

**SAN GABRIEL BASIN WATER QUALITY AUTHORITY
ADMINISTRATIVE/FINANCE COMMITTEE AND
SPECIAL MEETING OF THE BOARD OF DIRECTORS
MAY 10, 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**

Louie Aguiñaga, Bob Kuhn, and Tim Miller

WATERMASTER LIASON

Dave Michalko

**COMMITTEE MEMBERS
ABSENT**

Mike Whitehead

**OTHER BOARD MEMBERS
PRESENT**

John Leung

STAFF MEMBERS PRESENT

Randy Schoellerman, Assistant Executive Director/Senior Engineer; Stephanie Moreno; Michelle Sanchez, Admin/Accounting Assistant; Mary Saenz, Director of Finance; Dan Colby, Project Resource Manager

**MEMBERS OF THE PUBLIC
PRESENT**

None.

PUBLIC COMMENT

None.

***Discussion Regarding Request for
Proposal for Audit Services***

Mr. Schoellerman reported that the Ad-Hoc Committee met on April 27, 2016 and discussed the top firms' proposals. The Committee determined that the proposal submitted by Vasquez and Co. LLP provided services that best fit the WQA's needs. He also reported that on May 3, 2016, the Committee interviewed the following partners from Vasquez & Co. LLP - Roger Martinez, CPA, Lead Partner, Margaret McBride, CPA, Quality Control Reviewer, and Oscar Chacon, CISA, IT Partner. He indicated that the interview went well and the Committee recommends entering into a contract with Vasquez and Co. LLP for audit services for FY 15/16 and the subsequent two years.

After some discussion, the committee recommended that the Ad-Hoc Committee's recommendation to enter into a contract with Vasquez and Co. LLP for 3 years go to the full Board for approval.

Discussion Regarding Updated

Mr. Padilla reviewed the updated policy in detail. He made

***Policy for Board Member
Reimbursement***

note of the following changes that were the most significant:

- 1) The Board must approve any adjustments to the Daily Stipend amount with a Board Resolution at the time of each adjustment, up to once per fiscal year. This is a change from the previous language that allowed for a one-time Resolution to provide for future adjustments.
- 2) The limit on travel reimbursement was modified to allow for greater flexibility when making travel arrangements;
- 3) The maximum amount of reimbursement for eligible expenses is now limited to \$4,000 per Board member per fiscal year.
- 4) Additional detail was added to the requirements for Board members to report on activities for which they are seeking reimbursement.
- 5) Language was added to clarify how reimbursements are handled when Board members also represent other agencies.

After some detailed discussion, the committee recommended adding language to clarify that board members can get stipends for days of travel to and from approved activities more than 50 miles from WQA's territory and recommended that the revised policy go to the full Board for approval.

***Discussion Regarding Cash
Report for Quarter Ended March
31, 2016***

Mr. Schoellerman reported that the report on cash investments for 1st quarter 2016 was enclosed for review.

**EXECUTIVE DIRECTOR'S
REPORT**

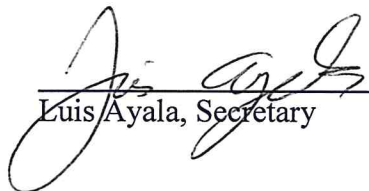
Mr. Schoellerman reported that BPOU negotiation meeting were being held all week long and was hopeful that an agreement would be reached soon.

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