

**A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
JULY 15, 2008 at 9:30 A.M.**

CALL TO ORDER	The Chairman called the regular meeting of the San Gabriel Basin Water Quality Authority to order and reviewed the actions anticipated on the agenda for the meeting.
ROLL CALL OF BOARD MEMBERS	Greg Nordbak, Bob Kuhn, Jim Byerrum, Margaret Clark and Mike Whitehead
BOARD MEMBERS ABSENT	Carol Montano and Al Contreras
STAFF MEMBERS PRESENT	Grace Kast, Executive Director; Randy Schoellerman, Assistant Executive Director/Senior Engineer; Michelle Sanchez, Admin/Accounting Assistant; Dan Colby, Project Resource Manager; Art Kidman, Legal Counsel
MEMBERS OF THE PUBLIC PRESENT	Dan Horan, Three Valleys Municipal Water District; Claudine Meeker, City of Alhambra; Tom Lindros, Knollwood Associates; Mariana Lake, Valley County Water District; Victor Meza, City of Monterey Park; Jonathan Contreras, Valley County Water District; Cathy Swanson, Siemens
ITEMS TOO LATE TO BE AGENDIZED	None.
PUBLIC COMMENT	None.
CONSENT CALENDAR	Mr. Kuhn moved to approve the consent calendar. Ms. Clark seconded the motion and it was unanimously approved. Mr. Whitehead abstained from Project Demand No. 2788, 2038, 2039 and 2040 and Mr. Byerrum abstained from Project Demand No. 2787.
ACTION ITEMS	
<i>Administrative/Finance Committee Report</i>	Mr. Nordbak reported that the minutes for the meetings held on 07/08/08 were enclosed for review.
<i>Discussion/Action Regarding Automated Deposit Program</i>	Ms. Kast reported that staff had been looking to implement Citizens Business Bank's Automated Deposit Program which would allow staff to deposit checks without traveling to the bank. The checks would be deposited by using a special scanner provided by the bank.

She indicated that Upper San Gabriel Valley Municipal Water District had been very satisfied with the program and that WQA auditors encouraged its use. She stated it provided more protections and controls over WQA's current method. Also the insurance and responsibility issues were discussed and resolved. Ms. Kast requested authorization for the Executive Director to sign the agreement with Citizens Business Bank for the Automated Deposit Program.

After general discussion, Mr. Whitehead moved to authorize the Executive Director to sign the agreement with Citizens Business Bank for the Automated Deposit Program. Ms. Clark seconded the motion and it was unanimously approved.

*Discussion/Action
Regarding Audit for
Fiscal Year 2007/2006*

Mr. Nordbak reported on Mr. Leon Garcia's concerns at the Administrative/Finance Committee in regards to the WQA requesting an extension for the audit with USBR. Although there was no impact to USBR and he was satisfied with staff's handling of the audit, he requested that staff contact Upper San Gabriel Valley Municipal Water District along with Three Valleys Municipal Water District to see if they had an existing policy regarding backup procedures due to staff members' extended absences. He indicated that the committee would be discussing their findings at their next committee meeting.

Ms. Kast clarified that the WQA organization includes an Administrative/Accounting Assistant, Ms. Sanchez who regularly assists Ms. Saenz the Director of Finance. Ms. Sanchez's duties include the day to day accounts payable and receivables. During the time of Ms. Saenz medical issues and despite her discomfort and inability to walk or drive, Ms. Saenz came into the office on a limited basis to keep things moving to ensure that time critical items were handled.

Mr. Whitehead stated that he was impressed with the fact that the audit was complete and clean with no findings. He also stated that the timing of receipt for the audit was understandable and satisfactory.

Ms. Clark stated that she agreed with Mr. Whitehead's statements. She also stated that bringing someone else in would not have solved the problem and more likely would have been more time consuming.

After general discussion, Mr. Byerrum moved to approve the Audit for Fiscal Year 2007/2006. Ms. Clark seconded the motion and it was unanimously approved.

**LEGISLATIVE
REPORT**

Ms. Kast reported that Mr. Monares was on vacation. Ms. Kast reported that WQA's bill to raise the cap on the Restoration Fund was put into the Omnibus bill (S3213) at the last moment. It will go before the Senate in August and immediately to Congress in September.

Mr. Whitehead stated that this was excellent news since it was originally assigned to the wrong committee. He also commended Congressman Dreier, his staff member, Alisa Do and other members of the delegation for their hard work on getting this bill to the right committee.

**ENGINEER'S
REPORT**

Mr. Schoellerman reported that the Bozung Project had been down for a couple of weeks due to the peroxide pump not working properly. The peroxide pump was sized wrong by the vendor. The vendor for the pump wants to replace the pump or try a different pump to get it working correctly. He expected the project to be back online within the next week or two once the pump had been changed.

Ms. Kast reported that a dedication ceremony was being planned for the Bozung project in September. She stated that staff was waiting for available dates by the State Board's availability since they provided a grant for the project. She stated that once a date has been confirmed the Board would be immediately notified.

Mr. Byerrum moved to approve the Engineer's Report. Ms. Clark seconded the motion and it was unanimously approved.

**ATTORNEY'S
COMMENTS**

None.

**EXECUTIVE
DIRECTOR'S
REPORT**

Ms. Kast reported that she will be on vacation beginning July 24, 2008 and returning August 6, 2008.

**FUTURE AGENDA
ITEMS**

None.

**FUTURE
COMMITTEE
MEETINGS**

The Administrative/Finance Committee meeting was scheduled for Tuesday, August 12, 2008 at 12:00 P.M.

The Engineering Committee meeting was scheduled for Tuesday, August 12, 2008 at 1:00 P.M.

**BOARD MEMBERS'
COMMENTS/
REPORTS**

Mr. Whitehead reported that he, Mr. Kuhn and Mr. Byerrum helped sponsor an event with Hal Furman on June 30, 2008 for Congressman Xavier Beccera. He stated the event was very successful.

Mr. Kuhn reported that they had a chance to meet with Congressman Becerra after the event to get an update on the New Water Coalition bill. Congressman Beccera stated to Mr. Kuhn that everything was ready to go for the bill. Congressman Beccera also told Mr. Kuhn that he was getting more and more co-sponsors to the bill and that the outlook was very good.

CLOSED SESSION

A closed session was held pursuant to G.C. 54957.

There was no reportable action.

ADJOURNMENT

The Chairman asked if there were any other items of business to come before the Board. There being none, this regular Board meeting was adjourned to August 19, 2008.



J. Greg Nordbak, Chairman



Margaret Clark, Secretary