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 FEBRUARY 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, March 15, 2002.
MINUTES OF FEBRUARY 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 February 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: Robert Martin and Marcia Forkos
Counsel: District Counsel J. Arnoldo Beltran

II. PUBLIC COMMENT
There was none.

III. MINUTES OF THE REGULAR MEETING JANUARY 28, 2002
The minutes of the regular meeting of January 28, 2002 were approved as amended.

IV. ADMINISTRATIVE CODE REVISIONS
District Counsel J. Arnoldo Beltran explained that the WRD Administrative Code had been split into an Administrative Code and an Employee Handbook. He recommended that the Committee individually review each of the books and that some staff also review the books.

Director Murray stated that Central and West Basin determined that it was more prudent for them to have everything in one book and then separate sections could be taken out as needed.

Mr. Beltran said that Directors would need to be familiar with the Employee Handbook as well as the Administrative Code. He noted that Directors are bound by specific policies that must also be adhered to by staff and therefore certain items would be in both books.

Discussion was held regarding how the authority of the General Manager would be shown in the Employee Handbook. Mr. Beltran said that he preferred it be shown by exception. Director Murray asked that the delineation of the General Manager’s authority be very clear.
Director Murray brought up the question of 14 holidays and again recommended that staff work the fifth Fridays, when they occur, to make up for the two extra holidays. The Committee stated that the General Manager was going to provide information regarding other Districts’ holidays at this meeting but as he was unable to attend, they asked that he provide the information at the next Committee meeting and then the Committee will make a recommendation.

Director Murray stated that he will provide information to Assistant District Counsel Martha Doty regarding the Los Angeles City procedure of including small and disadvantaged businesses in requesting bids for services to determine if it would be a policy the District may be interested in.

Controller of Finance and Administration Robert Martin noted that in the draft Administrative Code, on page 10, item G, it refers to the District not sending mailings within three months of an election. He stated that it was meant to be ninety days before an election. The Committee will take this item to the Board tomorrow for approval.

Director Murray brought up the question of a communications allowance. Discussion was held and the Committee noted that since the General Manager was not in attendance with the requested information, they asked that he provide information at the next Committee meeting.

V. ADJOURNMENT

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

__________________________
Chairman

ATTEST:

__________________________
Director
AGENDA ITEM NO. IV

DATE: MARCH 21, 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.