

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
11:30 A.M., WEDNESDAY, MARCH 12, 2003**

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 13, 2003**
RECOMMENDATION: Approve the minutes as submitted.
- IV. PUBLIC AGENCY RETIREMENT SYSTEM (PARS)**
RECOMMENDATION: For discussion.
- V. ADMINISTRATIVE CODE REVISIONS**
RECOMMENDATION: For discussion.
- VI. ALLEGED BROWN ACT VIOLATION**
RECOMMENDATION: For discussion.
- VII. RESERVE FUND POLICY**
RECOMMENDATION: For information.
- VIII. ADJOURNMENT**

Posted by Marcia A. Forkos, Deputy Secretary, March 6, 2003.

**MINUTES OF FEBRUARY 13, 2003
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 13, 2003 at 2:00 p.m. at the District Office, 12621 E. 166th Street, Cerritos, California. Chairperson Willard H. Murray, Jr. 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 Willard H. Murray, Jr. and Norm Ryan

Staff: Bruce Mowry and Kavous Emami

District Counsel: Ed Casey

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF JANUARY 29, 2003

The minutes of the regular meeting of January 29, 2003 were approved as submitted.

IV. RESOLUTION NO. 03-XXX - DIRECTORS COMMUNICATION ALLOWANCE

Discussion was held regarding the estimated costs for various items related to Directors' communications. Following review of the proposed resolution, the Committee recommended this item go before the Board with a proposed allowance of \$200 per month. A Director would also be given the option of submitting actual bills for reimbursement as long as the amount was no greater than the allowance that the Board adopts.

V. RESOLUTION NO. 03-XXX – PERS AMENDMENT

Discussion was held. The Committee recommended upgrading the District's retirement plan to 3% at 60 and taking this item to the Board for approval.

VI. PUBLIC AGENCY RETIREMENT SYSTEM (PARS)

Assistant General Manager Kavous Emami explained that staff was unable to get a representative to attend the meeting because of the holiday weekend. He said that staff would try for the next Committee meeting.

Director Murray stated that he was frustrated that it was taking so long to get information on the PARS program. Discussion followed regarding the possibility of WRD Directors being included with the Central and West Basin Municipal Water District Board members on their plan. Director Murray suggested that a formal letter of intent be sent to the Central and West Basin MWD Directors regarding participation of WRD Directors in their plan. Staff was asked to come back with an estimate of cost to enroll WRD Directors.

VII. DIRECTOR STATUS – 1099 VS. W-2

District Counsel Ed Casey stated that this item should be discussed in closed session. It was deferred to the end of the meeting.

VIII. ADMINISTRATIVE CODE REVISIONS

Jim Glancy, Chairperson of the Technical Advisory Committee (TAC) stated that the TAC members felt the TAC language should be a separate resolution and not included in the WRD Administrative Code. The Committee agreed and recommended that this item go to the Board for approval.

Director Murray stated that the WRD Administrative Code is more restrictive than State law regarding the use of District letterhead. District Counsel Ed Casey recommended that a new write-up be drafted to provide clarity. Director Murray suggested that the whole section regarding letterhead be eliminated and that the District follow state law guidelines. He also suggested that Directors, at their own expense, be allowed to create WRD letterhead with only their name on it to use for personal matters.

The Committee recommended the removal of all language regarding the use of District letterhead from the WRD Administrative Code and taking it to the Board for approval.

District Counsel Ed Casey explained the change to the District Procurement Policy that had been proposed by the Committee at its previous meeting. The change would allow the staff to distribute requests for proposal or requests for qualifications without prior Board approval. However, the Board would continue to make final decisions on awarding contracts, etc. Changing the procedure would make the District's policy consistent with State law. All other aspects of the District's procurement regulations would remain the same.

Discussion was held regarding reimbursement of educational expenses for Directors. Director Ryan voiced his concerns. The

Committee determined that the classes must be related to activities of WRD, a maximum of twelve coursework units per semester would be appropriate, and that the Finance Committee would make the determination regarding appropriate reimbursement. The Committee requested that this item be placed on the Board agenda for approval.

Board meeting days and times were discussed. The Committee recommended that the Board meetings be changed to the first and third Wednesday of each month at 2:00 p.m. starting with the first meeting in April 2003.

VII. DIRECTOR STATUS – 1099 VS W-2

The Committee went into closed session on this item at District Counsel Ed Casey's advice.

The Committee reconvened in open session and District Counsel Ed Casey stated that a status report had been given and no action was taken.

IX. ADJOURNMENT

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

Chairperson

ATTEST:

Director

AGENDA ITEM NO. IV

DATE: MARCH 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: PUBLIC AGENCY RETIRMENT SYSTEM (PARS)

Staff will give an update on the Public Agency Retirement System (PARS).

RECOMMENDATION: For discussion.

AGENDA ITEM NO. V

DATE: MARCH 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISIONS

The Committee will review the District letterhead policy, District hiring policy, Technical Advisory Committee (TAC) language, rules for public participation in Board meetings and any other matters related to Administration.

RECOMMENDATION: For discussion.

AGENDA ITEM NO. VI

DATE: MARCH 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: ALLEGED BROWN ACT VIOLATION

The Committee will discuss the alleged Brown Act violation.

RECOMMENDATION: For discussion.

AGENDA ITEM NO. VII

DATE: MARCH 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: RESERVE FUND POLICY

The Committee will discuss the Reserve Fund Policy.

RECOMMENDATION: For information.