

**A REGULAR MEETING  
OF THE  
SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
APRIL 19, 2011 at 9:30 A.M.**

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<b>CALL TO ORDER</b>	The Vice-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.
<b>ROLL CALL OF BOARD MEMBERS</b>	Bob Kuhn, Greg Nordbak, Mike Whitehead, Louie Aguiñaga, and Ed Chavez
<b>BOARD MEMBERS ABSENT</b>	John Leung
<b>STAFF MEMBERS PRESENT</b>	Ken Manning, Executive Director; Randy Schoellerman, Assistant Executive Director/Senior Engineer; Stephanie Moreno, Admin/IS Assistant; Mary Saenz, Director of Finance; Michelle Sanchez, Admin/Accounting Assistant; Dan Colby, Project Resource Manager; Eddy Beltran, Legal Counsel
<b>MEMBERS OF THE PUBLIC PRESENT</b>	Tom Lindros, Knollwood Associates; Jonathan Contreras, Valley County Water District; Dan Horan, Three Valleys MWD; Claudine Meeker, City of Alhambra; Scott Goulart, Aerojet; Ben Lewis, Golden State Water Company; Barbara Carrera, San Gabriel County Water District; Chuck Shaw, San Gabriel County Water District; Mike Nutt, Suburban Water Systems; Bryan Urias, Upper District
<b>ITEMS TOO LATE TO BE AGENDIZED</b>	None.
<b>PUBLIC COMMENT</b>	None.
<b>WORKSHOP</b>	
<b><i>“Draft Budget for Fiscal Year 2011/2012”</i></b>	Mr. Manning reviewed the key elements of the draft budget and indicated that it reflects the same assessment of \$7.25/AF as in the previous eight years. He noted that federal reimbursements to WQA continue to offset assessments and facilitate cleanup activities. He also noted that the draft budget includes additional items such as: management transition, IT consulting, social media campaign, and the WQA Groundwater Forum. He reviewed the costs/expenses for the current budget and compared them to the projected budget and indicated that for the FY 11/12 the total costs/expense have decreased by \$7.5M, and the total revenues have decreased from \$62M in FY10/11 to \$54.5M in FY11/12. He lastly noted that the draft budget was scheduled for a public hearing today to receive comments and was to be reviewed by the Administrative/Finance Committee on May 17, 2011 to receive comments as well then scheduled for adoption on May 24, 2011.

## **PUBLIC HEARING**

### ***“Draft Budget for Fiscal Year 2011/2012”***

Mr. Kuhn opened the public hearing to receive comments on the draft budget for fiscal year 2011/2012. There being no comments, the public hearing was closed.

## **CONSENT CALENDAR**

Mr. Nordbak moved to approve the consent calendar as presented. Mr. Chavez seconded the motion and it was unanimously approved with the following abstentions:

Mr. Whitehead abstained from Project Demand Nos. 3297 and 3305

Mr. Byerrum abstained from Project Demand No. 3304.

## **ACTION ITEMS**

### ***Legislative/Public Information Report***

Mr. Kuhn reported that the minutes for the Legislative/Public Information committee meeting were enclosed for review.

### ***Discussion/Action Regarding WQA Logo Design***

Mr. Manning reported that the committee discussed the re-design of a new logo for the WQA that would give the agency a new look. Mr. Manning indicated that new logo would be incorporated with the social media project that staff was currently working on.

After general discussion, Mr. Chavez moved to allow the Legislative/Public Information Committee authorize the approval of the new logo. Mr. Aguiñaga, seconded the motion and it was unanimously approved.

### ***Administrative/Finance Committee Report***

Mr. Kuhn reported that the minutes for the Administrative/Finance committee meeting were enclosed for review.

### ***Discussion/Action Regarding Draft §406 Plan for 2011***

Mr. Schoellerman reviewed a hand out that listed a language change on page 31 of the draft plan. He also briefly reviewed the comments that were received.

### ***Adopt Draft §406 Plan for 2011***

After general discussion, Mr. Nordbak moved to adopt the draft plan. Mr. Chavez seconded the motion and it was unanimously approved.

### ***Discussion/Action Regarding Budget Line Item Transfers***

Mr. Manning reported that the following cost items are projected to exceed the WQA budget for the fiscal year 10/11: Engineering, Public Information, Management Services, Severance Costs, Interim Executive Director. He noted that the Administrative/Finance Committee reviewed the line item transfer requests and recommended them for approval. After general discussion, Mr. Byerrum moved to approve the administrative budget line item transfer request. Mr. Aguiñaga seconded the motion and it was unanimously approved.

*Discussion/Action Regarding  
Financial Contribution to the  
IRWMP*

Mr. Schoellerman reported that the development of the IRWMP is funded through a combination of state planning grants and contributions from regional and sub-regional stakeholders. The WQA's sub-region is being asked to contribute \$50,000 towards an estimated \$450,000 in IRWMP development costs over the next several years. The \$50,000 is expected to be divided among several agencies located within the sub-region and WQA is being asked to contribute \$10,000.

After brief discussion, Mr. Whitehead moved to approve the financial contribution to the IRWMP in the amount of \$10,000. Mr. Nordbak seconded the motion and it was unanimously approved.

*Discussion/Action Regarding  
E-Delivery of WQA Board  
and Committee Notices*

Mr. Manning reported that staff believes that it can reduce the annual cost of mailing out the agenda packets for board and committee meetings by 85% (approximately \$32,000) by using an E-delivery system that would notify all recipients when an agenda or notice has been posted on the WQA web site. He noted that staff proposed to send out notifications that as of July 1, 2011 the WQA will no longer mail out printed versions of the agendas unless the recipient notifies the WQA that they are incapable of receiving agendas electronically. He also noted that Board and committee members will continue to receive a hard copy of all agenda materials.

After general discussion, Mr. Nordbak moved to approve the transition to electronic delivery of agendas and agenda materials. Mr. Chavez seconded the motion and it was unanimously approved.

*Discussion/Action Regarding  
IT Services*

Mr. Manning reported that staff was planning on several modifications to the WQA's information technology systems and is recommending that the WQA retain the services for Park Place Computer Solutions, Inc. to assist staff with the implementation.

After general discussion, Mr. Byerrum moved to approve a task order for Park Place Compute Solutions, Inc. not to exceed \$10,000. Mr. Aguiñaga seconded the motion and it was unanimously approved.

**OTHER  
ACTION/INFORMATION  
ITEMS**

*Discussion/Action Regarding  
Audit for Fiscal year Ending  
June 30, 2010*

Ms. Farr reported that they issued an unqualified clean audit opinion dated March 31, 2011. She reviewed the audit process and results including some of the procedures that were performed. She also reviewed the internal controls and determined that there were no significant deficiencies or material weaknesses.

After general discussion, the Board recommended to receive and file the audit for the fiscal year ending June 30, 2010.

**ENGINEER'S REPORT**

Mr. Schoellerman reported that the Whitmore Street project was operating normally.

**ATTORNEY'S  
COMMENTS**

Mr. Kidman reported that since March 1, 2011 the demand for legal services have dropped. In regards to electronic record keeping and notifications, he reminded the staff to be very careful when distributing information to the WQA Board and to avoid using the "reply all" feature in an email that would create conversations and be a violation of the Brown Act. He also noted that under the Public Records Act, the material in the WQA's computers and possibly some personal computers may be public records. He also indicated that the legislature was in full swing and there have been many new bills introduced relating to public pinch & reform. He also noted that there were also some bills to come regarding the consolidation of special districts.

**EXECUTIVE  
DIRECTOR'S REPORT**

Mr. Manning reported on the California Groundwater Coalition Symposium that he attended. He reminded everyone to go online and register for the WQA Groundwater Forum scheduled for May 18, 2011. He also reported that Bob Grantham from the East Side Performing Settling Defendants in the EMOU has requested that Mr. Manning and Mr. Monares attend meetings with them in Washington, DC. He noted that he handed out a copy of SB 659 (Hernandez) for review. The bill has language regarding the municipal water district seats on the WQA Board and how they are appointed to the Board. He also briefly reviewed the quarterly report that was submitted by Mr. Monares. He also noted two events that were coming up, the San Gabriel Valley Economic Partnership's Economic Outlook Breakfast and the Legislative Networking Reception. He lastly noted that the WQA's social media project kicked off yesterday and meetings have been set up to move forward. He indicated that Upper District did not feel that they would participate at this time.

**FUTURE AGENDA ITEMS**

None

**FUTURE BOARD AND  
COMMITTEE MEETINGS**

After detailed discussion, Mr. Nordbak moved to approve the changes to the following meeting dates, Mr. Chavez seconded the motion and it was unanimously approved:

The next Legislative/Public Information Committee meeting was scheduled for Wednesday, May 6, 2011 at 1:00 P.M.

The next Administrative/Finance Committee meeting was scheduled for Tuesday, May 17, 2011 at 12:00 P.M.

The next Engineering Committee meeting was scheduled for Tuesday, May 17, 2011 at 1:00 P.M.

The next WQA Board meeting was scheduled for Tuesday May 24, 2011 at 9:30 A.M.

**BOARD MEMBERS'  
COMMENTS/  
REPORTS**

Mr. Whitehead commented that he felt it was important for the WQA to be in the forefront in the efforts on the discharge issues to ensure that our projects aren't held up any longer than necessary.

Mr. Byerrum thanked staff for their work on the budget and for keeping the assessment at \$7.25/AF. He also requested that the board meeting be adjourned in the memory of Mike Berlien, Tom Stetson, and Lynn Magauffin who have passed away.

Mr. Nordbak commented that this was the first time he voted yes on the Monares Group invoice since back up was submitted for the invoice.

Mr. Aguinaga asked if the WQA has ever participated in any of the local "concerts in the park" by having a booth for public outreach.

Mr. Manning responded by saying that the WQA has never participated in such events and that the Upper District and Three Valleys MWD are the types of agencies that would normally participate in those kinds of events. He also indicated that the WQA is always looking to improve on public outreach and could discuss it further if the Board is interested.

**CLOSED SESSION**

A closed session was held. 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, the Board meeting was adjourned in the memory of Mike Berlien, Tom Stetson, and Lynn Magauffin to May 24, 2011 at 9:30 A.M.



Bob Kuhn, Chairman



Louie Aguiñaga, Secretary