

**SPECIAL MEETING OF THE FINANCE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
8:30 A.M., FRIDAY, JULY 17, 2009**

**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 A QUORUM**
- 2. PUBLIC COMMENT**
- 3. INVESTMENT REPORT FOR THE PERIOD ENDING JUNE 30, 2009**  
*Staff Recommendation:* Approve the Investment Report for the period ending June 30, 2009.
- 4. FACILITIES CLEANING AND MAINTENANCE CONTRACT**  
*Staff Recommendation:* Approve a contract renewal with Jan-Pro Cleaning Systems for one year for a total not to exceed \$36,300.
- 5. VIDEO CONFERENCING SYSTEM COSTS**  
*Staff Recommendation:* For discussion.
- 6. DEPARTMENT REPORT**
- 7. DIRECTORS EXPENSES**  
*Staff Recommendation:* Approve Directors Expenses for submittal to the Board of Directors.
- 8. DIRECTORS REPORTS, INQUIRIES, AND DIRECTIONS TO STAFF**
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, July 16, 2009.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Deputy Secretary Abigail Andom at (562) 921-5521 for assistance to enable the District to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 4040 Paramount Boulevard, Lakewood, California 90712.

Agendas and minutes are available at the District's website, [www.wrd.org](http://www.wrd.org).



## **MEMORANDUM**

### **ITEM NO. 3**

*Prepared by:* Scott M. Ota

*Reviewed by:* Scott M. Ota

*Approved by:* Robb Whitaker

**DATE: JULY 17, 2009**

**TO: FINANCE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: INVESTMENT REPORT FOR THE PERIOD ENDING JUNE 30, 2009**

---

Each month, the Finance Department reports the investment activities of the District to the Finance Committee for subsequent approval by the Board of Directors. Staff has attached the investment report for June 30, 2009 for approval by the Finance Committee.

#### **FISCAL IMPACT**

None.

#### **STAFF RECOMMENDATION**

Approve the Investment Report for the period ending June 30, 2009.

**Water Replenishment District of Southern California**  
**Investment Report**  
**June 30, 2009**

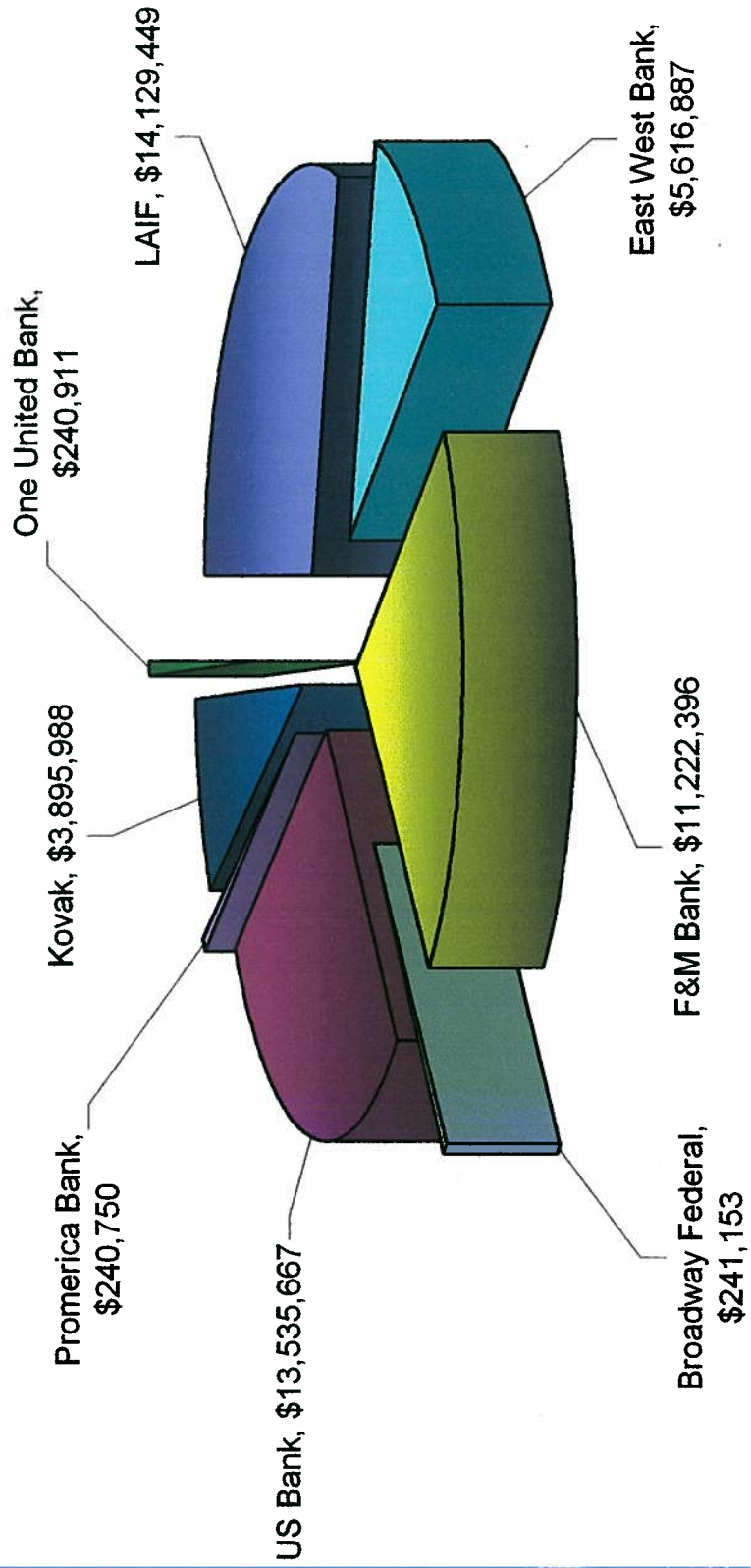
Replenishment Fund 94%	LAIF Activity	F&M Checking	East West Bank	One United Bank	Broadway Federal	Promerica Bank	US Bank Activity	Kovak Securities	
BALANCE 6/1/2009	\$13,281,683		\$226,512	\$226,198	\$226,483	\$226,067	\$12,761,835	\$7,884,899	
INTEREST RECEIVED/REINVESTED			630	258	201	237		166	
REALIZED GAIN/(LOSS)									
UNREALIZED GAIN/(LOSS)			5,052,732					(\$28)	
DEPOSITS/PURCHASES/FEEs								(\$4,230,000)	
TRANSFER IN/(OUT)								7,184	
ACCRUED INTEREST									
<b>BALANCE 6/30/2009</b>	<b>\$13,281,683</b>	<b>\$9,165,817</b>	<b>\$5,279,873</b>	<b>\$226,456</b>	<b>\$226,684</b>	<b>\$226,304</b>	<b>\$12,761,835</b>	<b>\$3,662,221</b>	
<hr/>									
Clean Water Fund 6%	LAIF Activity	F&M Checking	East West Bank	One United Bank	Broadway Federal	Promerica Bank	US Bank Activity	Kovak Securities	
BALANCE 6/1/2009	\$847,767		\$14,459	\$14,439	\$14,456	\$14,430	\$773,832	\$503,299	
INTEREST RECEIVED/REINVESTED			40	16	13	15		11	
REALIZED GAIN/(LOSS)									
UNREALIZED GAIN/(LOSS)								(2)	
DEPOSITS/PURCHASES/FEEs			322,515					459	
TRANSFER IN/(OUT)									
ACCRUED INTEREST									
<b>BALANCE 6/30/2009</b>	<b>\$847,767</b>	<b>\$2,056,579</b>	<b>\$337,014</b>	<b>\$14,455</b>	<b>\$14,469</b>	<b>\$14,445</b>	<b>\$773,832</b>	<b>\$233,766</b>	
<hr/>									
F&M	LAIF	F&M Checking	East West Bank	One United Bank	Broadway Federal	Promerica Bank	US Bank	Kovak Securities	Total
BALANCE 6/30/2009	\$14,129,449	\$11,222,396	\$5,616,887	\$240,911	\$241,153	\$240,750	\$13,535,667	\$3,895,988	\$ 49,123,201
CURRENT YIELD	1.377%	varies by day	1.800%	1.300%	1.050%	1.240%	varies by day	varies by security	
INTEREST EARNED FISCAL YTD	\$ 59,434	\$ 100,461	\$ 1,640	\$ 911	\$ 1,152	\$ 749	\$ 16,132	\$ 132,320	\$ 312,799

I HEREBY CERTIFY THAT ALL INVESTMENT ACTIONS EXECUTED SINCE THE LAST REPORT HAVE BEEN MADE IN FULL COMPLIANCE WITH THE INVESTMENT POLICY. AS TREASURER OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA, I HEREBY CERTIFY THAT SUFFICIENT INVESTMENT LIQUIDITY AND ANTICIPATED REVENUE ARE AVAILABLE TO MEET ESTIMATED EXPENDITURES FOR THE NEXT SIX MONTHS.

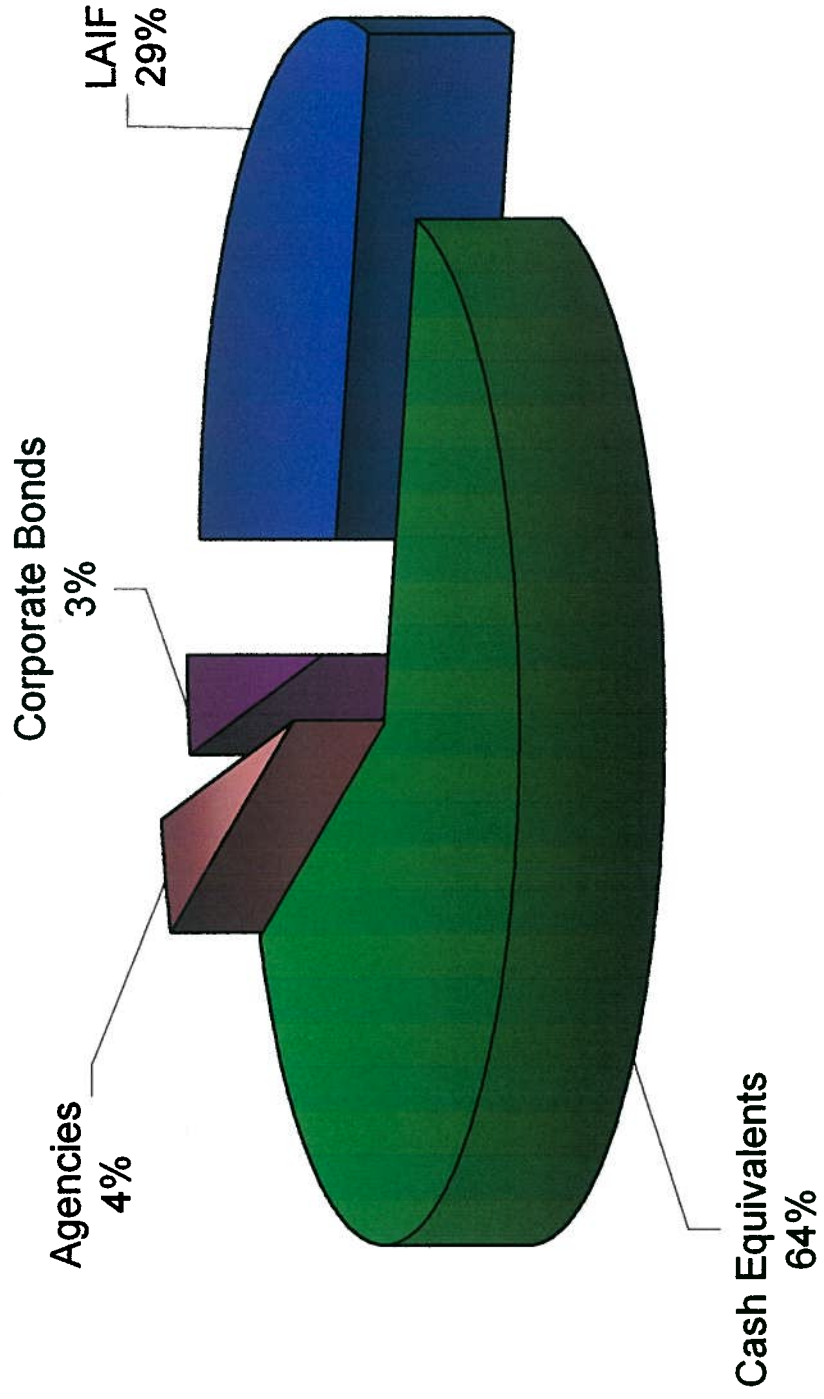
The checking balance is swept daily into repurchase agreements that are collateralized as required by CA Govt. Code 53601; the current yield on repurchase agreements changes daily.

SERGIO CALDERON      DATE

# Water Replenishment District Investment Breakdown as of June 30, 2009



**Water Replenishment District  
Investment Type  
as of June 30, 2009**





## MEMORANDUM

ITEM NO. 4

*Prepared by: Scott M. Ota*

*Reviewed by: Scott M. Ota*

*Approved by: Robb Whitaker*

**DATE: JULY 17, 2009**

**TO: FINANCE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: FACILITIES CLEANING AND MAINTENANCE CONTRACT**

---

### SUMMARY

In 2007, the District received 10 independent bids for performing cleaning and maintenance services for the District's administration building. The Board approved a contract with Jan Pro Cleaning Systems in October 2007 and further renewed the contract in October 2008 for another year. Jan Pro has been doing an exceptional job performing their function. They have also undergone training relating to WRD's Leadership in Energy and Environmental Design (LEED) effort.

The current contract is for \$33,000 annually with a 10% allowance for supplementary work on an as-needed basis as determined by staff for a total of \$36,300. Staff is pleased with the job being performed by Jan Pro Cleaning Systems. They have provided excellent service and staff recommends a renewal of their contract based on the provision in Section 2 of their current contract:

"At least 60 days prior to the Expiration Date, District staff shall evaluate the quality of the Services that have been provided by the Consultant, the cost of such Services relative to the benefits, and the need for any continuation of the services. The results of such evaluation shall be provided to the appropriate District Committee, which committee shall provide a report to the District's Board of Directors. If the Board determines that there is a demonstrated need for the continuation of such Services, the Board may renew the Agreement on terms and conditions that do not provide for a significantly longer term, increased scope of services or increased fee schedule than is provide for in Paragraphs 1 or this Paragraph 2.

### FISCAL IMPACT

There is no cost increase to WRD over the current contract cost. The facilities management contract is \$33,000 per year plus an allowance of 10% (\$3,300) for supplementary work on an as needed basis as determined by staff for a total not to exceed \$36,300. This is budgeted in the 09/10 budget.

**STAFF RECOMMENDATION**

Approve a contract renewal with Jan-Pro Cleaning Systems for one year for a total not to exceed \$36,300.



## MEMORANDUM

ITEM NO. 5

*Prepared by:* Brett Glasscock

*Reviewed by:* Scott Ota

*Approved by:* Robb Whitaker

**DATE:** JULY 17, 2009  
**TO:** FINANCE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** VIDEO CONFERENCING SYSTEM COSTS

---

### SUMMARY

The Finance Committee requested that staff review the options and costs related to video conferencing and report back to the Committee.

Video conferencing is a set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously. There are basically two kinds of video conference systems:

1. **Dedicated systems** have all required components packaged into a single piece of equipment, usually a console with a high quality remote controlled video camera. The console contains all electrical interfaces, the control computer, and the software. System can be integrated with existing equipment to provide a seamless experience with minimal clutter.
2. **Desktop systems** are add-ons to normal PCs, transforming them into video teleconferencing devices. A range of different cameras and microphones can be used with the computer. The video and sound quality is dependent on internet connection which varies greatly from minute to minute. Therefore, due to these quality concerns staff does not recommend using this type of system.

These video teleconferencing systems need to communicate with a compatible video device on the other end of the teleconference. Video teleconferencing technology is only as good as the weakest link; this means that all other parties to the video conference need to invest in a comparable dedicated video system in order for the system to function properly. Due to the size and connectivity requirements of the video teleconferencing equipment, all parties to the conference need to be in a stationary conference or meeting room to participate in the video conference. Individuals who are on mobile phones or do not have comparable video technology will not be able to participate.

**FISCAL IMPACT**

The initial costs for equipment and installation of a dedicated video conferencing system will be approximately \$18,000. Monthly recurring costs depend upon usage. Recurring costs would be about \$170 per month for connection service and \$1 per minute of usage. This has not been budgeted in the 09/10 fiscal year. The cost of a desktop system is minimal.

**STAFF RECOMMENDATION**

For discussion.