

**SPECIAL 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., THURSDAY, OCTOBER 13, 2011**

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 AUGUST 8, 2011**
Staff Recommendation: For approval.
- 4. ADMINISTRATIVE CODE REVISIONS**
Staff Recommendation: Discuss any Administrative Code revisions and recommend that the Board consider adoption of any such revisions as recommended by the Committee.
- 5. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 6. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 7. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, October 5, 2011.

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.

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**MINUTES OF AUGUST 8, 2011
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 August 8, 2011 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
Sergio Calderon (Alternate)

Staff: Scott Ota, Jenna Shaunessy

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF JULY 11, 2011

The minutes were approved as submitted.

4. ACWA JPIA INSURANCE COVERAGE

Chief Financial Officer Scott Ota stated that at the June 23, 2011 Board meeting, President Sergio Calderon requested the Administrative Committee to review the District's insurance policies for liability, property and workers compensation coverage with the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA). Mr. Ota stated that the Administrative Committee met on July 11 and, after discussion, the Committee recommended staff send ACWA/JPIA a letter of intent to withdraw from the JPIA's Liability, Property and Workers Compensation Programs and requested staff to come back to the Committee with additional information on alternatives and other risk-based pooled programs.

Mr. Ota noted that staff sent the letter to ACWA/JPIA as directed by the Committee. He explained that the JPIA Agreement provides for withdrawal from the joint pooled protection program only at the end of the policy year and stated that WRD has given the JPIA twelve-months notice of its intent to withdraw from said pooled protection program. He stated that the soonest the District can withdraw from each pooled insurance program is as follows: Liability Insurance – 10/1/12; Property Insurance – 4/13/13; and Workers Compensation – 7/1/13.

Mr. Ota stated that staff has also contacted local water agencies for information on their liability, property and workers compensation insurance programs. He noted that of the 13 water agencies contacted – nine are covered by ACWA/JPIA, one is covered by Grundy Insurance, one by Goodwin 7 Associates, and two are self-insured.

Mr. Ota also informed the Committee that staff contacted over 50 insurance companies and only a handful can meet the District's current insurance coverage. He noted that staff will also be meeting with some of the companies to discuss what they can offer the District.

Discussion followed. Director Calderon stated that he wanted to make sure that the District gets the best value possible and would like to evaluate what the industry has to offer.

The Committee recommended the Board approve the issuance of request for qualifications (RFQ) for insurance and risk management services.

5. ADMINISTRATIVE CODE REVISIONS

The Item was continued to the next meeting.

6. DEPARTMENT REPORT

Mr. Ota referred to the written report and provided an update on the Department's activities.

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

None.

8. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 1:10 p.m.

Chair

ATTEST:

Member



MEMORANDUM

ITEM NO. 4

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: OCTOBER 13, 2011

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE REVISIONS

SUMMARY

Changes to the Administrative Code will be presented and discussed at the meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Discuss any Administrative Code revisions and recommend that 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 Ota

Approved by: Robb Whitaker

DATE: OCTOBER 13, 2011
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Worked with Interim District Counsel on seven California Public Records Requests (CPRA) from Sedgwick on behalf of Central Basin Municipal Water District
- Continued managed the recruitment process for the Assistant General Manager position.
- Provided orientation and human resource processing for the new Administrative Specialist and Senior Hydrogeologist positions
- September 19, 2011 organized AB1825 for the Board of Directors
- Researched insurance alternatives to ACWA/JPIA insurance coverage. Developed matrix to track consistency of coverage
- Prepared monthly Director's expenses
- Provided documentation for the MOU negotiation process
- Arranged building safety inspection for fire alarm system
- August 15, 2011 attended and prepared minutes for the External Affairs Committee meeting
- August 15, 2011 made arrangements for Joint Ad Hoc West Basin Committee meeting
- August 16, 2011 made arrangements for Joint Ad Hoc Work Force Committee meeting
- August 19, 2011 made arrangements for Joint Ad Hoc Building Committee meeting

- August 19, 2011 attended and prepared minutes for the meeting of the Board of Directors
- August 22, 2011 attended and prepared minutes for the Special Finance Committee meeting
- August 31, 2011 attended and prepared minutes for Groundwater Quality Committee meeting
- September 9, 2011 attended and prepared minutes for Special External Affairs Committee meeting
- September 12, 2011 attended and prepared minutes for the Water Resources Committee meeting
- September 16, 2011 attended and prepared minutes for the meeting of the Board of Directors
- September 21, 2011 attended and prepared minutes for the Finance Committee meeting
- September 28, 2011 attended and prepared minutes for Groundwater Quality Committee meeting
- September 29, 2011 prepared for and attended the Ad Hoc Bond Financing Committee meeting
- October 6, 2011 prepared for and attended the Ad Hoc Redistricting Committee meeting
- Continued work on various personnel, human resource and legal issues

FISCAL IMPACT

None

STAFF RECOMMENDATION

For information.