

**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, DECEMBER 13, 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 NOVEMBER 8, 2010**
Staff Recommendation: Approve as submitted.
- 4. HEALTH REIMBURSEMENT ARRANGEMENT**
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. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 9. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 10. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, December 9, 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 NOVEMBER 8, 2010
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on November 8, 2010 at 12:30 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: Robb Whitaker, Scott Ota, Jenna Shaunessy,
District Counsel Jamie Casso

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF OCTOBER 21, 2010

The minutes were approved as submitted.

The agenda items were taken out of order.

8. PROPOSED CHANGES TO THE ADMINISTRATIVE CODE

Director Murray stated that he would like to recommend that the Administrative Code be amended to remove the requirement of Board approval for the issuance of contract solicitations or request for proposals/qualifications (RFP/RFQ).

General Manager Robb Whitaker stated that it is his preference that the Board approves issuance of request for proposals and other contract solicitations. Mr. Whitaker explained that it is very rare that seeking Board approval would have a scheduling impact on the project and, if needed, a special board meeting can always be convened. He noted that although the issuance of the RFP does not commit the District, it sends a message that something is going to be done. Mr. Whitaker stated that he would like to have the intent of the RFP supported by a majority of the Board members.

Discussion followed. The Committee received and filed the staff report and stated that it would reserve the right to make changes in the future if it so desires.

4. CEQA POLICY

Director Kawasaki stated that she would like a California Environmental Quality Act (CEQA) policy for the District in place for Board consideration. She explained that the policy would determine if a project needs certain findings on CEQA or an exemption.

District Counsel Jamie Casso asked his associate, Tim Cremin of Meyers Nave, to participate via teleconference. Mr. Cremin stated that WRD is a public agency and state law defines what is subject to CEQA. He noted that local agencies do not necessarily adopt their own policies.

Discussion followed. The Committee asked Mr. Cremin to provide a legal opinion on what state law requires and make the corresponding recommendation if the District needs to adopt a CEQA policy. The Committee deferred the item to the next meeting.

5. CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE

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

6. SALARY INFORMATION

Mr. Whitaker stated that the proposed legislation related to public agencies posting salaries on their websites did not pass. He noted that the State Controller's office recently published on their website a list of local governments and the salaries, benefits and pensions of city and county employees in California. He stated that the site lists the salary range for each employee classification, the amount paid to each employee in 2009, the amount spent on medical and other insurance for each employee and other information.

Mr. Whitaker stated that the Board had asked the Administrative Committee to review the possibility of placing WRD salaries on the District's website.

Chief Financial Officer Scott Ota provided the Committee with a list of water and other local agencies that have posted salary information on their websites.

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

7. COMMITTEE DELINEATION OF DUTIES

The Committee reviewed the proposed changes to Section 3 of the Administrative Code regarding responsibilities of each standing committee of the WRD. Discussion followed and the Committee requested the item be continued to next month's meeting.

9. DEPARTMENT REPORT

Director Murray requested that the Department Report be mailed with the agenda packet.

Mr. Ota provided an update on the District's health reimbursement claim procedure. He stated that Flex Plan, the District's health reimbursement administrator, had informed staff that changes can be made to the District's existing plan.

Discussion followed and the Committee recommended that an amendment be made to the District's plan coverage such that claims for health care reimbursement can go back to calendar year 2005. The Committee further recommended that staff develop the language for the contract amendment and present it to the Committee at next month's meeting.

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

The next regularly scheduled meeting is Monday, December 13, 2010 at 12:00 p.m.

11. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:46 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. 4

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: DECEMBER 13, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: HEALTH REIMBURSEMENT ARRANGEMENT

SUMMARY

On November 8, 2010, the Administrative Committee directed staff to contact Flex Plan Services, Inc., the District's third-party benefit administrator for flexible spending accounts (FSA) and health reimbursement arrangements (HRA), to discuss alternatives to the current reimbursement procedures.

The Board of Directors has given direction to Flex Plan Services to allow reimbursement of medical expenses, as allowed for by the Internal Revenue Service, for up to two years from the end of the plan year in which the date of service occurred. For example, if an employee has a qualified medical expense with a date of service in May 2010, then the employee has two years from December 31, 2010 to request reimbursement of the qualified expense.

A representative from Flex Plan Services, Inc. will be available via conference call to discuss alternatives available to the District.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 5

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

DATE: DECEMBER 13, 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 meetings on October 21 and November 8, 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: DECEMBER 13, 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. Staff reported to the Committee on October 21, 2010 that there was no pending litigation requiring the posting of salaries.

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 reported to the Committee on October 21, 2010 and provided a list of cities and water districts and whether they currently provide salary information to the public (attached).

At the November 8, 2010 meeting of the Administrative Committee, the Committee asked staff to find out if the State Controller has any legal recourse or binding power to require WRD to submit salary information for posting on the State Controller's website. Staff will discuss their findings at the Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.

CITY	FOUND SALARY INFORMATION FROM WEBSITE	FOUND SALARY INFORMATION FROM GOOGLE SEARCH
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Artesia	YES	
Bell	YES	
Commerce	YES	
Compton	YES	
Huntington Park	YES	
Inglewood	YES	
Lakewood	YES	
Lomita	YES	
Lynwood	YES	
Montebello	YES	
Monterey Park	YES	
Palos Verdes Estates	YES	
Rancho Palos Verdes	YES	
Rolling Hills	YES	
Rolling Hills Estates	YES	
Torrance	YES	
Vernon	YES	
Bell Gardens		YES
Carson		YES
Downey		YES
Lawndale		YES
Manhattan Beach		YES
South Gate		YES
Bellflower	NO	NO
Cerritos	NO	NO
Cudahy	NO	NO
Del Aire	NO	NO
East Compton	NO	NO
East La Mirada	NO	NO
East Los Angeles	NO	NO
El Segundo	NO	NO
Florence-Graham	NO	NO
Gardena	NO	NO
Hacienda Heights	NO	NO
Hawaiian Gardens	NO	NO
Hawthorne	NO	NO
Hermosa Beach	NO	NO
La Habra Heights	NO	NO
La Mirada	NO	NO
Ladera Heights	NO	NO
Lennox	NO	NO
Long Beach	NO	NO
Los Angeles	NO	NO
Maywood	NO	NO
Norwalk	NO	NO
Paramount	NO	NO
Pico Rivera	NO	NO
Redondo Beach	NO	NO
Santa Fe Springs	NO	NO
Signal Hill	NO	NO
South Whittier	NO	NO
View Park-Windsor Hills	NO	NO
Walnut Park	NO	NO
West Athens	NO	NO
West Carson	NO	NO
West Compton	NO	NO
West Whittier-Los Nietos	NO	NO
Westmont	NO	NO
Whittier	NO	NO
Willowbrook	NO	NO

Water District

FOUND SALARY
CHART FROM
WEBSITE

FOUND SALARY
CHART FROM
GOOGLE SEARCH

CBMWD	YES	
IRVINE RANCH WATER DISTRICT	YES	
LADWP	YES	
OCWD	YES	
BELLFLOWER MUNICIPAL WATER DISTRICT	NO	NO
LONG BEACH WATER DEPARTMENT	NO	NO
MWD OF ORANGE COUNTY	NO	NO
ORCHARD DALE WATER DISTRICT	NO	NO
PICO WATER DISTRICT	NO	NO
SAN GABRIEL WATER DISTRICT	NO	NO
TORRANCE WATER DISTRICT	NO	NO
WALNUT PARK MUTUAL WATER COMPANY	NO	NO
Water Replenishment District	NO	NO
WBMWD	NO	NO



MEMORANDUM

ITEM NO. 7

Prepared by: Abbie Andom

Reviewed by: Scott M. Ota

Approved by: Robb Whitaker

DATE: DECEMBER 13, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: COMMITTEE DELINEATION OF DUTIES

SUMMARY

The Administrative Committee at each of its meetings since July 12, 2010, has 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 the changes to the Administrative Committee at its November 8, 2010 meeting. This item was deferred to the next Committee meeting.

- **Changes as of the September, 23, 2010 Administrative Committee are marked in blue**
- **Changes as of the September, 23, 2010 Administrative Committee are marked in red**

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.

Administrative Committee
Updated as of 9/23/10
Updated as of 11/08/10
Committee Delineation of Duties

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COMMITTEES OF THE BOARD

Identification of Standing Committees

The Standing Committees of the Board of Directors are:

- Finance Committee
- Administrative Committee
- Groundwater Quality Committee
- Water Resource Committee
- External Affairs Committee

Finance Committee

The Finance Committee shall study, advise and make recommendations with regard to the following:

1. ~~Provide general oversight of the financial~~ activities of the District by reviewing the monthly demands, financial statements, reimbursements and other key financial issues of the District;
2. Be the oversight Committee responsible to the Board of Directors for coordinating the annual budget process and monitoring the budget as necessary to ensure that the operations of the District are conducted pursuant to it;
3. Be responsible to the Board for the District's investment policy and monitoring the District's investment portfolio. The committee is to monitor any short, intermediate, and long-term capital needs of the District; ~~and,~~
4. ~~Acts as the Audit Committee liaison to the District's independent financial auditor relating to the Comprehensive Annual Financial Audit (CAFA) conducted by the District's independent financial auditor; and,~~
- 4.5. Shall not make recommendations to the Board of Directors on any matters which are the purview of other committees.

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Administrative Committee

The Administrative Committee shall study, advise and make recommendations with regard to the following:

1. Administrative and personnel pPolicies and procedures to be considered by the Board of Directors;
2. Be responsible for the policies and procedures pertaining to the oversight and management of the organization, including but not limited to the District's organization and the flow of the authority and responsibility; and,
3. Periodic independent reviews and studies of the organization, classification of positions and related compensation ranges as outlined in the memorandum of understanding with the employees bargaining unit.

Groundwater Quality Committee

The Groundwater Quality Committee shall study, advise and make recommendations with regard to the following:

1. The operation, protection and maintenance of the District's clean-water quality facilities; including the Robert W. Goldsworthy Desalter Facility
2. Engineering aspects of all clean-water quality projects; including wellhead treatment and salt management
3. The effect on the District of existing and proposed federal, state and local water quality statutes and regulations;
4. Provide input related to the District's Capital Improvement Program as it relates to clean-water quality projects;
5. Review applications from pumpers for wellhead treatment projects as part of the District's Safe Drinking Water Program and make recommendations to the Board of Directors; and,
- 4.6. Periodically review the progress of the Regional Groundwater Monitoring Program and make recommendations to the Board of Directors relating to specific components of the program such as the need for additional monitoring wells.

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Water Resources Committee

The Water Resources Committee shall study, advise, and make recommendations with regard to the following:

1. The operation, protection and maintenance of the District's replenishment water facilities;
2. Policies, sources and means related to the stewardship-water supply of the Central and West Coast Groundwater Basins including, but not limited to, importing and distributing water, transferring water and wheeling as required by the District;
3. Policies regarding recycling, reuse and underground storage of water and use thereof;
4. Environmental compliance and requirements and the effect on the District of existing and proposed federal, state and local environmental statutes and regulations;
5. Engineering aspects of all replenishment water projects;
6. Provide input related to the District's Capital Improvement Program as it relates to replenishment water projects; and,
- 6.7. Policies related to the District's conjunctive use efforts including but not limited to California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

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External Affairs Committee

The External Affairs Committee shall study, advise, and make recommendations with regard to the following:

1. Proposals and recommendations of the General Manager, other committees, and board members concerning Local, Regional, State and Federal legislation, or amendments thereto, that may affect the District;
2. Recommendations for new legislation identified by members of the Board or the General Manager;
3. Opportunities for members of the Board to assist in outreach activities, including efforts to inform members of the Legislature or the Congress of the District's position with regard to proposed legislation;

4.3. The effectiveness of legislative advocacy efforts ~~by staff and members of the~~
Board;

5.4. The development and implementation of school education programs, including
the expectations and goals for these programs;

6.5. The effectiveness of the District's external affairs programs and general
communications efforts directed at member agencies and the general public; and

7.6. The ~~selection recommendation~~ of public information consultants and legislative
advocates and the scope of their assignments to the Board of Directors.

DRAFT



MEMORANDUM

ITEM NO. 8

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: DECEMBER 13, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Discussions with Flex Plan Services to determine alternate options for Healthcare Reimbursement Account (HRA) relating to extension / retroactive claim filing periods
- Prepare draft request for proposals (RFP) for District Counsel, review current agreements with Special Counsel and District Counsel for Ad Hoc Legal Committee
- Work with Legal Counsel regarding items related to the District's negotiation with the labor union
- Work with Legal Counsel on financial data related to the lawsuit against WRD's replenishment assessment
- Prepare travel arrangements for Directors and staff for Association of California Water Agencies (ACWA), Colorado River Water Users Association (CRWUA) and other District-related travel
- Worked with District Counsel relating to preparations for public hearing, including drafting notice of publication for LA Bulletin, notice of hearings for posting and notice and call of the Special Meeting of the Board of Directors
- Work with District Counsel on a public records request in accordance with the California Public Records Request (CPRA) Act received from Sedgwick, Detert, Moran & Arnold, LLP on behalf of Central Basin Municipal Water District (CBMWD)
- Attended and prepared minutes for Finance Committee on 11/10/10 and 11/9/10, External Affairs Committee on 11/15/10, Water Resources Committee 11/29/10, Board Meetings on 11/19/10 and 11/8/10
- Working on various personnel, human resource and legal issues

FISCAL IMPACT

None

STAFF RECOMMENDATION

For information