



**SGVCOG Governing Board Approved Minutes**

Date: May 21, 2020  
Time: 4:00 PM  
Location: Zoom Virtual Meeting

**PRELIMINARY BUSINESS**

1. Call to Order  
SGVCOG President Cynthia Sternquist called the meeting to order at 4:03pm.
2. Pledge of Allegiance  
A. Verlato led the Governing Board in the Pledge of Allegiance.
3. Roll Call  
**A quorum was in attendance.**

**Governing Board Members Present**

|                         |                       |
|-------------------------|-----------------------|
| Alhambra                | Adele Andrade-Stadler |
| Arcadia                 | April Verlato         |
| Azusa                   | Robert Gonzales       |
| Claremont               | Ed Reece              |
| Covina                  | Patricia Cortez       |
| Diamond Bar             | Nancy Lyons           |
| Duarte                  | John Fasana           |
| El Monte                | Jerry Velasco         |
| Glendora                | Michael Allawos       |
| Industry                | Cory Moss             |
| Irwindale               | Albert Ambriz         |
| La Puente               | Dan Holloway          |
| La Verne                | Tim Hepburn           |
| Monrovia                | Becky Shevlin         |
| Montebello              | Jack Hadjinian        |
| Monterey Park           | Peter Chan            |
| Pomona                  | Tim Sandoval          |
| Rosemead                | Margaret Clark        |
| San Dimas               | Denis Bertone         |
| San Gabriel             | Jason Pu              |
| San Marino              | Susan Jakubowski      |
| Sierra Madre            | John Capoccia         |
| South El Monte          | Gloria Olmos          |
| South Pasadena          | Diana Mahmud          |
| Temple City             | Cynthia Sternquist    |
| Walnut                  | Allen Wu              |
| West Covina             | Tony Wu               |
| L.A. County District #1 | Florencio Briones     |
| L.A. County District #4 | Lauren Yokomizo       |

**Absent**

Baldwin Park  
Bradbury  
La Cañada Flintridge

**SGVCOG Staff**

M. Creter, Exec. Director  
P. Hubler, Staff  
R. Alimoren, Staff  
C. Sims, Staff  
K. Ward, Staff  
T. Kirkconnell, Staff  
A. Fung, Staff  
S. Matthews, Staff  
N. Romo, Staff  
S. Hernandez, Staff

L.A. County District #5 Sandra Maravilla  
SGV Water Districts Steven Placido

**4. Public Comment**

There were no public comments at this meeting.

**5. Changes to Agenda Order**

There was a request to change the agenda order to hear Item 28 under Item 15, as well as a change in recommended actions for Item 28, SGVCOG Approval of Letters Supporting Federal Funding for San Gabriel Valley Cities for Coronavirus Relief. The recommended actions for this item have been revised as follows:

1. Letter of the San Gabriel Valley House of Representatives delegation in support of \$945 million in proposed Federal funding for San Gabriel Valley cities for COVID-19 pandemic relief – Staff is recommending that this letter also be sent to our two US Senators since the legislation will be sent to the Senate.
2. Letter of the Los Angeles County Board of Supervisors supporting the apportionment to San Gabriel Valley cities of up to \$350 million from the County's existing \$1 billion share of Federal COVID-19 funding.
3. Additional letter to the SGV State delegation and Governor Newsom in support of the proposed May revise budget allocation of \$450 million in CARES Act funding to cities that did not receive a direct allocation.

**LIAISON REPORTS**

**6. Gold Line Foothill Extension Construction Authority**  
A written report was provided.

**7. Foothill Transit**  
A written report was provided.

**8. Los Angeles County Metropolitan Transportation Authority**  
No report was given.

**9. San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC)**  
A written report was provided.

**10. San Gabriel Valley Mosquito & Vector Control District (SGVMVCD)**  
No report was given.

**11. Southern California Association of Governments**  
A written report was provided.

**12. League of California Cities**  
A written report was provided.

**13. San Gabriel Valley Economic Partnership (SGVEP)**

No report was given.

14. South Coast Air Quality Management District (AQMD)  
A written report was provided.

#### **PRESIDENT'S REPORT**

SGVCOG President, Cynthia Sternquist, encouraged Governing Board Members to share best practices in re-opening municipal facilities and buildings.

#### **EXECUTIVE DIRECTOR'S REPORT**

SGVCOG Executive Director, Marisa Creter, introduced Rey Alimoren as SGVCOG's Acting Director of Finance.

15. Fiscal Impacts of COVID-19 on Local Agencies and Potential State / Federal Support  
SGVCOG staff provided a presentation on this item.

#### Key Discussions/Questions:

- A Governing Board member inquired about possible COVID-19 relief funds that were allocated to the County of Los Angeles on a per capita basis. SGVCOG staff responded that the formula only allowed cities with populations of over 500,000 residents to be eligible to receive funds separately from the County of Los Angeles. The County of Los Angeles omitted the City of Los Angeles in the allocation process given that the City of Los Angeles is eligible to receive direct relief funds.
- Another Governing Board member inquired about relief programs and funds in the proposed HEROES Act, including possible relief efforts for several specific industries that should not be included. SGVCOG staff responded that some individuals criticized the proposed legislation for including relief programs for certain industries; however, it is important to support the provisions in the legislation that benefit the cities.
- A Governing Board member requested SGVCOG staff to verify that the County of Los Angeles received relief funds from the CARES Act. SGVCOG staff responded that the County did qualify for CARES Act relief funds.
- A Governing Board member inquired about the funding distribution timeline for the HEROES Act if the legislation is passed. SGVCOG staff responded that the HEROES Act funds should be available immediately after the legislation passes.
- Another Governing Board member inquired about possible coordination efforts with other COGs to attend the Los Angeles County Board of Supervisors meeting and request relief funds and support from the County of Los Angeles. SGVCOG Executive Director, Marisa Creter, responded that the SGVCOG has been coordinating with the Gateway Cities COG and the South Bay Cities COG on this matter.

**16. City Best Practices Sharing on COVID-19 Response**

Governing Board Members shared best practices in re-opening municipal facilities and buildings.

Key Discussions/Questions:

- The City of Alhambra mentioned that City Hall has been open part-time starting May 18<sup>th</sup> and that most departments are accepting appointments from residents. The City also has a testing site outside of City Hall until the end of May.
- The City of Arcadia shared that City Hall has been re-opened since May 18<sup>th</sup> and that services are by appointment only. City staff that are working in City facilities are separated at least 6 feet apart and they were also given the option to telework. The City's Fire Department has been responding to calls while wearing protective equipment.
- The City of Claremont approved CDBG funds to establish renter assistance and small business support programs. Tenants can apply for funds that cover up to two months of rent costs and small businesses can apply for funds that cover up to two months of payroll and utilities.
- The City of Covina anticipates City Hall to open on June 16<sup>th</sup> with established protocols for each department. The City's Parks and Recreation Department is expected to resume some level of programming starting June 8<sup>th</sup>.
- The City of Duarte shared that City Hall has been opened by appointment only since the pandemic began. Some City staff are currently teleworking from home.
- The City of La Verne reported that City Hall will re-open on June 1<sup>st</sup> and CDBG funds were used to create small business grants of up to \$2,500 each to support local businesses. The City is currently working with the Downtown Business District to re-open businesses safely.
- The City of Pomona used CDBG to provide relief funds for local businesses and convened an action committee of 50+ community leaders to raise funding for local businesses.
- The City of San Dimas reported that City facilities are currently closed.
- The City of San Marino shared that City Hall is not currently open.
- The City of South El Monte shared that the City Hall is placing "please keep 6 feet apart" stickers around the building and residents are required to wear masks in order to enter City facilities. Residents are also required to schedule appointments with the City and shields are placed between City staff and visitors. Once an appointment is completed, City staff are required to disinfect themselves before meeting with another resident. All City staff are required to wear masks and gloves. The City Hall has been reopened since May 18<sup>th</sup>. The City also rearranged desks and cubicles to ensure that City staff can work 6 feet apart from one another.
- The City of Temple City shared that City Hall is not currently open yet; however, the City Manager is working with the City Council and other departments to develop a plan to re-open facilities.
- The City of West Covina reported that the City Hall re-opened on May 18<sup>th</sup>. Masks and gloves are required for City staff and visitors to enter the building.

The City is also working with code enforcement officers to ensure that residents are complying with the County's Health Orders. Additionally, the City received donations from charities and private sectors to provide protective gears for residents.

- Supervisor Hilda Solis' Office reported that the Supervisor dispersed \$100,000 in discretionary funds to support local nonprofits and partnered with community organizations to organize food distributions to residents impacted by COVID-19.
- Supervisor Janice Hahn's Office reported that face coverings were purchased from small local vendors and distributed to essential workers, homeless shelters, and low-income housing residents.
- Supervisor Kathryn Barger's Office reported that the Supervisor have similar programs and initiatives as other Supervisors to support the community during this pandemic.
- During this discussion, the following cities have expressed that their City Hall and/or other City facilities will be operational by June 15<sup>th</sup>:
  - Alhambra
  - Arcadia
  - Azusa
  - Covina
  - Duarte
  - Industry
  - La Verne
  - San Gabriel
  - Sierra Madre
  - South El Monte
  - Walnut
  - West Covina

#### **GENERAL COUNSEL'S REPORT**

No report was given.

#### **COMMITTEE REPORTS**

17. Transportation Committee  
A written report was provided.
18. Homelessness Committee  
A written report was provided.
19. Energy, Environment and Natural Resources Committee  
A written report was provided.
20. Water Committee  
A written report was provided.

21. Capital Projects and Construction Committee  
A written report was provided.

**CONSENT CALENDAR**

22. Governing Board Meeting Minutes  
*Recommended Action: Adopt Governing Board minutes.*
23. Monthly Cash Disbursements/Balances/Transfers  
*Recommended Action: Approve Monthly Cash Disbursements/Balances/Transfers.*
24. Committee/TAC/Governing Board Attendance  
*Recommended Action: Receive and file.*
25. Los Angeles County Homeless Initiative Response to Questions on Project Roomkey  
*Recommended Action: Receive and file.*
26. 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.*
27. FY 2020-2021 SGVCOG Election Update  
*Recommended Action: Delay the 2020-2021 SGVCOG Board Officer Elections until September 2020 due to the limitations of conducting in-person meetings during the COVID-19 pandemic.*
28. SGVCOG Approval of Letters Supporting Federal Funding for San Gabriel Valley Cities for Coronavirus Relief  
*Recommended Actions: Approve letters from the San Gabriel Valley Council of Governments to: (1) the San Gabriel Valley House of Representatives delegation in support of \$945 million in proposed Federal funding for San Gabriel Valley cities for COVID-19 pandemic relief, and, (2) Los Angeles County Supervisors supporting the apportionment to San Gabriel Valley cities of up to \$350 million from the County's existing \$1 billion share of Federal COVID-19 funding.*
29. FY 2020-2021 SGVCOG Budget  
*Recommended Action: Adopt Resolution 20-08 approving the FY 2020-2021 SGVCOG budget.*
30. Governing Board & Committee Meeting Times  
*Recommended Action: Adopt Resolution 20-09 updating the Governing Board and committee meeting times and locations.*
31. SB 1191 (Dahle) – Organic Waste: Reduction Goals  
*Recommended Action: Adopt Resolution 20-10 supporting SB 1191 (Dahle).*

- 32. Office Lease Update  
*Recommended Action: Authorize the Executive Director to execute an extension of the Alhambra and Irwindale office lease through October 2022.*
  
- 33. 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.*
  
- 34. Award of Contract for Landlord Outreach, Education and Incentive Program  
*Recommended Action: Authorize Executive Director to execute the agreements with entities for the Homeless Landlord Outreach, Education and Incentive Program:*
  - Union Station Homeless Services (USHS) for an amount not-to-exceed \$322,300 and
  - S. Groner Associates (SGA) for an amount-to-exceed \$77,700.
  
- 35. 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.*
  
- 36. SGVCOG Revised/Updated Audit Charter  
*Recommended Action: Adopt Resolution 20-11 approving the revised/updated SGVCOG Audit Charter.*

**There was a motion to approve consent calendar items 22-27 and 29-36. (M/S: F/ Briones/N. Lyons)**

**[Motion Passed]**

|                 |  |
|-----------------|--|
| <b>AYES:</b>    | Alhambra, Arcadia, Azusa, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, 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, L.A. County District #1, L.A. County District #4, L.A. County District #5, San Gabriel Valley Water Districts |
| <b>NOES:</b>    |  |
| <b>ABSTAIN:</b> |  |
| <b>ABSENT:</b>  | Baldwin Park, Bradbury, La Cañada Flintridge   |

**Discussions on Item 28: SGVCOG Approval of Letters Supporting Federal Funding for San Gabriel Valley Cities for Coronavirus Relief**

- A Governing Board requested to vote on each of these recommended actions for this item individually.

**There was a motion to approve a letter to the San Gabriel Valley House of Representatives delegation in support of \$945 million in proposed Federal funding for San Gabriel Valley cities for COVID-19 pandemic relief and another letter to the San Gabriel Valley State delegation and Governor Newsom in support of the proposed May revise budget allocation of \$450 million in CARES Act funding to cities that did not receive a direct allocation. (M/S: E. Reece/F. Briones)**

**[Motion Passed]**

|                 |  |
|-----------------|--|
| <b>AYES:</b>    | Alhambra, Arcadia, Azusa, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, 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, L.A. County District #1, L.A. County District #4, L.A. County District #5, San Gabriel Valley Water Districts |
| <b>NOES:</b>    |  |
| <b>ABSTAIN:</b> |  |
| <b>ABSENT:</b>  | Baldwin Park, Bradbury, La Cañada Flintridge   |

**There was another motion to approve a letter to the Los Angeles County Board of Supervisors supporting the apportionment to San Gabriel Valley cities of up to \$350 million from the County’s existing \$1 billion share of Federal COVID-19 funding. (M/S: E. Reece/A. Andrade-Stadler)**

**[Motion Passed]**

|                 |   |
|-----------------|---|
| <b>AYES:</b>    | Alhambra, Arcadia, Azusa, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, 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, San Gabriel Valley Water Districts |
| <b>NOES:</b>    |   |
| <b>ABSTAIN:</b> | L.A. County District #1, L.A. County District #4, L.A. County District #5,  |
| <b>ABSENT:</b>  | Baldwin Park, Bradbury, La Cañada Flintridge  |

**PRESENTATION**

- 37. Update on Los Angeles County Homeless Initiative Activities  
 Los Angeles County Homeless Initiative, Phil Ansell, provided a presentation on this item.

Key Questions/Discussions:

- A Governing Board member inquired about the “exit plan” of Project Roomkey. Mr. Ansell responded that the County of Los Angeles is working with partners to identify existing permanent housing subsidies that are available in the homelessness system and additional rental subsidies. The County strives to ensure that participants of Project Roomkey exits to interim or permanent housing.



**CLOSED SESSION**

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

**ADJOURN**

SGVCOG President Cynthia Sternquist adjourned the Governing Board meeting at 6:19pm.

**BOARD APPROVED**

June 18, 2020

Date

  
Marisa Creter  
Marisa Creter, Secretary