

**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., TUESDAY, NOVEMBER 22, 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. WRD ADMINISTRATION BUILDING HVAC SERVICE CONTRACTS WITH CLIMATE PRO MECHANICAL AND SIGNET CONTROLS INC.**
Staff Recommendation: (1) Enter into a Professional Services Contract with Climate Pro Mechanical, subject to approval of form by District Counsel, for an amount not to exceed \$20,200 to reconfigure the current system and to provide HVAC maintenance services over a period of two years; and (2) Enter into a Professional Services Contract with Signet Controls Inc., subject to approval of form by District Counsel, for an amount not to exceed \$23,400 to reconfigure the current system, to integrate a computer monitoring system and to provide maintenance services for the building environmental control system over a period of two years.
- 5. ADMINISTRATIVE CODE REVISION – APPROVAL OF STAFF EXPENSES**
Staff Recommendation: Authorize the Manager of Finance and Administration, in addition to the General Manager and Chief Financial Officer, to approve reimbursement of staff expenses, and adopt Resolution No. 11-917 revising Section 7.3.2 of the Administrative Code.
- 6. ADMINISTRATIVE CODE REVISION – REMOVAL OF MANAGEMENT VEHICLE ALLOWANCE**
Staff Recommendation: Revise Section 9 – District Management of the Administrative Code, delete Section 9.3 and adopt Resolution No. 11-918.

7. ADMINISTRATIVE CODE REVISIONS

Staff Recommendation: Discuss any Administrative Code revisions with the Committee for possible recommendation to the Board.

8. RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD'S LABOR MOU

Staff Recommendation: For discussion.

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 17, 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.

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.