

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY
ADMINISTRATIVE/FINANCE COMMITTEE AND
SPECIAL MEETING OF THE BOARD OF DIRECTORS
APRIL 12, 2016 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.
COMMITTEE MEMBERS PRESENT	Mike Whitehead, John Leung, and Bryan Urias
WATERMASTER LIASON	Absent
COMMITTEE MEMBERS ABSENT	Louie Aguiñaga and Tim Miller
OTHER BOARD MEMBERS PRESENT	None
STAFF MEMBERS PRESENT	Ken Manning, Executive Director; Randy Schoellerman, Assistant Executive Director/Senior Engineer; Michelle Sanchez, Admin/Accounting Assistant; Mary Saenz, Director of Finance; Dan Colby, Project Resource Manager
MEMBERS OF THE PUBLIC PRESENT	Margarita Vargas, Valley County Water District; Al Contreras, Valley County Water District; Mariana Lake, Valley County Water District; Lenet Pacheco, Valley County Water District; Al Contreras, Valley County Water District
PUBLIC COMMENT	None.
<i>Budget Workshop for Fiscal Year 2016/2017</i>	Ms. Saenz reviewed the draft budget for fiscal year 2016/2017. She noted that the budget was based on a \$10/acre foot assessment. She also noted that the budget includes responsible parties' reimbursement of capital costs and operation and maintenance costs for the Baldwin Park Operable Unit, El Monte Operable Unit, South El Monte Operable Unit and the Puente Valley Operable Unit projects. She reported that federal reimbursements to the WQA continue to facilitate cleanup activities and the budget includes costs related to the Baldwin Park Operable Unit contract negotiations. She lastly reported that there would be another budget workshop on April 20 th along with a public hearing to receive comments on the draft budget.
<i>Discussion Regarding Request for Proposal for Audit Services</i>	Mr. Manning reported that on February 18 th Board of Directors approved the issuance of a Request for Proposal ("RFP") for Professional Auditing Services for a three (3) year contract

term beginning with the fiscal year ended June 30, 2016. The RFP was sent to 24 audit firms, of which 16 firms responded with proposals. All proposals submitted to the WQA were evaluated by staff. Each firm was rated on six criteria with a possible score of 1 to 5, with 5 being best. The major differences between each of the proposals relate to the firms' experience with water districts and the qualifications of the audit teams. Staff compiled a list of the top six audit proposals. These six firms are all equally capable of performing the WQA Financial Statement Audit and Single Audit.

After some discussion, the Committee recommended that the WQA Board assign an Ad Hoc Committee to conduct interviews and make a recommendation to the WQA Board.

Discussion Regarding Updated Policy for Board Member Reimbursement

Mr. Manning reported that Procedure No. 23 Board Member Reimbursement Policy had not been updated since 2009 and that the Board requested legal counsel update the policy. Mr. Padilla reviewed the draft policy and highlighted some of the areas where changes were made.


After detailed discussion, the committee recommended that the draft policy with the suggested changes go to the full Board for review and approval.

EXECUTIVE DIRECTOR'S REPORT

Mr. Manning reported that he will be traveling to Washington, D.C. along with Mr. Kuhn for the annual meetings with the federal legislators. He also reported that EPA is holding a public meeting in Baldwin Park on April 19th to discuss water issues with residents in the Baldwin Park area.

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.


Bryan Urias, Chairman


Luis Ayala, Secretary