

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
12621 E. 166<sup>TH</sup> STREET, CERRITOS, CALIFORNIA 90703  
9:00 A.M., TUESDAY, OCTOBER 15, 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 SEPTEMBER 24, 2002**  
*RECOMMENDATION:* Approve the minutes as submitted.
- IV. TRAVEL REQUEST -  
2002 COLORADO RIVER WATER USERS ASSOCIATION ANNUAL MEETING  
IN LAS VEGAS, NEVADA**  
*RECOMMENDATION:* That the Committee recommend that the Board approve attendance of Directors and one staff member to the CRWA 2002 Annual Meeting to be held in Las Vegas, Nevada, December 15-17, 2002.
- V. DEFERRED COMPENSATION UPDATE**  
*RECOMMENDATION:* For discussion.
- VI. PARS PRESENTATION**  
*RECOMMENDATION:* For discussion.
- VII. ADMINISTRATIVE CODE REVISIONS**  
*RECOMMENDATION:* For discussion.
- VIII. ADJOURNMENT**

Posted by Tracey A. Burke, Acting Deputy Secretary, October 9, 2002

**MINUTES OF SEPTEMBER 24, 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 September 24, 2002 at 9:00 a.m. at the District Office, 12621 E. 166<sup>th</sup> 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 Counsel: Kevin Collins  
Staff: Robb Whitaker, Robert Martin, Kavous Emami, and  
Pamela Wareham

**II. PUBLIC COMMENT**

There was none.

**III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF AUGUST 29, 2002**

The minutes of the regular meeting of August 29, 2002 were approved as submitted.

**IIIA. SUBSEQUENT NEED ITEM – COMPUTER CONSULTANT SERVICES - REQUEST FOR PROPOSAL**

Controller of Finance and Administration Robert Martin requested that an item be added to the agenda, that there was a need to take immediate action on this item, and that this need arose subsequent to the posting of the agenda for this meeting. Upon motion duly made by Director Goldsworthy, seconded by Director Acosta, the Committee determined that there was a need to take immediate action to discuss and act on the item concerning the issuance of a request for proposal for computer consultant services.

Mr. Martin explained that the current contract expires October 31, 2002 and therefore it is necessary to acquire Board approval as soon as possible.

Discussion was held and the Committee recommended that this item be taken to the Board for approval.

**IV. PROPOSED DIRECTORS' TELECOMMUNICATIONS PROGRAM**

Discussion was held regarding providing Directors with a telecommunications allowance as opposed to having the Directors submit bills for cell phones, etc. for payment. Assistant General Manager/District Engineer Robb Whitaker stated that it had been suggested that email addresses be set up at the WRD website and Directors could access information directly.

Further discussion was held and the Committee recommended that this item be tabled for the time being.

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

Assistant General Manager/District Engineer Robb Whitaker explained that the National Groundwater Association is one of the most important conferences for hydrogeologic information and therefore up to five staff members would like to attend. He noted that funds for this conference were included in the budget.

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

**VI. PERS/PARS BENEFITS**

Controller Robert Martin stated that staff has requested information from PERS regarding the costs associated with the two enhanced retirement options available to staff and the two Directors currently in the program. One plan would increase PERS coverage from 2% @ 55 to 2.7 @ 55 and the other to 3% @ 60. Mr. Martin said that more than 100 agencies in California have already increased their benefits to one of the two new plans.

Controller Robert Martin said that Assembly Bill 1986 is waiting for signature by the Governor, and if signed, would allow all directors to be in the PERS program except for those already drawing retirement benefits from PERS.

The Committee recommended that if the Bill is not passed, there should be a retirement plan set up for directors that are not eligible for PERS.

Mr. Martin said it will be a few weeks until PERS provides the valuations and costs for the proposed upgrades to PERS.

The Committee requested that a representative from PARS attend the next Administrative Committee meeting to give an overview of the program and answer questions.

The next item was taken out of order.

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

Manager of Construction and Operations Kavous Emami explained that prior to 1996 there were guidelines for agencies in using minority business enterprises (MBE) and woman business enterprises (WBE). However there was a lot of abuse and some companies complained of reverse discrimination. In 1996, Proposition 209 was passed which called for no special privileges for MBEs and WBEs.

Mr. Emami went on to explain that the City of Los Angeles and Metropolitan Water District (MET) have programs that involve the use of small businesses in agency contracts. He stated that they use small businesses that are certified by the State of California, Metropolitan Transit Authority (MTA), or the Federal Small Business Administration as small businesses.

Mr. Emami said that the MET program was somewhat less cumbersome than the one used by the City of Los Angeles. He suggested that a program similar to the MET program be used requiring that proposals for bids include contracting out at least 20% to certified small businesses for projects over a specific amount. However, he noted that federal funding of particular projects might preclude using this plan.

District Counsel Kevin Collins stated that there might be times, such as in buying equipment, etc. that the 20% may not be applicable. Therefore, contingencies would need to be incorporated into the policy.

The Committee requested that District Counsel draw up a program and that it be presented to the Board for approval and inclusion in the WRD Administrative Code.

### **VII. DEFERRED COMPENSATION UPDATE**

Senior Administrative Assistant Pamela Wareham explained that the main difference in deferred compensation plans is the administrative fees. She said that it was difficult to get actual fee amounts as it depends on how many people are enrolled, the amount of dollars invested, etc. In fact, some companies were not interested in the District's business because we are such a small agency.

The Committee raised several issues and asked staff to provide a report at the next Committee meeting. Staff was asked to determine whether participants in the current plan may take out loans against the money they have invested. The question was raised as to the number of investment options available in the current plan and how they compare to other plans.

There was also a question as to whether there would be fees imposed if the District added another plan and participants transferred money from the current plan to the new one.

**IX. ADJOURNMENT**

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

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Chairperson

ATTEST:

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Director

**AGENDA ITEM NO. IV**

**DATE: OCTOBER 15, 2002**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: BRUCE MOWRY, GENERAL MANAGER**

**SUBJECT: TRAVEL REQUEST –  
2002 COLORADO RIVER WATER USERS ASSOCIATION ANNUAL  
MEETING IN LAS VEGAS, NEVADA**

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The Colorado River Water Users Association (CRWUA) 2002 Annual Meeting will be held December 15-17, 2002 in Las Vegas, Nevada. Topics for discussion at this year's conference include "Administering the Colorado River Compact in periods of Drought," "Security Issues and Funding," and "California Plan 4.4." Attached is a copy of the program that lists detailed information about the topics and guest speakers.

**FISCAL IMPACT**

Estimated cost per person for registration, lodging, and travel is \$790.

**RECOMMENDATION:** That the Committee recommend that the Board approve attendance of Directors and one staff member to the CRWUA 2002 Annual Meeting to be held in Las Vegas, Nevada, December 15-17, 2002.

**ITEM NO. V**

**DATE:       OCTOBER 15, 2002**

**TO:         ADMINISTRATIVE COMMITTEE**

**FROM:       BRUCE MOWRY, GENERAL MANAGER**

**SUBJECT:   DEFERRED COMPENSATION UPDATE**

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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.

**AGENDA ITEM NO. VI**

**DATE:       OCTOBER 15, 2002**  
**TO:         ADMINISTRATIVE COMMITTEE**  
**FROM:       BRUCE MOWRY, GENERAL MANAGER**  
**SUBJECT:    PARS PRESENTATION**

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A representative from PARS Trust Administrators will provide an overview of the program and answer questions.

**FISCAL IMPACT**

None at this time.

**RECOMMENDATION:**   For discussion.

**AGENDA ITEM NO. VII**

**DATE:           OCTOBER 15, 2002**  
**TO:             ADMINISTRATIVE COMMITTEE**  
**FROM:          BRUCE MOWRY, GENERAL MANAGER**  
**SUBJECT:       ADMINISTRATIVE CODE REVISIONS**

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The Committee and staff will discuss possible revisions to the Administrative Code. Discussion items may include, but need not be limited to:

- Procurement Policies.
- Division of the Administrative Code into two or more separate documents.

**FISCAL IMPACT**

None.

**RECOMMENDATION:**    For discussion.