

**A REGULAR MEETING OF THE BOARD OF DIRECTORS  
UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
602 E. HUNTINGTON DRIVE, SUITE B, MONROVIA, CA 91016  
6:30 P.M. – DECEMBER 6, 2011**

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**AGENDA**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL OF BOARD OF DIRECTORS
3. ADOPTION OF AGENDA [1]
4. PUBLIC COMMENT  
Anyone wishing to discuss items should do so now. The Board of Directors may allow additional input during the meeting. A three-minute time limit on remarks is requested.
5. MINUTES - Approval of Minutes of a Regular Meeting of the Board of Directors held on November 15, 2011 at 8:00 a.m. [1]
6. DEMANDS ON GENERAL FUND ACCOUNT [1]
7. FINANCIAL STATEMENT
8. COMMITTEE REPORTS [2]
  - (a) Water Policy (*President Treviño, Chair – Director Robinson*)  
(*Minutes of meeting held on November 16, 2011 enclosed.*)
  - (b) Administrative (*Vice President Urias, Chair – President Treviño*)  
(*Minutes of meeting held on November 16, 2011 enclosed.*)
9. ACTION/DISCUSSION ITEMS [1]
  - (a) Discussion Regarding Adoption of Upper District's Indirect Reuse Action Plan. (*Staff recommendation enclosed.*)

**Recommendation**

Due to lack of a quorum, Director Robinson directed staff to take the item to the Board for discussion and action without recommendation from the Committee.

Staff recommends that the Board of Directors adopt the Indirect Reuse Action Plan (IRAP) and direct staff to perform Tasks 1 through 7 of the IRAP.

- (b) Discussion Regarding Third Party Administration for Upper District's Benefits Expense Reimbursement Process. *(Staff recommendation enclosed.)*

Recommendation

Due to lack of a quorum, Vice President Urias directed staff to take the item to the Board for discussion and action without recommendation from the Committee.

Staff recommends that the Board of Directors authorize the General Manager to retain a third party administrator to administer Upper District's benefits expense reimbursement process for medical, optical, dental and hearing.

- (c) Discussion Regarding Special Services Agreement for IT Support Services. *(Staff recommendation enclosed.)*

Recommendation

Due to lack of a quorum, Vice President Urias directed staff to take the item to the Board for discussion and action without recommendation from the Committee.

Staff recommends that the Board of Directors authorize the General Manager to execute a professional services agreement with 24Tech to provide information technology (IT) support services for Upper District, for an initial term of two years through December 2013, at a cost not-to-exceed \$75,000.

- (d) Discussion Regarding Special Services Agreement for Temporary Staffing. *(Staff recommendation enclosed.)*

Recommendation

Due to lack of a quorum, Vice President Urias directed staff to take the item to the Board for discussion and action without recommendation from the Committee.

Staff recommends that the Board of Directors authorize the General Manager to execute a temporary staff services agreement with Kelly Services, Inc. (Kelly) to provide temporary staffing services for Upper District, for an initial term of one year ending December 31, 2012, at a cost not to exceed \$100,000.

- (e) Discussion Regarding Adoption of Upper District's Rates and Charges. *(Staff recommendation enclosed.)*

Recommendation

Staff recommends that the Board of Directors approve the proposed rates and charges to be effective January 1, 2012.

11. CONSENT CALENDAR [1]

- (a) Execution of Negotiated Tax Exchange Resolutions from Annexation of Territory into Los Angeles County Lighting Maintenance District 1687 L 115-2003.
- (b) Ratify attendance to San Gabriel Valley Economic Partnership and San Gabriel Valley Council of Governments' Merry Mingle Event held on December 1, 2011 in Irwindale, CA.
- (c) Authorization to attend Southern California Water Utilities Association's Annual Christmas Luncheon on December 8, 2011 at the Fairplex Building 8 in Pomona, CA.
- (d) Authorization to attend San Gabriel County Water District's Retirement Event for Director Carl Bonenberger on December 13, 2011 at the Hilton Hotel in San Gabriel, CA.
- (e) Authorization to attend University of La Verne's Water Technology Conference 2012 on January 26, 2012 at the University of La Verne Campus Center in La Verne, California.
- (f) Authorization to attend Independent Cities Association's 2012 Winter Seminar on February 3-5, 2012 at the Fess Parker's Double Tree Resort in Santa Barbara, CA.
- (g) Authorization to attend Urban Water Institute's Spring Water Conference on February 9-10, 2012 at the Hilton Palm Springs Hotel in Palm Springs, CA.
- (h) Authorization to attend ACWA's 2012 Washington, D.C. Conference on February 28-March 1, 2012 at the Washington Court Hotel in Washington, D.C.
- (i) Adoption of Resolution No. 12-11-505 concurring with the nomination of Director Ronald C. Smith of West Basin Municipal Water District to the ACWA HBA Benefits Authority Board of Directors. (*Resolution No. 12-11-505 enclosed.*)

12. INFORMATION ITEMS (These items are for the information of the Board of Directors and require no action) [2]

- (a) Press Releases – None.
- (b) Newspaper Articles.

13. ATTORNEY'S REPORT [2]

14. ENGINEER'S REPORT [2]

15. GENERAL MANAGER'S REPORT [2]

16. METROPOLITAN REPORT [2] (*Summary report enclosed.*)

17. WATER QUALITY AUTHORITY REPORT [2] (*Summary report enclosed.*)

18. WATERMASTER REPORT [2] (*Summary report enclosed.*)
19. DIRECTOR'S COMMENTS [2]
20. FUTURE AGENDA ITEMS [1]
21. ADJOURNMENT - To a Regular Meeting of the Board of Directors to be held on December 20, 2011 at 8:00 a.m. at 602 E. Huntington Drive, Suite B in Monrovia, CA 91016.

LEGEND: [1] INDICATES ACTION ANTICIPATED BY BOARD OF DIRECTORS ON THIS ITEM  
[2] INDICATES INFORMATION ITEM - NO BOARD ACTION NECESSARY

**PRESIDENT CHARLES M. TREVIÑO, PRESIDING**