

**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, SEPTEMBER 10, 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 MEETINGS OF
JULY 9, 2003 AND AUGUST 13, 2003**

Recommendation: That the Committee approve the minutes as submitted.

IV. PURCHASE OF DOCUMENT IMAGING SYSTEM

Recommendation: For information.

V. INCREASE FOR DELL COMPUTERS

Recommendation: That the Committee recommend to the Board an increase to Dell Computers of over \$25,000, not to exceed \$50,000.

VI. ORGANIZATION CHART

Recommendation: For discussion and possible recommendation to the Board.

VII. STANDING AND AD HOC COMMITTEES

Recommendation: For discussion and direction to staff.

VIII. ETHICS POLICY

Recommendation: For discussion and direction to staff.

IX. 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.

X. ADJOURNMENT

MINUTES OF JULY 9, 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 July 9, 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, Mark Dymally, Laura Doud, and
Brett Glasscock

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF JUNE 11, 2003

The minutes of the regular meeting of June 11, 2003 were approved as submitted.

IV. ORGANIZATION CHART

Director Murray made a motion that the Committee recommend that the Board not approve the current organization chart. Director Ryan concurred. The Committee requested further that the General Manager incorporate the information provided by the Committee into a new organization chart.

V. ORDINANCE COVERING INCREASE IN COMPENSATION FOR DIRECTORS

Director Murray recommended that the Board start the process to approve an automatic annual increase in Directors' compensation related to the Consumer Price Index (CPI). He suggested that the first increase include retroactive percentages from 1995 as the last increase in compensation was in 1994.

Director Ryan suggested using 50% of the CPI since 1995 instead of the full CPI and that the full CPI be used in the future as an automatic adjustment to Directors' compensation at the first Board meeting of each year with a maximum increase or decrease of 5%. Further discussion was held and the Committee recommended that this item be taken to the Board for approval.

VI. CONTRACTS PROCEDURE

General Manager Bruce Mowry stated that staff is working on a contracts procedure. Director Ryan stated that there should be a contract clerk under the Finance Department. He suggested that the contract clerk be accountable to the controller. It was also suggested that these procedures be finalized after a controller is hired as he or she may have additional suggestions.

VII. ADMINISTRATIVE CODE REVISIONS

Director Murray stated that he had nothing new to recommend at this time. Director Ryan spoke about looking for a controller. He said that in some agencies the controller reports directly to the Board and that the WRD Board may want to consider the same.

Discussion regarding independent audits followed. Director Ryan talked about checks and balances. He also spoke about the controller at WRD having the duties of the chief financial officer and auditor. Discussion followed regarding the controller position, auditors, and chain of command.

Discussion was held regarding the monitoring of staff and directors' emails for spam, etc. Director Ryan thought the Directors' emails should not be monitored. Director Ryan asked Computer Technician Brett Glasscock to keep a log to document any director emails he looks at giving the name of the director and the time. He also asked Mr. Glasscock to keep a log on who requested information on Directors' emails, including the date and time. Mr. Glasscock noted that the District adheres to an Electronic Media/Internet Policy as contained in the Administrative Code.

Director Murray stated that he would like the person who answers the phones to know where all staff is and when they will be back. General Manager Bruce Mowry noted that most staff members have cell phones and pagers but Director Murray said that he would like procedures in place to better get hold of a staff member and know their whereabouts.

VIII. ADJOURNMENT

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

Chairperson

ATTEST:

Director

**MINUTES OF AUGUST 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 August 13, 2003 at 2:35 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 Acting Deputy Secretary Abigail C. Andom recorded the minutes.

I. DETERMINATION OF QUORUM

Attendees included:

Committee:	Directors Willard H. Murray, Jr. and Norm Ryan
Staff:	Bruce Mowry, Laura Doud
Public:	Dave Cobb of Global Stratagem, and Paul Shoenberger of Central and West Basin Municipal Water Districts

II. PUBLIC COMMENT

None.

III. ORGANIZATION CHART

This item was deferred to next month's meeting.

IV. CONTRACTS MANAGEMENT PROCEDURE

General Manager Bruce Mowry stated that this item was in response to the State Audit recommendation of having a contract procedure in place to define how contracts are to be handled and prevent loss or misplacement.

Assistant Controller Laura Doud discussed the proposed procedures, maintenance program for contracts, method of tracking, including checks and balances. She noted that this is a good starting point and will ultimately be adopted for inclusion in the District's procedures manual.

Director Murray asked staff the status of the proposed imaging system for District files. Dr. Mowry stated that staff had already chosen an imaging system but would like to look at the system the City of Cerritos is presently using.

The Committee stated that the proposed contracts management procedures are adequate and recommended that they be included in the District's procedures manual. The Committee further requested that staff provide an update on the imaging system at next month's meeting.

V. ADMINISTRATIVE CODE REVISIONS

None.

VI. PURCHASE OF BREWER DESALTER FROM WEST BASIN MUNICIPAL WATER DISTRICT

Mr. Paul Shoenberger, Central and West Basin Municipal Water Districts (C&WBMWD), stated that the Brewer Desalter is currently down and has been for a while. He discussed the options that their staff had come up with regarding the disposition of the Brewer Desalter. Mr. Shoenberger also asked about plans for the expansion of the Goldsworthy Desalter.

Dr. Mowry stated that plans are being discussed about expanding the Goldsworthy Desalter's well field and increasing plant capacity with the construction of a horizontal well. The acquisition of the Brewer Desalter would link it as part of the expansion.

Mr. Shoenberger stated that if the time comes that WRD would be selling water from the Desalters to Cal Water Service who in turn would sell water to West Basin customers, he would like WBMWD to be afforded the courtesy of being part of the deal and being in the loop.

Discussion followed. The Committee recommended that the WRD pursue the option of purchasing the Brewer Desalter from WBMWD and appoint Assistant General Manager and District Engineer Robb Whitaker as the negotiator. The Committee asked that an update be presented at next month's meeting.

VII. ADJOURNMENT

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

Chairperson

ATTEST:

Director

AGENDA ITEM NO. IV

DATE: SEPTEMBER 10, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: PURCHASE OF DOCUMENT IMAGING SYSTEM

In order to insure orderly retention of public records and streamline the retrieval process of documents, the District has researched and evaluated various document imaging systems. The District would receive many benefits from a document imaging system as follows:

- Intelligent search feature provides instant document retrieval
- Reduces labor and clerical mistakes with automated Optical Character Recognition (OCR) and indexing
- Comprehensive security protects digital archives from unauthorized access
- Manages entire document repositories from workstations
- Scans paper and imports electronic files into secure digital archives of unalterable documents
- Emulates paper filing structures with customizable folders and index fields
- Indexes electronic and image-only documents with user-defined indexes
- Digital archiving provides long-term document preservation
- Synchronizes service bureau output and manages retention schedules with portable volumes

A staff committee was formed and heard from three different companies who made presentations. The committee discussed the needs of the District, and weighed the cost – benefit of each of the systems the companies offered.

Based on staff's review, the General Manager authorized an agreement to purchase a Liberty document imaging system from Advanced Document Solutions, due to the lowest price combined with future scalability and database independence.

FISCAL IMPACT: The purchase price for the document imaging system is \$22,000.

RECOMMENDATION: For information.

AGENDA ITEM NO. V

DATE: SEPTEMBER 10, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: INCREASE FOR DELL COMPUTERS

Since 2001, WRD has standardized all computer purchases on Dell computers. With their direct-to-customer selling model, Dell computers provide an outstanding cost versus performance ratio. Coupled with their industry leading warranty and support, Dell offers the overall best value to the district.

Standardizing on one product is also desirable for other reasons. It allows for a single point of contact for any and all computer hardware purchases and/or related technical problems. Also, parts can be more easily interchanged amongst products of the same brand, providing for quicker resolution of problems and a smaller inventory of replacement parts.

The computer purchases that are budgeted for FY 2004 will exceed \$25,000, the preset limit for a single vendor. Staff would like to request authorization to fulfill these budgeted items with Dell computers. The total amount currently budgeted is \$42,720. Factor in contingency purchases (i.e. new hires) and staff is requesting a raise on the limit to \$50,000.

Budgeted Items to be purchased from Dell:

Computer workstations (12)	\$24,720
Main network server (upgrade)	\$3,000
File server controller (upgrade)	\$3,000
Accounting server	\$3,500
Intranet server	\$3,500
Server for document imaging	\$5,000

FISCAL IMPACT:

The price for the items to be purchased from Dell will be approximately \$50,000.

RECOMMENDATION:

That the Committee recommend to the Board an increase to Dell Computers of over \$25,000, not to exceed \$50,000.

AGENDA ITEM NO. VI

DATE: SEPTEMBER 10, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: ORGANIZATION CHART

For discussion.

FISCAL IMPACT: Unknown.

RECOMMENDATION: For discussion and possible recommendation to the Board.

AGENDA ITEM NO. VII

DATE: SEPTEMBER 10, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: STANDING AND AD HOC COMMITTEES

Presently, the Administrative Code provides for a number of standing committees (5 of them) with brief descriptions of areas of responsibilities for each of the committees. In addition to the standing committees there are several ad hoc committees that have been created over the years. Many ad hoc committees continue to exist after a considerable length of time.

There are specific legal requirements that must be met for a committee to qualify as an ad hoc as opposed to a standing committee. In addition, recent experience has included possible overlap in "jurisdiction" of ad hoc and standing committees.

Staff and District Counsel will make a presentation at the meeting to cover the legal requirements for committees and their operations. Staff is looking for direction to prepare appropriate descriptions for standing committees and ad hoc committees, as well as cover issues related to scope of authority and Brown Act compliance.

Staff recommendation: For discussion and direction to Staff.

FISCAL IMPACT: None.

RECOMMENDATION: For discussion and direction to staff.

AGENDA ITEM NO. VIII

DATE: **SEPTEMBER 10, 2003**
TO: **ADMINISTRATIVE COMMITTEE**
FROM: **BRUCE A. MOWRY, GENERAL MANAGER**
SUBJECT: **ETHICS POLICY**

Staff and District Counsel will make a presentation and request direction from the Committee.

FISCAL IMPACT: None.

RECOMMENDATION: For discussion and direction to staff.

AGENDA ITEM NO. IX

DATE: **SEPTEMBER 10, 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.

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