

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
1:00 P.M., MONDAY, DECEMBER 10, 2007**

**AGENDA**

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For information" may also be the subject of an "action" taken by the Board or a Committee at the same meeting.

- 1. DETERMINATION OF QUORUM**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF THE MINUTES OF SPECIAL MEETING OF SEPTEMBER 27, 2007**  
*Staff Recommendation:* Approve as submitted.
- 4. CODE OF CONDUCT**  
*Staff Recommendation:* Discuss any Code of Conduct revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.
- 5. NUMBER OF BOARD MEETINGS PER MONTH**  
*Staff Recommendation:* For discussion.
- 6. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 7. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, December 6, 2007.

UNAPPROVED  
MINUTES

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MINUTES

**MINUTES OF SEPTEMBER 27, 2007  
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on September 27, 2007 at 10:15 a.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Lillian Kawasaki called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

**1. DETERMINATION OF QUORUM**

Attendees included:

Committee: Directors Lillian Kawasaki and Albert Robles

Staff: Robb Whitaker, Scott Ota

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF  
AUGUST 20, 2007**

The minutes were approved as submitted.

The agenda items were taken out of order.

**5. CODE OF CONDUCT**

The Committee reviewed the draft Code of Conduct document and recommended approval contingent upon the revisions recommended by the Ad Hoc Ethics Committee.

Discussion followed. The Committee recommended finalizing the document for Board approval.

**4. BUILDING LEASE SPACE**

Chief Financial Officer Scott Ota stated the Board discussed the possibility of leasing approximately 3,000 square feet of available space at the District's administration building to various community-based and business-assistance organizations in closed session at its September 21 board meeting.

Discussion followed on negotiable terms of conditions for possible lease. The Committee requested that the item be agendaized for

the next board meeting as a closed session item under real estate negotiations.

**6. RFP/RFQ INTERNAL AUDIT**

Deferred to next month's meeting.

**7. FACILITIES MANAGEMENT CONTRACT**

Mr. Ota stated that staff recently obtained proposals from ten (10) facilities management and janitorial companies that would provide facilities management service to the District. He noted that the District's current contract for janitorial service often requires additional services that the current contractor could not provide.

Mr. Ota explained that after a thorough review of the proposals received, staff is recommending a contract with Jan-Pro Cleaning Systems for a term of one year at \$1,230/month, plus an allowance of 10% (\$1,500) for supplementary work on an as-needed basis as determined by staff.

Director Robles asked that staff check if Jan-Pro Cleaning Systems is a minority-owned business.

The Committee concurred with the staff recommendation and requested the item be agendaized for board approval.

**8. NUMBER OF BOARD MEETINGS PER MONTH**

The Committee recommended monthly board meetings, keeping the date on the first Friday of the month. The Committee requested the item be agendaized for board approval.

**9. ORGANIZATIONAL CHART**

Discussion followed on the proposed organizational chart and the Committee recommended the item be discussed at the next board meeting.

**10. DEPARTMENT REPORT**

None.

**11. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 11:31 a.m.

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Chairperson

ATTEST:

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Director



**MEMORANDUM**

**ITEM NO. 4**

*Prepared by:* Scott Ota  
*Reviewed by:* Robb Whitaker  
*Approved by:* Robb Whitaker

**DATE:** DECEMBER 10, 2007  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** CODE OF CONDUCT

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**SUMMARY**

A draft Code of Conduct will be presented and discussed at the meeting.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Discuss any Code of Conduct revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.



**MEMORANDUM**

**ITEM NO. 5**

*Prepared by: J H Shaunessy  
Reviewed by: Scott M. Ota  
Approved by: Robb Whitaker*

**DATE: DECEMBER 10, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: NUMBER OF BOARD MEETINGS PER MONTH**

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**SUMMARY**

At the request of the President, this item was agendized to discuss the number of Board meetings held per month by the WRD. Given the number of Committees, both Formal and Ad Hoc, in addition to other meetings required by Board members to conduct District business, it may not be necessary for the full Board to meet twice each month. Furthermore, any urgent District business can be addressed at a Special Board of Directors meeting which can be arranged in as little as 24 hours.

Staff has performed an analysis of the District's schedule of events for the ensuing calendar year and has determined that having one Board Meeting per month will not affect the District's ability to conduct business. There are some recurring items that the Board must address each year. These are as follows:

February

- Order Engineering Survey and Report
- Receive and file the annual Regional Groundwater Monitoring Report

March

- Receive and file the annual Midyear Budget Review
- Accept Engineering Survey and Report
- Budget Workshop

April

- Open Public Hearing for Replenishment Assessment
- Budget Workshop

May

- Close Public Hearing for Replenishment Assessment
- Budget Workshop
- Set Replenishment Assessment

June

- Adopt Budget

Due to Water Code restrictions relating to the adoption of the replenishment assessment, staff proposes that the regular Board Meetings be held on either the 3<sup>rd</sup> or 4<sup>th</sup> week of each month.

Staff anticipates a potential cost savings of \$35,000. This is due to a reduction in attorney fees, administrative costs, reproduction and mailing costs, etc.

Below please find a list of other water agencies that hold regular Board of Directors meetings on a monthly basis:

- Metropolitan Water District
- Central Basin Municipal Water District
- West Basin Municipal Water District
- Three Valleys Municipal Water District
- Main San Gabriel Basin Watermaster

### **FISCAL IMPACT**

Exact amount is unknown, but potentially up to \$35,000 annually – reduction in attorney fees, per diems, reproduction and mailing costs as well as other expenses.

### **STAFF RECOMMENDATION**

For discussion.



**MEMORANDUM**

**ITEM NO. 6**

*Prepared by: Scott Ota*

*Reviewed by: Robb Whitaker*

*Approved by: Robb Whitaker*

**DATE: DECEMBER 10, 2007**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: DEPARTMENT REPORT**

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**SUMMARY**

Staff will provide an update of department activities.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.



**MEMORANDUM**

**ITEM NO. 7**

*Prepared by: Scott Ota*  
*Reviewed by: Robb Whitaker*  
*Approved by: Robb Whitaker*

**DATE: DECEMBER 10, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: DEPARTMENT REPORT**

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**SUMMARY**

Staff will provide an update of department activities.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.