

**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, OCTOBER 8, 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 SEPTEMBER 10, 2003

Recommendation: That the Committee approve the minutes as submitted.

IV. NEW WRD OFFICE SPACE UPDATE

Recommendation: Staff recommends that the Administrative Committee review these sites and if it concurs, make a recommendation to the Board of Directors for further evaluation and negotiation with the property owner.

V. BOARD MEETING SCHEDULE

Recommendation: For discussion and direction to staff.

VI. ORGANIZATION CHART

Recommendation: For discussion and possible recommendation to the Board.

VII. 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.

VIII. WORKERS' COMPENSATION CARRIER UPDATE

Recommendation: That the Committee recommend that the Board approve the Back to Work Program required by ACWA JPIA Workers' Compensation Plan.

IX. FINANCIAL REPORTING SYSTEMS AND PROCEDURES

Recommendation: For discussion and possible recommendation to the Board.

X. ADJOURNMENT

**MINUTES OF SEPTEMBER 10, 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 September 10, 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, Brett Glasscock
District Counsel: J. Arnaldo Beltrán

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETINGS OF JULY 9, 2003 AND AUGUST 13, 2003

The minutes of the regular Administrative Committee meetings of July 9, 2003 and August 13, 2003 were approved as submitted.

IV. PURCHASE OF DOCUMENT IMAGING SYSTEM

Network Administrator Brett Glasscock explained that staff has been researching document imaging programs to assist the Administrative, Accounting, and other District departments in document retrieval. He noted that staff was particularly impressed with Advanced Document Systems following a visit to the City of Cerritos to assess their program.

Mr. Glasscock stated that one of the main benefits of this particular program is that it does not depend on just one database so there is more flexibility to the program.

The Committee requested that this item go to the Board for approval with a recommendation to purchase a document imaging system through Advanced Document Systems for an amount not to exceed \$22,000.

V. INCREASE FOR DELL COMPUTERS

General Manager Bruce Mowry explained that District computers are being replaced on a rotating system every few years at a cost not to exceed \$25,000 annually.

Network Administrator Brett Glasscock explained that additional work stations were needed as well as several server computers including one for the new document imaging system. Staff requested that the amount not to exceed for computer equipment be increased from \$25,000 to \$50,000.

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

VI. ORGANIZATION CHART

This item was deferred to the next Committee meeting.

VII. STANDING AND AD HOC COMMITTEES

President Murray requested that the Administrative Code be amended to clarify that only standing committees have the authority to add items to the Board agenda, not ad hoc committees.

District Counsel J. Arnoldo Beltrán said that he would draft the appropriate language for the Administrative Code.

The Committee recommended that this item be taken to the Board for approval of the amendment to the Administrative Code.

VIII. ETHICS POLICY

President Murray explained that he and Director Acosta had attended Special District Institute seminars that included ethics as a topic. Discussion was held regarding ethics and governance and the possibility of having a workshop for the WRD Board and upper management.

The Committee recommended that a workshop on governance be scheduled to include a topic on ethics and that this item be taken to the Board for approval.

IX. ADMINISTRATIVE CODE REVISIONS

President Murray suggested that the Committee recommend that the Board change the Board meeting time from 2:00 p.m. to 1:30 p.m. on Wednesdays.

Director Ryan brought up the idea of having the new Controller report directly to the Board rather than the General Manager. President Murray suggested that other agencies be surveyed to determine to whom their Controller reports. Further discussion followed and the Committee recommended that this item come

back to the Administrative Committee under Financial Reporting Systems and Procedures.

X. ADJOURNMENT

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

Chairperson

ATTEST:

Director

AGENDA ITEM NO. IV

DATE: OCTOBER 8, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: NEW WRD OFFICE SPACE UPDATE

The current Water Replenishment District office (8,800 S.F.) in Cerritos is too small and lacks adequate parking spaces during the bi-monthly Board meetings or special events.

The monthly rent for the existing building is at \$9,250 and the lease will expire in February 2006.

Under the direction of the Board of Directors, staff retained the services of CB Richard Ellis, a real estate brokerage company, to locate an office site within our basin's jurisdiction and a 20-mile radius of the current WRD office. The new office will need to be at least 20,000 S.F., have a minimum of 100 parking spaces and shall have a Board room large enough to accommodate the needs of the District. Through an extensive search, CB Ellis located seven sites which closely match our requirements. Of these seven sites, WRD staff views one vacant lot in the city of Norwalk as the best and most cost effective site. This site has great potential and appears to have the flexibility for building an office to precisely fit our needs

FISCAL IMPACT: \$ 4.4 million

STAFF RECOMMENDATION: Staff recommends that the Administrative Committee review these sites and if it concurs, make a recommendation to the Board of Directors for further evaluation and negotiation with the property owner.

AGENDA ITEM NO. V

DATE: OCTOBER 8, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: BOARD MEETING SCHEDULE

For discussion.

FISCAL IMPACT: None.

**STAFF
RECOMMENDATION:** For discussion and direction to staff.

AGENDA ITEM NO. VI

DATE: OCTOBER 8, 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. VII

DATE: OCTOBER 8, 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.

AGENDA ITEM NO. VIII

DATE: OCTOBER 8, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: WORKERS' COMPENSATION CARRIER UPDATE

The District's current workers' compensation carrier premium has increased dramatically. Staff has reviewed alternative options and found that the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) will provide the appropriate coverage at a more reasonable rate.

The ACWA JPIA sent a representative to WRD to review District safety policies, etc. to determine if WRD is eligible for coverage. The District must have a Board approved and implemented Back to Work Program to be considered by the ACWA JPIA Executive Committee for coverage. The Back to Work Program will be presented at the Committee meeting.

FISCAL IMPACT: Possible savings of \$20,000 annually over current carrier.

**STAFF
RECOMMENDATION:** That the Committee recommend that the Board approve the Back to Work Program required by ACWA JPIA Workers' Compensation Plan.

AGENDA ITEM NO. IX

DATE: OCTOBER 8, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: BRUCE A. MOWRY, GENERAL MANAGER
SUBJECT: FINANCIAL REPORTING SYSTEMS AND PROCEDURES

For discussion.

FISCAL IMPACT: Unknown.

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