

**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, FEBRUARY 13, 2012**

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 22, 2011 AND DECEMBER 13, 2011**
Staff Recommendation: Approve as submitted.
- 4. PROFESSIONAL CERTIFICATION REVIEW**
Staff Recommendation: For discussion.
- 5. RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD'S LABOR MOU**
Staff Recommendation: For discussion.
- 6. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 7. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 8. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, February 9, 2012.

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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Agendas and minutes are available at the District's website, www.wrd.org.

UNAPPROVED
MINUTES

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**MINUTES OF NOVEMBER 22, 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 November 22, 2011 at 2:24 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Administrative Specialist Sheryll Moffat recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

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

Staff: Scott Ota, Jenna Shaunessy, Jim McDavid,
Special Counsels David Alvarez and Wendy Tseng

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF AUGUST 8, 2011

The minutes were approved as submitted.

The agenda items were taken out of order.

5. ADMINISTRATIVE CODE REVISION-APPROVAL OF STAFF EXPENSES

Manager of Finance and Administration Jenna Shaunessy stated that this is a procedural change to improve efficiency by adding the Manager of Finance and Administration to approve reimbursement of expenses submitted by staff. Ms. Shaunessy said that currently both the General Manager and the Chief Financial Officer are authorized to approve reimbursement of staff expenses.

Director Kawasaki asked if this proposed revision changes any other areas of the Administrative Code or affects expenses to which staff replied that it does not.

The Committee approved the staff recommendation to 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.

4. WRD ADMINISTRATION BUILDING HVAC SERVICE CONTRACTS WITH CLIMATE PRO MECHANICAL AND SIGNET CONTROLS INC.

Senior Water Resources Engineer Jim McDavid stated that staff would like to issue maintenance contracts to two different vendors in order to service the needs of the HVAC system in the building. Mr. McDavid explained that the HVAC system has two main components: a computer controlled system that controls the distribution (redirects the air flow) of air and heat within the building and another control that resides within the air conditioning units that are on the roof. He stated that both of these units are proprietary and over the last few years the District has had some heat loads that the system has been unable to meet. He noted that all the controllers need to be reprogrammed throughout the building and there is also a need to improve the communication systems between the two main components. Mr. McDavid stated that staff got additional quotes from other vendors within the District's geographical service area and staff is recommending Climate Pro Mechanical and Signet Controls Inc. He concluded by stating that the improvements will promote cost savings and better electrical system efficiency.

The Committee concurred with the staff recommendation to 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.

6. ADMINISTRATIVE CODE REVISION-REMOVAL OF MANAGEMENT VEHICLE ALLOWANCE

Ms. Shaunessy stated that Section 9.3 of the Administrative Code provides for a vehicle allowance for the Assistant General Manager. She said that staff is recommending that this section be deleted.

The Committee concurred with the staff recommendation to delete Section 9.3 of the Administrative Code and approve Resolution No. 11-918.

7. ADMINISTRATIVE CODE REVISIONS

Chief Financial Officer Scott Ota said that Director Robles requested the Administrative Committee to review the process of evaluating Request for Qualifications and Request for Proposals as documented in Chapter 10 of the Administrative Code.

After review and discussion, the Committee recommended that no change be made to the existing policy.

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

Ms. Shaunessy introduced Wendy Tseng of Leal-Trejo who stated that there are two categories of employees at the District: those represented by the employees' Union and those who are not Union members.

Director Murray deferred this item to the next meeting of the committee and asked that District Counsel prepare a report on the differences between the contracts for management and non-management employees.

9. DEPARTMENT REPORT

Ms. Shaunessy reviewed the written report that was part of the meeting packet. Director Kawasaki asked if staff time is being tracked as well as the additional costs that the District is incurring due to the various lawsuits and CPRA requests. Ms. Shaunessy said that they are being tracked on the timesheets.

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

The Committee asked that the ACWA RFQ's come back to the Committee for review.

11. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:00 p.m.

Chair

ATTEST:

Member

**MINUTES OF DECEMBER 13, 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 December 13, 2011 at 12:45 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, Jenna Shaunessy,
Special Counsel David Alvarez

2. PUBLIC COMMENT

None.

3. INSURANCE STATEMENTS OF QUALIFICATIONS

Manager of Administration and Finance Jenna Shaunessy stated that the Board of Directors approved the issuance of request for qualifications (RFQ) for insurance services at the recommendation of the Finance Committee and staff has distributed the RFQs received to the Finance Committee members. Ms. Shaunessy stated that the Finance Committee directed staff to schedule a mandatory all-hands meeting with the firms that submitted RFQs and to schedule the meeting after January 1, 2012.

Discussion followed, and the Committee recommended that staff develop a criteria in order to evaluate all proposals received. The Committee also requested the General Manager to work with the Administrative and Finance Committees' chairs to resolve which committee has purview over the item.

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

Special Counsel David Alvarez stated that on October 21, 2011, the new Memorandum of Understanding (MOU) between the Board and the Employees Association was ratified. Mr. Alvarez stated that staff is in the process of proposing modifications to the Administrative Code to make it consistent with the MOU.

Discussion followed and the Item was continued to the next meeting.

5. DEPARTMENT REPORT

Ms. Shaunessy referred to the written report and provided an update on the Department's activities.

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

The next Administrative Committee meeting is scheduled Monday, January 9, 2012 at 12:00 p.m.

7. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 1:50 p.m.

Chair

ATTEST:

Member



MEMORANDUM

ITEM NO. 4

Prepared by: J H Shaunessy

Reviewed by: Scott M Ota

Approved by: Robb Whitaker

DATE: FEBRUARY 13, 2012
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: PROFESSIONAL CERTIFICATION REVIEW

SUMMARY

It is to the District's benefit to have an educated, accredited staff both as a workforce as well as representatives of WRD in the community we serve. In order to encourage both professional and technical education and certification staff would like to clarify the Educational Rebate Program language in Section 14.11 of the Administrative Code to include review courses as part of a Continuing Education Program.

The current Administrative Code presently provides the following direction:

14.11 Educational Rebate Program

To encourage training and professional career advancement by regular full-time employees, the District will reimburse 100 percent of tuition, registration fees, books, and laboratory costs, per quarter or semester, for up to 12 units of coursework directly related to field of employment, subject to the approval of the General Manager.

To be eligible for such reimbursement, an employee must provide evidence a course has been completed with a minimum grade of "C". If the employee leaves the District employ voluntarily within 12 months of completion of such coursework, the employee is not eligible for this benefit and the tuition reimbursement amount will be deducted from final compensation.

These courses are not normally provided on a letter grade basis but can be essential in order to achieve or maintain accreditation.

Licensing Courses & Exams

Discussed changes to Section 14.11 of the Administrative Code (potential language for discussion):

The District will also provide reimbursement for courses taken to prepare for licensing exams for District employees under the following circumstances:

- (a) The course or courses must be taken to prepare for the licensing exam (or renewal of license exam) provided for any professional license required for the performance of duties in District employment;
- (b) The requesting employee must complete the review course, provide written evidence of said completion, and successfully complete the examination for which the review course was taken (if one is offered). In the case where no examination is administered but only continuing education courses are required, the requesting employee must provide written evidence to the General Manager that the professional license in question has been renewed as a result of the successful completion of the review course.
- (c) The General Manager must grant written approval to the requesting employee.
- (d) At the discretion of the General Manager, the course or courses and examination may be taken to complete and meet the requirements for a related or specialized license (in addition to a license the employee may currently hold) that in the judgment of the General Manager serves the interests of the District.

The District will not reimburse the requesting employee for multiple review courses for the same accreditation due to failure to successfully complete the examination.

FISCAL IMPACT

Contingent upon employee participation in the program; annual impact not anticipated to exceed \$5,000.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 5

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

DATE: FEBRUARY 13, 2012
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD'S LABOR MOU

SUMMARY

The Administrative Committee has requested to continue discussion regarding the reconciliation of the WRD Administrative Code and the Memorandum of Understanding (MOU) between the District and the Employees Association.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 6

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: FEBRUARY 13, 2012
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Worked with Counsel on providing information for various litigation cases;
- Maintaining information relating to Tolling Agreements to various groundwater producers;
- In conjunction with District Counsel, preparing responsive documents relating to four separate public records requests in accordance with the California Public Records Act (CPRA).
- Prepared monthly Director's expenses;
- Arranged various travel for staff and Directors;
- January 10, 2012 attended and prepared minutes for the External Affairs Committee meeting;
- January 17, 2012 attended and prepared minutes for the Water Resources Committee and Administrative Committee meetings;
- January 25, 2012 attended and prepared minutes for the Groundwater Quality Committee meeting;
- January 27, 2012 attended and prepared minutes for the meeting of the Board of Directors and the Water Replenishment District Financing Corporation;
- Continued work on various personnel, human resource and legal issues; including the retirement for a long-time WRD employee.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.