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 AUGUST 29, 2002

   RECOMMENDATION: Approve the minutes as submitted.

IV. PROPOSED DIRECTORS’ TELECOMMUNICATIONS PROGRAM

   RECOMMENDATION: For discussion.

V. STAFF TRAVEL REQUEST - 2002 NATIONAL GROUNDWATER ASSOCIATION ANNUAL CONVENTION – LAS VEGAS, NEVADA

   RECOMMENDATION: That the Committee recommend that the Board authorize the attendance of five technical staff members at the AGWSE 2002 Annual Meeting and Conference to be held in Las Vegas, Nevada, December 8 – 11, 2002.

VI. PERS / PARS BENEFITS

   RECOMMENDATION: For discussion.

VII. DEFERRED COMPENSATION UPDATE

   RECOMMENDATION: For discussion.

VIII. MINORITY BUSINESS ENTERPRISE (MBE) AND WOMEN BUSINESS ENTERPRISE (WBE)

   RECOMMENDATION: For discussion.

IX. ADJOURNMENT

Posted by Tracey A. Burke, Acting Deputy Secretary, September 19, 2002
MINUTES OF AUGUST 29, 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 August 29, 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 Pat Acosta
District Counsels: J. Arnoldo Beltran and Edward Casey
Staff: Bruce Mowry, Adeline Yoong, and Abigail Andom

II. PUBLIC COMMENT
There was none.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF JUNE 20, 2002
The minutes of the regular meeting of June 20, 2002 were approved as submitted.

IV. STAFF TRAVEL REQUEST – 2002 CA-NV SECTION OF AMERICAN WATER WORKS ASSOCIATION ANNUAL FALL CONFERENCE
General Manager Bruce Mowry stated that staff is requesting permission to attend the 2002 California-Nevada Section of the American Water Works Association (AWWA) Annual Fall Conference to be held in Reno, Nevada on October 14-17, 2002. The conference will cover various topics of interest to WRD, including regulatory updates, new treatment methods, and water quality information on emerging contaminants. Manager of Construction and Operations Kavous Emami and Senior Engineer Hoover Ng are expected to attend.

The Committee concurred with staff’s recommendation that the Board approve the attendance of two staff members to the 2002 California-Nevada Section of the AWWA Annual Fall Conference, and asked that this item be included in the agenda for the Board meeting.

V. REQUEST FOR PROPOSALS – PHONE SYSTEM
General Manager Mowry stated that the District has outgrown its current phone system, which is over 10 years old. The cost is estimated to be over $25,000.00 and staff is seeking approval to advertise for proposals in
accordance with the District Procurement policies. The Fiscal Year 2002—03 budget for a new phone system is $30,000.

The Committee concurred with staff’s recommendation and requested that this item be included in the Board agenda.

VI. CONSIDERATION OF RESOLUTION NO. 02-XXX – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REPLACING THE FORMER MODEL CODE WITH FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION 18730 (2 CAL. CODE OF REGS. SECTION 18730) BY REFERENCE AND AMENDING EXHIBIT “B” TO THE CONFLICT OF INTEREST AND DISCLOSURE CODE

District Counsel J. Arnoldo Beltran stated that this Resolution will replace the former WRD model conflict of interest code with the Fair Political Practices Commission (FPPC) regulation 18730 and will amend Exhibit B. Exhibit B changes included changing title of Controller to Controller of Finance and Administration and changing the reporting category from “2” to “1;” adding the title of Manager of Operations and Construction; and deleting the positions of Manager of Administration and Public Affairs Manager.

District Counsel Beltran also stated that he would like to seek an opinion from the FPPC regarding possible disclosure and conflict of interest from the WRD Technical Advisory Committee (TAC) members. Discussion followed. The Committee asked that Counsel inform the Committee when it has the information.

The Committee recommended that the Board adopt Resolution No. 02-XXX and requested that this item be included in the Board agenda.

District Counsel Beltran stated that a request was received from the County of Los Angeles Department of Public Works regarding participation in the exchange of ad valorem property tax. A public hearing is scheduled before the Board of Supervisors on September 24, 2002. If a taxing agency involved in the negotiations does not adopt a resolution providing for the exchange of property tax, the Board of Supervisors can determine the exchange of property tax revenue for that taxing agency.

The Committee recommended that the Board adopt Resolution No. 02-XXX and requested that this item be included in the Board agenda.

**VIII. ACWA-JPIA LIABILITY INSURANCE POLICY**

District Counsel Ed Casey stated that the District’s liability insurance policy, expiring on September 30, 2002, will cost the District over $133,000 for the next policy period. The increase was largely due to claims presented the previous year relating to lawsuits that the District had settled. $40,000 was also refunded by ACWA-JPIA to the District relating to a settled lawsuit.

The Committee concurred with staff’s recommendation and requested that this item be included in the Board agenda.

**IX. BOARD OF DIRECTORS MEETING SCHEDULE**

After due deliberation, the Committee recommended that the Board meet every first and third Thursday of the month, at 9:00 a.m., starting with the first meeting in October.

The Committee recommended that this item be included in the Board agenda.

**X. ADMINISTRATIVE CODE REVISIONS**

District Counsel Casey stated that the proposed amendments to the Administrative Code relate to the District’s procurement and contracting procedures. The recommendations address issues raised by the Audit Report.

Discussion followed on each of the recommended actions and changes. A draft model of a Professional Services Agreement, separate agreements for each of the District’s three lobbyists, and a modification to the existing District Counsels’ contracts were presented and discussed.

The Committee concurred with staff’s recommendation and requested that this item be included in the Board agenda without the lobbyists’ contracts at this time. Those contracts require more review before going to the Board.
The Committee stated that PERS/PARS and a Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) presentations be made at the next Committee meeting.

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

__________________________
Chairperson

ATTEST:

__________________________
Director
DATE:         SEPTEMBER 24, 2002

TO:          ADMINISTRATIVE COMMITTEE

FROM:        BRUCE MOWRY, GENERAL MANAGER

SUBJECT:     PROPOSED DIRECTORS’ TELECOMMUNICATIONS PROGRAM

In December, 2001, District Counsel addressed a Director’s inquiry regarding whether
WRD may authorize a flat monthly “telecommuting allowance” to cover Directors’
District-related cell phone, pager, and email (Internet) expenses. The following is a
summary of Counsel’s findings at that time.

WRD presently reimburses Directors for all District-related cell phone,
pager, and email (Internet) expenses upon presentation of proper receipts. The Administrative Code has provisions permitting reimbursement of such
expenses. The section on Reimbursable Expenses contains the
guidelines for reimbursement and sets forth who the policy applies to, the
general principles of reimbursement, the approval procedure required.
The fundamental principle applicable here is set forth as: “all expenses
shall be reasonable and necessary.” The Finance Committee has the
responsibility and authority to review receipts and to approve requests for
reimbursement based upon presentation of receipts and has approved
requests for these phone/pager/email expenses.

WRD has, in the past, authorized a fixed allowance for Directors’
expenses (e.g., car allowance) and may do so with respect to
telecommunications expenses as well.

The Board may, by minute motion, adopt a provision in the Administrative
Code setting forth the allowance.
FISCAL IMPACT
None at this time.

RECOMMENDATION:  For discussion.
The Association of Ground Water Scientists and Engineers (AGWSE) is holding its Annual Meeting and Conference on December 8-11, 2002 in Las Vegas, Nevada. The topic of this year’s conference is “Linking Surface and Subsurface Hydrology”. Some of the topics will include:

- Aquifer storage and recovery;
- Current and innovative approaches for quantifying recharge;
- Groundwater/Surface water interactions;
- Groundwater profiling to locate sources of hexavalent chromium contamination;
- Horizontal directional drilling (HDD) technologies;
- Watershed evaluation to locate potential recharge sites; and
- Groundwater modeling applications and techniques.

In addition, the conference has an extensive exhibit hall to display the latest in tools, products, science, and information on groundwater resources management and water quality investigations and remediation. The conference is very applicable to the work of the District, and Staff will benefit by attending and participating. Because of the direct benefits, 5 technical staff members are requesting attendance.

**FISCAL IMPACT**
Estimated expenses to attend the conference are about $1,300 per person. The conference was budgeted in the FY 2002/03 budget.

**RECOMMENDATION:** That the Committee recommend that the Board authorize the attendance of five technical staff members at the AGWSE 2002 Annual Meeting and Conference to be held in Las Vegas, Nevada, December 8 -11, 2002.
DATE: SEPTEMBER 24, 2002
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE MOWRY, GENERAL MANAGER
SUBJECT: PERS / PARS BENEFITS

In addition to the enclosed information, staff will discuss PERS / PARS benefits with the Committee.

FISCAL IMPACT
None at this time.

RECOMMENDATION: For discussion.
MEMORANDUM

DATE: September 24, 2002
TO: Administrative Committee
FROM: Robert Martin, Controller
SUBJECT: PERS/PARS

Public agency retirement benefits is a highly publicized and debated issue these days. The Long Beach Press Telegram published a letter written by Kevin Boylan of the City of Long Beach defending the City’s recent change in its retirement system. According to the letter, more than 100 public agencies in California have increased their retirement plans with PERS since January 2002, including nine of our neighboring cities. Central and West Basin Municipal Water Districts also increased their PERS retirement and passed a new PARS retirement for Directors who are ineligible to participate in PERS.

Attached you will find some news articles showing public opinions on public agency retirement benefit increases, and 3 rate sheets showing the District’s current PERS program (2% at 55) and two optional programs (2.7% at 55, 3% at 60). An oral presentation will be provided at the meeting.

Robert Martin
DATE: SEPTEMBER 24, 2002

TO: ADMINISTRATIVE COMMITTEE

FROM: BRUCE MOWRY, GENERAL MANAGER

SUBJECT: DEFERRED COMPENSATION UPDATE

Currently, WRD employees participate in a 457 plan administered by Nationwide Retirement Solutions. Staff and Directors have inquired about having more options than the current plan provides. Staff will present information that has been gathered regarding additional deferred compensation plans and administrators.

FISCAL IMPACT
None at this time.

RECOMMENDATION: For discussion.
DATE: SEPTEMBER 24, 2002

TO: ADMINISTRATIVE COMMITTEE

FROM: BRUCE MOWRY, GENERAL MANAGER

SUBJECT: MINORITY BUSINESS ENTERPRISE (MBE) AND WOMEN BUSINESS ENTERPRISE (WBE)

During the Administrative Committee meeting of August 29, 2002, a request was made by Director Goldsworthy for information regarding Minority Business Enterprise (MBE) and Women Business Enterprise (WBE). Staff will present information to the Committee.

FISCAL IMPACT
None at this time.

RECOMMENDATION: For discussion.