

**SPECIAL MEETING OF THE FINANCE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
12:00 P.M., THURSDAY, MAY 20, 2010**

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. WRD FISCAL YEAR 2010/11 BUDGET**
Staff Recommendation: For discussion.
- 4. LANDSCAPE MAINTENANCE CONTRACT**
Staff Recommendation: Approve a three-year contract for landscape maintenance services, subject to approval of form by District Counsel, with Interior Plant Design for an annual cost of \$26,400.
- 5. DEPARTMENT REPORT**
- 6. DIRECTORS EXPENSES**
Staff Recommendation: Approve Directors Expenses for submittal to the Board of Directors.
- 7. DIRECTORS REPORTS, INQUIRIES, AND DIRECTIONS TO STAFF**
- 8. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, May 19, 2010 .

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.



MEMORANDUM

ITEM NO. 3

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

DATE: MAY 20, 2010
TO: FINANCE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: WRD FISCAL YEAR 2010/11 BUDGET

BACKGROUND

On May 11, 2010, the Board of Directors closed the public hearing on the replenishment assessment, set the ensuing year's replenishment assessment at \$205 per acre foot and adopted the 2010/11 budget.

In response to the public comments received at the Board Meeting on May 11, the Treasurer would like to review the 2010/11 budget.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 4

Prepared by: Scott M. Ota

Reviewed by: Scott M. Ota

Approved by: Robb Whitaker

DATE: MAY 20, 2010
TO: FINANCE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: LANDSCAPE MAINTENANCE CONTRACT

SUMMARY

WRD currently has a contract for landscape maintenance that expires on June 30, 2010. On March 2, 2010, the Finance Committee recommended to the Board of Directors that a request for proposals (RFP) be issued for these services. The Finance Committee directed staff to submit the RFP to the attendees of the District's Eco Gardener Classes as well as our current service provider.

The scope of work requested was to provide landscape and plant maintenance services for the interior and exterior of the District's administrative offices at 4040 Paramount Blvd. in Lakewood, care and upkeep of designated sustainable landscape at the District's Leo J. Vander Lans Facility at 7380 Willow St. in Long Beach and at wellhead treatment locations in Torrance. The term of the contract is for a three-year period.

On March 19, 2010, the Board of Directors approved the distribution of the RFP for landscape maintenance services. Staff mailed the RFP to 21 recipients and gave them 3 weeks to respond.

On the RFP deadline of April 30, 2010 at 11:00am, WRD received two proposals of which one was non-responsive to the RFP and included no cost proposal. The complete proposal received was from Interior Plant Design for a monthly cost of \$2,000. The existing contract for these services is \$2,275 per month; an annual savings of \$3,300.

FISCAL IMPACT

The annual fiscal impact for the contract is \$24,000 per year with a 10% contingency of \$2,400 for incidental supplies and plant replacement. This has been budgeted in 2010/11 fiscal year.

STAFF RECOMMENDATION

Approve a three-year contract for landscape maintenance services, subject to approval of form by District Counsel, with Interior Plant Design for an annual cost of \$26,400.