

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
9:00 A.M., THURSDAY, FEBRUARY 28, 2002**

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" may also be the subject of an "action" taken by the Board or a Committee at the same meeting.

- I. DETERMINATION OF QUORUM**
- II. PUBLIC COMMENT**
- III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF JANUARY 28, 2002**
RECOMMENDATION: Approve the minutes as submitted.
- IV. ADMINISTRATIVE CODE REVISIONS**
RECOMMENDATION: For discussion.
- V. ADJOURNMENT**

Posted by Tracey A. Burke, Acting Deputy Secretary, February 21, 2002.

UNAPPROVED
MINUTES

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**MINUTES OF JANUARY 28, 2002
REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on January 28, 2002 at 9:00 a.m. at the District Office, 12621 E. 166th Street, Cerritos, California. Chairperson Robert Goldsworthy called the meeting to order and presided thereover and Deputy Secretary Marcia A. Forkos recorded the minutes.

I. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Robert W. Goldsworthy and Willard H. Murray, Jr.

Staff: Bruce Mowry

Counsel: District Counsel Arnaldo Beltran and Assistant District
Counsel Martha Doty

II. PUBLIC COMMENT

There was none.

III. MINUTES OF THE REGULAR MEETING DECEMBER 18, 2001

The minutes of the regular meeting of December 18, 2001 were approved as amended.

IV. ADMINISTRATIVE CODE REVISIONS

Director Murray recommended that the Committee recommend that the Board move the Board meetings to the first and third Fridays of the month at 1:30 p.m. Director Goldsworthy concurred. Director Murray stated that he would like all staff available on Board days.

The Committee recommended that the General Manager have the authority to determine the scheduling of staff's days off to accommodate the proposed Board meeting schedule. Both Directors said they would prefer that staff continue with Fridays off.

General Manager Bruce Mowry started the discussion of splitting the Administrative Code into two parts. The Administrative Code would be concerned with governance and policy and the District Handbook with day to day functions of the office.

Assistant District Counsel Martha Doty is working on the split of the Administrative Code on the theory the Administrative Code would be for the Directors and General Manager and the District Handbook would be for both Directors and staff.

The Committee requested that staff poll other agencies to determine what criteria is used for their administrative codes and

handbooks. The Committee did request that Ms. Doty go forward on the split while awaiting the poll.

Discussion was held regarding which holidays should be deleted to keep the number of District holidays at twelve per year. The Committee asked staff to poll other agencies – federal, state, local, etc. to determine how many and which holidays they observe. This item was deferred to the next Committee meeting for further discussion.

V. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned.

Chairman

ATTEST:

Director



WATER REPLENISHMENT DISTRICT
OF SOUTHERN CALIFORNIA

MEMORANDUM

AGENDA ITEM NO. IV

DATE: FEBRUARY 28, 2002
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE MOWRY, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISIONS

Discussion will be held regarding updates to the Administrative Code.

RECOMMENDATION: For discussion.