

DRAFT

A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
JUNE 20, 2012 at 12:00 P.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, Louie Aguiñaga, Jim Byerrum, Bob Kuhn, Mike Whitehead, Ed Chavez and John Leung
BOARD MEMBERS ABSENT	None
STAFF MEMBERS PRESENT	Ken Manning, Executive Director; Randy Schoellerman, Assistant Executive Director/Senior Engineer; Stephanie Moreno, Admin/IS Assistant; Dan Colby, Project Resource Manager; Art Kidman, Legal Counsel
MEMBERS OF THE PUBLIC PRESENT	Stephen Millard, Upper San Gabriel Valley MWD; Bill Snyder, NDE; Mariana Lake, Valley County Water District; Dan Horan, Three Valleys MWD
ITEMS TOO LATE TO BE AGENDIZED	None
PUBLIC COMMENT	None.
CONSENT CALENDAR	Mr. Kuhn moved to approve the consent calendar as presented. Mr. Chavez seconded the motion and it was approved with the following abstention: Mr. Whitehead abstained from project demand Nos. 3514 and 2054 and Mr. Byerrum abstained from project demand No. 3513.
COMMITTEE REPORTS	
<i>Administrative/Finance Committee Report</i>	Mr. Manning reported that the minutes for the meeting held on June 12, 2012 were enclosed for review.
<i>Discussion/Action Regarding Proposed Cost of Living Adjustment for Fiscal Year 2012/2013</i>	Mr. Manning reported that WQA Procedure 40, approved by the Board of Directors on June 19, 2007, established the Cost of Living Adjustment (COLA) procedures for WQA Employees. The COLA increase is based on the April Consumer Price Index for All Urban Consumers (“CPI-U”). The CPI-U indicates the percentage change from April 2011 to April 2012 is 1.5%. He noted that the procedure differentiates

between Exempt and Non-Exempt Employees. The policies are as follows: 1) Exempt employees: increase the salary ranges by the COLA. 2) Non-Exempt employees: increase both the salary ranges and the actual salaries by the COLA. If the increase is approved by the Board, it will be effective July 1, 2012.

Mr. Nordbak commented that there was some discussion regarding a policy for merit increases and asked if that would be coming to the Board for review.

Mr. Manning noted that there is currently no policy for merit increases and that staff would bring a policy for the Board to review at a future meeting.

After brief discussion, Mr. Aguiñaga moved to approve the salary ranges be increased by the 1.5% COLA for the 2012-2013 fiscal year, and also that the salaries of the Non-Exempt employees be increased by 1.5%. Mr. Leung seconded the motion and it was approved by the following vote:

YES: NORDBAK, AGUINAGA, BYERRUM, KUHN, WHITEHEAD, LEUNG

NO: CHAVEZ

Discussion/Action Regarding New Copier Lease

Mr. Manning reported that staff has been looking into new technology for digital document management and archiving. He indicated that a copier with up-to-date technology would be more efficient. He indicated that the committee recommended entering into a new 5-year lease for the Kyocera/CopyStar CS6550ci.

Mr. Schoellerman reported on several items to be added to the agreement, including the buyout of the existing copier lease.

Mr. Whitehead noted a concern that the lease buyout provisions may not be adequate.

After brief discussion, Mr. Aguiñaga moved to approve the authorization for staff to enter into a 5-year lease for the Kyocera/CopyStar CS6550ci subject to legal counsel review. Mr. Chavez seconded the motion and it was unanimously approved.

Discussion/Action Regarding Purchase of Laserfiche Document Management Software

Mr. Manning reported that staff has been researching various document management systems that would facilitate the management, digitization and storage of WQA's documents. The goals of implementing the software include digitizing archived paper documents, efficient search and retrieval of archived electronic documents and search integration with WQA's MAS 90 accounting software. He noted that after reviewing five software solutions and getting proposals from

three vendors staff is recommending the Laserfiche Avante document management solution. This software strikes a good balance between cost, ease-of-use, and features that provide for the goals above to be met. He noted that the cost of the proposed solution is not expected to exceed \$15,000. Staff also recommends the Laserfiche software assurance plan which is included in the first year and is estimated to cost \$2,500 annually thereafter. The plan provides for unlimited phone support, free software updates and training. Funds for this document management software are included in WQA's 2011/2012 budget.

After general discussion, Mr. Byerrum moved to approve the purchase of the Laserfiche Avante document management software. Mr. Chavez seconded the motion and it was unanimously approved.

Engineering Committee Report

Mr. Manning reported that the minutes for the meeting held on June 12, 2012 were enclosed for review.

Discussion/Action Regarding Approval to Assist San Gabriel Valley Water Company in submitting an NPDES Application to the Los Angeles Regional Water Quality Control Board for their Plant B6 Single Pass Ion-Exchange Treatment System

Mr. Manning reported on the recent progress in securing a region wide discharge permit. He indicated the next step is to submit a National Pollution Discharge Elimination System (NPDES) permit application to the Los Angeles Regional Water Quality Control Board (LARWQCB). He reported that the most viable project is San Gabriel Valley Water Company's (SGVWC's) Plant B6 single pass ion-exchange treatment system. He reported that the single pass treatment system will have to discharge as part of California Department of Public Health's policy 97-005 testing requirement. He introduced Ms. Egoscue to also give an update on the progress of the permit process. She noted that she felt there was a wide spread and diverse support for the permit.

Mr. Kuhn asked what WQA could do to make sure that this project is seen as a priority.

Ms. Egoscue commented that WQA was doing a great job communicating the need for this permit.

After general discussion, Mr. Kuhn moved for approval to assist the San Gabriel Valley Water Company in submitting an NPDES application to the Los Angeles Regional Water Quality Control Board for their Plant B6 Single Pass Ion-Exchange Treatment System. Mr. Chavez seconded the motion and it was unanimously approved.

Legislative/Public Information Committee Report

Mr. Manning reported that the minutes for the meeting held on June 13, 2012 were enclosed for review.

OTHER ACTION ITEMS

***Discussion/Action Regarding
Board and Committee Meetings
for July 2012***

The Board discussed cancelling all WQA meetings for the month of July. After detailed discussion, the Board decided to cancel all committee meetings for the month of July and to leave the July 18, 2012 Board meeting as scheduled.

ENGINEER'S REPORT

None

ATTORNEY'S COMMENTS

None.

**EXECUTIVE DIRECTOR'S
REPORT**

Mr. Manning reported that he was in Sacramento earlier in the week to testify for AB467 in the Senate Environmental Quality Committee. It was passed out of the committee and not expected to have any further opposition. He also noted that the bill's language was modified so that the Department of Toxic Substances Control would be administering any recovered funds.

FUTURE AGENDA ITEMS

None.

**FUTURE BOARD AND
COMMITTEE MEETINGS**

The next WQA Board meeting was scheduled for Wednesday, July 18, 2012 at 12:00 P.M.

All of the WQA Committee meetings for the month of July were cancelled.

**BOARD MEMBERS'
COMMENTS/
REPORTS**

None

CLOSED SESSION

A closed session was held.

Public Employee Performance Evaluation
(G.C. Section 54957)

Title: Legal Counsel

RECONVENE OPEN SESSION

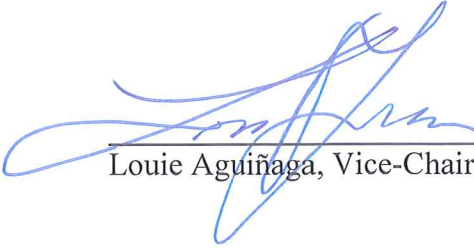
The Chairman reconvened the meeting. He noted that General Council was not in attendance when the Board reconvened. He reported that the Board elected to interview four of the eight firms that submitted proposals. The firms that were selected for interviews were:

1. Olivarez, Gallagher & Padilla
2. Lagerlof Senecal Gosney & Kruse, LLP
3. Alvarado Smith
4. Nossaman LLP

He requested that the Executive Director schedule the interviews to be held on July 24th and July 25th starting at 10am.

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 to July 18, 2012 at 12:00 P.M.



Louie Aguiñaga, Vice-Chairman



Bob Kuhn, Secretary