

**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
12:00 P.M., MONDAY, NOVEMBER 8, 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" or "For discussion" 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. MINUTES OF THE MEETING OF OCTOBER 21, 2010**
Staff Recommendation: Approve as submitted.
- 4. CEQA POLICY**
Staff Recommendation: For discussion.
- 5. CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE**
Staff Recommendation: For discussion.
- 6. SALARY INFORMATION**
Staff Recommendation: For discussion.
- 7. COMMITTEE DELINEATION OF DUTIES**
Staff Recommendation: For discussion.
- 8. PROPOSED CHANGES TO THE ADMINISTRATIVE CODE**
Staff Recommendation: Staff recommends no change to the current language of §10.1.2(a), §10.2.2(a), §10.3.2 and §10.3.3 of the Administrative Code.
- 9. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 10. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 11. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, November 4, 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.

UNAPPROVED
MINUTES

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MINUTES

**MINUTES OF OCTOBER 21, 2010
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 October 21, 2010 at 12:38 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and
Lillian Kawasaki

Staff: Scott Ota, Jenna Shaunessy

2. PUBLIC COMMENT

None.

The agenda items were taken out of order.

9. DEPARTMENT REPORT

Chief Financial Officer Scott Ota provided an update on the Department's activities. Mr. Ota stated that staff has been working on gathering information on local government and water agencies and their salaries and benefits, as requested by the Committee. He reported that staff has also been working on the annual ACWA health benefit enrollment, the District's health reimbursement plan with Flex Plan, and updating the District's Administrative Code. Mr. Ota stated that staff is also working on a procedures manual/handbook for staff containing information not found in the Administrative Code.

**3. MINUTES OF THE MEETINGS OF JULY 12, 2010 AND
SEPTEMBER 23, 2010**

The minutes were approved as submitted.

**4. ACWA HEALTH BENEFIT AUTHORITY – HEALTH PLAN
COVERAGE**

Mr. Ota stated that the newly enacted federal Health Care Reform bill requires adult children up to age 26 be covered under their parent's health plan. He noted that previously, adult dependent children could be covered under the parent's health plan until age

25. He explained that the new health reform bill does not include mandatory coverage for dental benefits.

Mr. Ota stated that the Association of California Water Agencies (ACWA) Health Benefits Authority (HBA) has informed the WRD that, effective January 1, 2011, they have chosen to extend the benefit provision to the dental plan participants if the employer chooses to do so. He noted that WRD's dental benefits are with Delta Dental and increased premiums would average \$40/month per employee for a period of 12 months for employees who have an adult child between 25 and 26 years of age.

The Committee recommended the Board extend dental health coverage to adult dependent children up to age 26 of District employees and directors, effective January 1, 2011.

5. CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE

The Committee requested the item be continued to next month's Committee meeting.

6. SALARY INFORMATION

The Committee requested the item be continued to next month's Committee meeting.

7. COMMITTEE DELINEATION OF DUTIES

The Committee requested the item be continued to next month's Committee meeting.

8. PROPOSED CHANGES TO THE ADMINISTRATIVE CODE

The Committee requested the item be continued to next month's Committee meeting.

10. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

Director Kawasaki requested that the Committee formalize the California Environmental Quality Act (CEQA) findings for the next Committee meeting.

The next regularly scheduled meeting is Monday, November 8 at 12:00 p.m.

11. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 1:32 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. 4

Prepared by: Abbie Andom

Reviewed by: Scott M Ota

Approved by: Robb Whitaker

DATE: NOVEMBER 8, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CEQA POLICY

SUMMARY

The Administrative Committee requested a review of the District's compliance with the California Environmental Quality Act ("CEQA") for applicable projects. District Counsel will be present at the Committee meeting to provide the Committee with an update.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 5

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

DATE: NOVEMBER 8, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE

SUMMARY

The Administrative Committee requested a review of communications and vehicle allowances of other local water districts, specifically to determine if the agencies adjust these allowances for the increase or decrease in the annual consumer price index (CPI).

Information was presented at the Committee meeting on October 21, 2010 and the item was deferred to the next Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 6

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

DATE: NOVEMBER 8, 2010
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: SALARY INFORMATION

SUMMARY

The Board of Directors asked the Administrative Committee to review the possibility of placing WRD salaries on the WRD's website.

At the September 23, 2010 meeting of the Administrative Committee, the Committee asked staff to find out if there is any pending legislation related to posting of salaries for either District staff or Board of Directors members. The Committee also asked staff to look into local government agencies and report on which of the local agencies are posting their salaries on their websites.

Staff provided a report to the Committee at its meeting on October 21, 2010. This matter was deferred to the next Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 7

Prepared by: Abbie Andom

Reviewed by: Scott M. Ota

Approved by: Robb Whitaker

DATE: NOVEMBER 8, 2010
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: COMMITTEE DELINEATION OF DUTIES

SUMMARY

The Administrative Committee at its July 12, 2010, August 9, 2010 and September 23, 2010 meetings reviewed the responsibilities of each Standing Committee of the Board of Directors as currently outlined in Section 3 of the Administrative Code. Discussion followed and the Committee requested staff to review the responsibilities of each committee, make changes as appropriate for the Administrative Committee's consideration and continue the item to this meeting.

Staff presented these changes to the Administrative Committee at its October 21, 2010 meeting. This item was deferred to the next Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 8

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: NOVEMBER 8, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PROPOSED CHANGES TO THE ADMINISTRATIVE CODE

SUMMARY

On August 20, 2010, the Board of Directors approved changes to the District's Procurement Policies and Procedures, which can be found in Chapter 10 of the District's Administrative Code. The policies and procedures were revised to ensure compliance with best public agency practices.

Based on the Administrative Committee's recommendations, and best practices, the policies and procedures were revised as follows:

1. The policies and procedures are now divided into three stand alone sections: construction contracts; contracts for the purchase of materials, supplies and equipment; and professional services contracts.
2. Each section now contains clear guidelines on when a contract must be put out for a request for proposals (RFP), request for qualifications (RFQ) or bid and the requirements for the procurement process.
3. Provisions concerning when Board approval for a contract is required and when General Manager's approval for a contract is allowed is now included in each section.
4. Each section now contains provisions regarding Board approval for request for proposals and requests for qualifications.

The Chair of the Administrative Committee requested that this item be placed on the Administrative Committee agenda to remove items in §10.1.2(a), §10.2.2(a), §10.3.2 and §10.3.3 which state, "Before advertising for any bid, District staff shall obtain Board approval of the Contract Solicitation." Section 10.3.2 also requires that "Prior to issuing a request for qualifications, District shall obtain Board approval of the request for qualifications."

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends no change to the current language of §10.1.2(a), §10.2.2(a), §10.3.2 and §10.3.3 of the Administrative Code.



MEMORANDUM

ITEM NO. 9

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

DATE: NOVEMBER 8, 2010
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff will provide a written report at the Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.