion to approve consent calendar items 4-7. (M/S: E. Reece/T. Hepburn)

[Motion Passed]

AYES:	B. Shelvin, T. Hepburn, E. Reece, J. Sark, G. Crudginton
NOES:	
ABSTAIN:	
ABSENT:	A. Verlato, M. Clark, C. Moss

ACTION ITEMS

- 8. Governing Board Agenda
There was a motion to approve the draft Governing Board agenda. (M/S: T. Hepburn/J. Stark)

[Motion Passed]

AYES:	B. Shelvin, T. Hepburn, E. Reece, J. Sark, G. Crudgington
NOES:	
ABSTAIN:	
ABSENT:	A. Verlato, M. Clark, C. Moss

- 9. 2022-2023 SGVCOG Audit Plan & Audit Status Report
S. Mandizvidza reported on this item.
There was a motion to approve 2022-2023 SGVCOG audit plan. (M/S: T. Hepburn/E. Reece)

[Motion Passed]

AYES:	B. Shelvin, T. Hepburn, E. Reece, J. Sark, G. Crudgington
NOES:	
ABSTAIN:	
ABSENT:	A. Verlato, M. Clark, C. Moss

UPDATE ITEMS

- 10. Legislative Update:
S. Wong and T. Egan reported on this item.
- 11. President’s Report
B. Shevlin reported on this item.
- 12. Executive Director’s Report
M. Creter reported on this item.
- 13. General Counsel’s Report
D. DeBerry reported on this item.

ANNOUNCEMENTS

- 14. Next Executive Committee Meeting – August 29, 2022

ADJOURN

The meeting was adjourned at 11:06 PM.

SGVCOG Special Joint Meeting of the Capital Projects and Construction Committee, Executive Committee, and Governing Board

August 18, 2022

4:00 PM



SGVCOG Capital Projects and Construction Committee, Executive Committee, and Governing Board
Unapproved Special Joint Meeting Minutes

Date: August 18, 2022

Time: 4:00 PM

Location: Zoom Virtual Meeting

PRELIMINARY BUSINESS

1. Call to Order
SGVCOG President, Becky Shevlin, called the Joint Capital Projects and Construction Committee, Executive Committee, and Governing Board to order at 4:03pm. A quorum was in attendance.
2. Pledge of Allegiance
Claremont Councilmember, Jennifer Stark, led the Pledge of Allegiance.
3. Roll Call
A quorum for the Capital Projects and Construction Committee, Executive Committee, and Governing Board was in attendance.

Committee Members Present

Arcadia	A. Verlato
Azusa	R. Gonzales
Claremont	E. Reece
Covina	P. Cortez
Diamond Bar	N. Lyons
El Monte	M. Morales
Glendora	M. Allawos
Industry	C. Moss
Irwindale	A. Ambriz
La Cañada Flintridge	R. Gunter
La Puente	G. Quiñones
La Verne	T. Hepburn
Monrovia	B. Shevlin
Montebello	S. Peralta
Pomona	T. Sandoval
Rosemead	S. Dang
San Marino	S. Jakubowski
Sierra Madre	R. Arizmendi
South El Monte	G. Olmos
South Pasadena	M. Cacciotti
Temple City	C. Sternquist
Walnut	N. Tragarz
West Covina	T. Wu

Absent

Alhambra
Baldwin Park
Bradbury
Duarte
Monterey Park
Pasadena
San Dimas
San Gabriel

SGVCOG Staff

M. Creter, Executive Director
D. DeBerry, General Counsel
T. Egan, Legislative Counsel
B. Acevedo, SGVRHT
B. Ruano, Staff
B. Logasa, Staff
C. Sims, Staff
K. Ward, Staff
M. Medrano, Staff
M. Sharkey, Staff
N. Ryu, Staff
R. Alimoren, Staff
R. Choi, Staff

SGVCOG Special Joint Meeting of the Capital Projects and Construction Committee, Executive Committee, and Governing Board

August 18, 2022

4:00 PM

L.A. County District #1 E. Gonzalez
L.A. County District #5 V. Paul
SGV Water Districts C. Goytia

S. Pedersen, Staff
S. Mandizvidza, Staff
S. Sousa, Staff
S. Hernandez, Staff
S. Wong, Staff
T. Lott, Staff
V. Guerra, Staff
V. Urenia, Staff
Y. Harabedian, Staff

- 4. Public Comment
There were no public comments provided.

JOINT MEETING BUSINESS/ACTION ITEM

- 5. Adopt Joint Resolution 22-42 of the Capital Projects and Construction Committee, Executive Committee, and Governing Board Making Findings to Enable Them to Continue to Hold Meetings Via Teleconferencing

There was a motion to adopt Joint Resolution 22-42 making certain findings that the existence of a local and state of emergency in California exists, that social distancing being mandated or recommended by state or local officials due to the ongoing COVID-19 pandemic and that meeting in person presents an imminent risk to the health and safety of attendees.

(M/S: M. Allowas/C. Moss) [Motion Passed]

AYES:	Arcadia, Azusa, Claremont, Covina, Diamond Bar, Glendora, Industry, Irwindale, La Cañada Flintridge, La Puente, La Verne, Monrovia, Pomona, Rosemead, San Marino, Sierra Madre, South El Monte, South Pasadena, Temple City, West Covina, L.A. County District #1, L.A. County District #5, SGV Water Districts
NOES:	
ABSTAIN:	
NO VOTE RECORDED:	El Monte, Montebello, Walnut
ABSENT:	Alhambra, Baldwin Park, Bradbury, Duarte, Monterey Park, Pasadena, San Dimas, San Gabriel

ADJOURN JOINT MEETING

SGVCOG President, Becky Shevlin, adjourned the Joint Capital Projects and Construction Committee, Executive Committee, and Governing Board Meeting at 4:14pm.



AGENDA/NOTICE OF THE SPECIAL JOINT MEETING OF THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS CAPITAL PROJECTS AND CONSTRUCTION COMMITTEE, ENERGY, ENVIRONMENT, AND NATURAL RESOURCES COMMITTEE, EXECUTIVE COMMITTEE, GOVERNING BOARD, HOMELESSNESS COMMITTEE, TRANSPORTATION COMMITTEE, AND WATER COMMITTEE AND AGENDA/NOTICE OF THE REGULAR MEETING OF THE GOVERNING BOARD

Thursday, October 20, 2022 - 4:00 P.M.*

Zoom Link: <https://zoom.us/j/94370146127>

Livestream Available at: <https://youtu.be/3gT4GThNw2o>

SGVCOG Officers

President
Becky Shevlin

1st Vice President
Tim Hepburn

2nd Vice President
Ed Reece

3rd Vice President
April Verlato

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

Pasadena

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

Fifth District, LA County
Unincorporated Communities

SGV Water Districts

Thank you for participating in tonight's meeting. The SGVCOG 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 agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 4900 Rivergrade Road, Suite A120, Irwindale, CA, and on the website, www.sgvco.org. A copy of the agenda is also viewable at Alhambra City Hall, 111 S 1st St, Alhambra, CA. Copies are available via email upon request (sgv@sgvco.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)*

JOINT MEETING BUSINESS/ACTION ITEM

5 MINUTES

5. Adopt Joint Resolution 22-50 of the Capital Projects and Construction Committee, Energy, Environment, and Natural Resources Committee, Executive Committee, Governing Board, Homelessness Committee, Transportation Committee, and Water Committee Making Findings to Enable Them to Continue to Hold Meetings Via Teleconferencing
Recommendation Action: Adopt Joint Resolution 22-50 making certain findings that the existence of a local and state of emergency in California exists, that social distancing being mandated or recommended by state or local officials due to the ongoing COVID-19 pandemic and that meeting in person presents an imminent risk to the health and safety of attendees.

ADJOURN JOINT MEETING

CONVENE REGULAR MEETING OF THE SGVCOG GOVERNING BOARD

5 MINUTES

6. Public Comment *(If necessary, the President may place reasonable time limits on all comments)*
7. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

CONSENT CALENDAR

5 MINUTES

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

8. Governing Board Meeting Minutes
Recommended Action: Adopt Governing Board minutes.
9. Monthly Cash Disbursements/Balances/Transfers
Recommended Action: Approve Monthly Cash Disbursements/Balances/Transfers.
10. Committee/TAC/Governing Board Attendance
Recommended Action: Receive and file.
11. I-605/Valley Boulevard Interchange Project TCEP Application
Recommended Action: Receive and file.
12. Compensation Study Request for Proposal
Recommended Action: Receive and file.
13. New SGVCOG Office Update Report
Recommended Action: Receive and file.
14. Assembly Bill 2449 Brown Act Teleconferencing Requirements
Recommended Action: Receive and file.

PRESENTATIONS

30 MINUTES

15. Serenity Homes Family Site Volunteer and Donor Recognition - Brielle Acevedo, Regional Housing Trust Manager, and Meredith Sharkey, SGVCOG Management Analyst
Recommended Action: For information only.

UPDATE ITEMS

20 MINUTES

16. President's Report
17. Executive Director's Report
18. General Counsel's Report

COMMITTEE/BOARD REPORTS

10 MINUTES

19. Capital Projects and Construction Committee
20. Energy, Environment and Natural Resources Committee
21. Homelessness Committee
22. San Gabriel Valley Regional Housing Trust Board
23. Transportation Committee
24. Water Committee

LIAISON REPORTS

10 MINUTES

25. Foothill Transit
26. Gold Line Foothill Extension Construction Authority
27. League of California Cities
28. Los Angeles County Metropolitan Transportation Authority
29. San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
30. San Gabriel Valley Economic Partnership
31. San Gabriel Valley Mosquito & Vector Control District
32. South Coast Air Quality Management District
33. Southern California Association of Governments

ANNOUNCEMENTS

34. Upcoming Governing Board Meetings
- Regular Meeting – November 17, 2022 at 4PM

GOVERNING BOARD MEMBER COMMENTS

ADJOURN

DRAFT

REPORT

DATE: October 3, 2022

TO: Executive Committee
Governing Board

FROM: Marisa Creter, Executive Director

RE: **NEW SGVCOG OFFICE UPDATE**

RECOMMENDED ACTION

For information only.

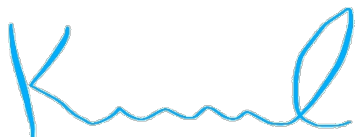
BACKGROUND

The SGVCOG currently holds two active office leases in the cities of Alhambra and Irwindale. These office leases are set to expire on October 31, 2022. In April, staff began the process of narrowing down options to identify a single new consolidated office location based on an office space needs assessment. Based on the office space needs assessment, as well as other considerations such as office location, price, etc., staff identified an ideal office space location in Monrovia¹. The key features for the new office lease are as follows:

- **Address:** 1333 S. Mayflower Avenue, Suite 360, Monrovia, CA 91016
- **Rate:** \$2.50 FSG
- **Square Footage:** 9,075
- **Monthly Rent:** \$22,687.50
- **Term:** 10 years
- **Location:** Centrally located in the San Gabriel Valley, easy to access.
- **Parking:** Free, easily accessible, and ample

The FSG rate of the new office space is lower than both current office locations, and combined with the reduced square footage needs, monthly lease costs will be reduced by at least 30% overall. Currently, the landlord of the new office is in the process of actively constructing the office space to fit the SGVCOG's needs. Construction is anticipated to conclude at the end of October, with anticipated move in date of November 1. Attachment A contains a copy of the fully executed new office lease.

Staff will present an update of the new SGVCOG office to the Executive Committee.

Prepared by: 
Katie Ward
Administrative Services Manager

¹ To mitigate delays with the negotiations, the Governing Board delegated authority to the Executive Director to execute a new office lease upon successful negotiations between SGVCOG staff and the office building manager at the May 19, 2022, Governing Board meeting.

REPORT

Approved by: Marisa Creter
Marisa Creter
Executive Director

ATTACHMENT

[Attachment A – SGVCOG Office Lease: 1333 S. Mayflower Ave., Monrovia, CA](#)

REPORT

DATE: October 3, 2022

TO: Executive Committee
Governing Board

FROM: Marisa Creter, Executive Director

RE: **COMPENSATION STUDY REQUEST FOR PROPOSAL**

RECOMMENDED ACTION

For information only.

BACKGROUND

In an effort to retain current staff and continue to attract new employees, staff is recommending conducting an agency wide compensation study. A classification and compensation study for the SGVCOG was last conducted in 2018. As a best practice, the compensation/classification system should be routinely validated and assessed, preferably every 3-5 years. For the new compensation study, staff will solicit Request for Proposals (RFP) starting on October 21, 2022. The RFP scope of work will require the selected consultant to provide an updated compensation market study of comparable entities to the SGVCOG by benchmarking the SGVCOG's compensation for current positions. This comparable agency review will review total compensation, including salary, and benefits. The scope of work will also require the selected consultant to make recommendations pertaining to the implementation of the compensation study, and recommendations on revisions of SGVCOG policies and procedures related to compensation. Attachment A contains a complete draft of the scope of work for the proposed SGVCOG compensation study.

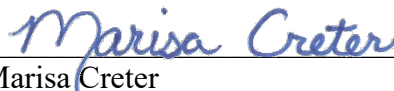
Staff will present an overview of the proposed compensation study to the Executive Committee.

Prepared by:



Katie Ward
Administrative Services Manager

Approved by:



Marisa Creter
Executive Director

ATTACHMENT

[Attachment A – Compensation Study Scope of Work](#)



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MEMORANDUM

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VIA E-MAIL

TO: President Shevlin and Members of the SGVCOG Board

FROM: David DeBerry, General Counsel

DATE: September 26, 2022

RE: Assembly Bill 2449 Brown Act Teleconferencing Requirements

Assembly Bill (AB) 2449 adds yet a third option for teleconferencing under the Ralph M. Brown Act (Government Code 54950 et seq.).¹ The bill was signed by the Governor on September 13, 2022, and takes effect on January 1, 2023.

Brief Summary

With the addition of AB 2449 there will be three different teleconferencing options for public meetings as follows²:

1. **Traditional** – This pre-pandemic method permits Board Members to participate at various teleconference locations, provided that at least a quorum of the teleconference locations are within the SGVCOG’s jurisdiction, the address of each location is noticed on the agenda, all locations are open to the public to attend and provide comment, and the locations meet ADA accessibility requirements.
2. **State of Emergency (AB 361)** – This option is only available during a declared state of emergency, and the legislative body must make specified findings every 30 days to continue teleconferencing using this option. All Board Members can participate remotely from various teleconference locations, which do not have to be noticed on the agenda or made available to the public, but the public must be able to address the Board remotely either through a call-in or internet-based service option. These provisions

¹ All references hereinafter are to the Government Code unless otherwise specified.

² Applies to Governing Board and Brown Act Committees

sunset on January 1, 2024, or when the declaration of emergency no longer exists, whichever is sooner.

3. Justification (AB 2449) – A new teleconferencing method created by AB 2449 that allows Board Members to teleconference for “just cause” or “emergency circumstances,” which are defined in the bill and further discussed herein. These provisions sunset on January 1, 2026.

Discussion

As noted, AB 2449 provides a third option for teleconferencing, but as discussed below, it applies in limited situations and does not allow a majority of the Board to teleconference in the form or manner it is doing so under AB 361.

A. Teleconferencing for Just Cause or under Emergency Circumstances per AB 2449 (§54953(f))

AB 2449 adds Govt. Code section 54953(f) to the Brown Act. Under AB 2449, a Board Member can teleconference into a meeting without noticing the location on the agenda or making the location available for public participation for either “just cause” or “emergency circumstances” as further described below. However, at least a quorum of the Board (50% + 1) must attend the meeting in person from a single location that is identified on the agenda and open to the public.

A Board Member can participate remotely under either of the following circumstances:

1. Just Cause – defined as a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely; a contagious illness that prevents a member from attending in person; a need related to a physical or mental disability defined in the Government Code that is not otherwise accommodated as a reasonable accommodation under the ADA; or travel while on official business of the legislative body or another state or local agency.
2. Emergency Circumstances – defined as a physical or family medical emergency that prevents a member from attending in person.

A Board Member who elects to participate remotely for *just cause* may not do so no more than two times per calendar year. The Board Member must notify the Board of the need to teleconference due to just cause at the earliest opportunity possible, including at the start of a regular meeting, and must include a general description of the circumstances relating to their need to appear remotely during the meeting. A Board Member does *not* need the Board’s approval to teleconference for just cause. However, if the meeting is not broadcast by way of two-way audio visual, the Board Member could not attend for just cause (see ft. 3 below).

If a Board Member desires to participate remotely due to *emergency circumstances*, this request must be approved by the Board for the meeting at which the Board Member desires to participate via teleconference. The Board must request a general description of the circumstances

relating to the need to appear remotely, which generally does not need to exceed 20 words, nor shall it require the Board Member to disclose any medical diagnosis, disability, or other personal medical information that is otherwise protected by law. The Board may take action on a Board Member's request at the earliest opportunity, and if the request does not allow sufficient time to place the item on the posted agenda, then the Board *may*³ take action at the beginning of the meeting to consider the request. A Board Member must make a separate request for each meeting he or she wishes to participate remotely.

If a Board Member participates remotely for either just cause or emergency circumstances, a number of additional requirements apply, as follows:

- The in-person board meeting must provide at least one of the following as a means by which the public may remotely hear, visually observe the meeting, and remotely address the Board:
 - A two-way audiovisual platform – An online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic function; or
 - A two-way telephonic service and a live webcasting of the meeting – A two-way telephone service means a telephone service that does not require internet access, is not provided as part of a two-way audiovisual platform, and allows participants to dial a telephone number to listen and verbally participate. Webcasting refers to a streaming video broadcast online or on television using streaming media technology to distribute a single content source to many simultaneous listeners and viewers.
- The remote Board Member must participate through both audio and visual technology.
- Before any action is taken, the remote Board Member must disclose at the meeting whether any other adults are present in the room and the nature of the member's relationship with any such individuals.
- The meeting agenda must identify and provide the opportunity for persons to attend and address the Board directly.
- A Board Member cannot participate in meetings solely by teleconference either for just cause or emergency circumstances for more than three consecutive months or 20% of the regular meetings for the local agency within a calendar year or, if the Board meets fewer than 10 times per calendar year, then no more than two meetings per year.

³ We use the word "may" because if the meeting is not otherwise set up for two-way audio visual on the agenda, the public would not know they could attend in such a format and this alone would preclude the Board Member from teleconferencing since the agenda must apprise the public by the means of which they can access the meeting.

- No action can be taken in the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, until public access is restored.
- This option sunsets on January 1, 2026.

II. Rules that Apply to all Teleconferencing Options

In addition to the requirements described above, the Brown Act imposes further requirements that apply to all three of the teleconferencing methods. First, the SGVCOG must provide notice on the agenda of the means by which members of the public may access the meeting and provide public comment. Additionally, any action taken during the meeting must be done by rollcall vote. The Board must also protect the constitutional rights of meeting attendees and conduct meetings in accordance with applicable civil rights and nondiscrimination laws. Finally, the SGVCOG must have a process for swiftly resolving requests for reasonable accommodation consistent with the ADA, and the agenda notice must state the procedure for receiving and resolving requests for accommodation.