

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
2:00 P.M., WEDNESDAY, AUGUST 13, 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. ORGANIZATION CHART**
Recommendation: For discussion and possible recommendation to the Board.
- IV. CONTRACTS MANAGEMENT PROCEDURE**
Recommendation: For comments and discussion.
- V. ADMINISTRATIVE CODE REVISIONS**
Recommendation: That the Administrative Committee discuss various Administrative Code revisions and recommend that the Board consider adoption of any revisions recommended by the Committee.
- VI. PURCHASE OF BREWER DESALTER FROM WEST BASIN MUNICIPAL WATER DISTRICT**
Recommendation: For discussion.
- VII. ADJOURNMENT**

Posted by Marcia A. Forkos, Deputy Secretary, August 8, 2003.

AGENDA ITEM NO. VI

DATE: AUGUST 13, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: ORGANIZATION CHART

For discussion.

FISCAL IMPACT: Unknown.

**STAFF
RECOMMENDATION:** For discussion and possible recommendation to the Board.

AGENDA ITEM NO. IV

DATE: AUGUST 13, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: CONTRACTS MANAGEMENT PROCEDURE

Contract Management Recommendations

Project Managers

- Responsible for using the Board Adopted Contract Form for all contracts

Administration

- Presents contracts to attorneys for review
- Verifies actual contracts are consistent with Board approval
- Records contracts on Master Contract List including scope, duration, date contract was approved by the Board, project manager over contract, and all required provisions. Also, makes notations of items pending, i.e. signatures
- Monitors status of contracts up to point of all required information and signatures
- All original contracts held in custody of Administration – locked in Fire King
- Makes copy of signed contract and delivers to Accounting and Project Managers

Accounting

- Issues Purchase Order when purchase requisition is made
- Monitors status of contracts on a monthly basis (dollar amounts and dates) and issues report to Finance Committee and Project Managers
- Reviews Vendor List to identify the District has contracts for all vendors who need contracts

Checks and Balance - Technical Support Specialist

- Requests Purchase Orders by completing Purchase Requisition Forms
- Retains file of copies of contracts
- Maintains spreadsheet of approved contract amount and progress payments made

- Reconciles monthly report from Accounting with balance on spreadsheet

FISCAL IMPACT: None.

**STAFF
RECOMMENDATION:** For comments and discussion.

AGENDA ITEM NO. V

DATE: AUGUST 13, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISIONS

Changes to the Administrative Code will be discussed.

FISCAL IMPACT: None.

**STAFF
RECOMMENDATION:** That the Administrative Committee discuss various Administrative Code revisions and recommend that the Board consider adoption of any revisions recommended by the Committee.

AGENDA ITEM NO. VI

DATE: AUGUST 13, 2003

TO: ADMINISTRATIVE COMMITTEE

FROM: BRUCE A. MOWRY, GENERAL MANAGER

**SUBJECT: PURCHASE OF BREWER DESALTER FROM WEST BASIN
MUNICIPAL WATER DISTRICT**

This item came at the request of Director Murray. This item was covered in the Groundwater Clean-up Committee Meeting of August 8, 2003. The Committee instructed staff on how to proceed on this item.

FISCAL IMPACT: Unknown.

**STAFF
RECOMMENDATION:** For discussion.