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, JUNE 20, 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 MAY 23, 2002
RECOMMENDATION: Approve the minutes as submitted.

IV. ADMINISTRATIVE CODE REVISIONS
RECOMMENDATION: For discussion.

V. ADJOURNMENT

Posted by Marcia A. Forkos, Deputy Secretary, June 13, 2002.
MINUTES OF MAY 23, 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 May 23, 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 thereafter and Deputy Secretary Marcia A. Forkos recorded the minutes.

I. DETERMINATION OF QUORUM
Attendees included:
Committee: Directors Robert W. Goldsworthy and Pat Acosta
Staff: Bruce Mowry and Robert Martin

II. PUBLIC COMMENT
There was none.

III. MINUTES OF THE REGULAR MEETING OF APRIL 29, 2002
The minutes of the regular meeting of April 29, 2002 are approved as submitted.

IV. RESOLUTION NO. XX-XXX – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORD/ COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO BE HELD ON NOVEMBER 5, 2002
Discussion was held and the Committee recommended that Item number seven in the Resolution be revised to state that there is a limit of 200 words for the candidate’s statement. However, candidates may, at their own expense, submit translations in other languages. The translations will not count against the 200-word limit. Staff will work with District Counsel to provide the correct language to include in the resolution.

The Committee recommended that this item be taken to the Board for approval with the one revision.

V. ADMINISTRATIVE CODE REVISIONS
District holidays were discussed and it was determined that the Committee recommend that the Board adopt the 13 holidays observed by the California Employment Development Department.
Discussion was held regarding the Procurement Policies and Procedures. The Committee recommended that the revised Procurement Policies and Procedures be taken to the Board for approval.

Discussion was held regarding changing the day and time of Board meetings. The Committee recommended that the Board meetings be held every first and third Thursday of the month at 9:00 a.m.

Director Acosta requested that Directors receive the Board agenda packets on the Monday before the meeting.

The Committee requested that the Administrative handbook be discussed at the next meeting.

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

________________________________________
Chairperson

ATTEST:

________________________________________
Director

Administrative Committee Meeting

April 29, 2002
A review will be presented of recommended modifications to the Administrative Code.

RECOMMENDATION: For discussion.