

**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, NOVEMBER 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
OCTOBER 8, 2003**

Recommendation: That the Committee approve the minutes as submitted.

IV. ORGANIZATION CHART

Recommendation: For discussion.

V. DISTRICT POLICY RELATIVE TO AUDITS

Recommendation: For discussion.

VI. 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.

VII. ADJOURNMENT

Posted by Tracey A. Burke, Acting Deputy Secretary, November 6, 2003.

**MINUTES OF OCTOBER 8, 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 October 8, 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, Scott Ota, Pam Wareham
District Counsel:	J. Arnaldo Beltrán
Guests:	Andy White & Rick Warner of CB Richard Ellis

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF SEPTEMBER 10, 2003

The minutes of the regular Administrative Committee meeting of September 10, 2003 were approved as submitted.

IV. NEW WRD OFFICE SPACE UPDATE

Assistant General Manager Kavous Emami stated that Andy White of CB Richard Ellis had taken President Murray and the staff building committee to various proposed sites for the District office. Director Ryan, who had expressed an interest to join, was unable to attend. The sites considered needed to meet several criteria including ample parking for District meetings, easy access for the public, as well as other features. Mr. Emami provided a handout showing the ranking determined by the staff committee and President Murray following the tour.

First in the rankings was the empty lot in the City of Norwalk. President Murray requested that the property be discussed at the next Board meeting and that Mr. White be available to answer any questions that the Board might have.

Director Ryan stated that he would like more in-depth information. He also asked what the conditions would be with the current lease if the District were to leave in advance of the term or if the District needed to go beyond the term of the lease. Director Ryan requested that Controller Scott Ota look into both scenarios.

Further discussion was held and the Committee requested that this item be placed on the closed session section of the Board agenda for October 15, 2003.

V. BOARD MEETING SCHEDULE

Director Murray requested that a letter be sent to each Director regarding their preference for day and time of the Board meetings. He suggested a chart with places to mark changes or for the meeting schedule to remain the same.

VI. ORGANIZATION CHART

General Manager Bruce Mowry stated that he is working on the organization chart with new Controller Scott Ota and that he would like to defer this item to the next Administrative Committee meeting. The committee concurred.

VII. ADMINISTRATIVE CODE REVISIONS

At a Board member's request, District Counsel J. Arnoldo Beltran presented wording for the WRD Administrative Code regarding bid information being provided to all Directors in a timely manner.

The Committee requested that Mr. Beltran put the recommended verbiage into a resolution and that the resolution be taken to the Board for approval.

VIII. WORKERS' COMPENSATION CARRIER UPDATE

General Manager Bruce Mowry stated that ACWA JPIA had done an inspection of the WRD office and safety plans to determine if the District would be eligible to apply for Workers' Compensation coverage through them. Following the review, the District was informed that a Back to Work Plan needed to be adopted by the Board and implemented before WRD would be considered.

A generic Back to Work plan was distributed to the Committee for review. District Counsel J. Arnoldo Beltran stated that he would work with Senior Administrative Assistant Pam Wareham on refining the wording.

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

IX. FINANCIAL REPORTING SYSTEMS AND PROCEDURES

Director Ryan voiced his concern regarding demands being sent out in advance of review by the Finance Committee. Controller Scott Ota stated that because the Finance Committee meets only once a month, many of the bills need to be paid in advance of the meeting. Director Ryan stated that he, as Treasurer, would like to

review the demands on Thursdays before they are sent out on Mondays.

Mr. Ota explained the current procedure that the Accounting does in processing invoices: an invoice is received from Accounting, the invoice is forwarded to staff for approval and verification, it goes back to Accounting to match the purchase order, a check is then prepared, printed and held for signature. The General Manager reviews the demands at the time of signature.

Further discussion was held and Director Ryan recommended that the demands only be sent to the Treasurer in advance for review. The paid demands would continue to be forwarded to the Finance Committee and the Board for approval. Director Acosta did think that this was necessary.

Further discussion was held regarding whether the demands should be forwarded just to the Treasurer or to all Board members. District Counsel J. Arnaldo Beltran recommended a procedure be written for accounting regarding this issue.

X. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned in celebration of the birth of Mason William Hebert Ryan, fourth son of Director Ryan.

Chairperson

ATTEST:

Director

AGENDA ITEM NO. IV

DATE: NOVEMBER 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ORGANIZATION CHART

The Committee will discuss the organization of the District.

FISCAL IMPACT: Unknown.

**STAFF
RECOMMENDATION:** For discussion.

AGENDA ITEM NO. V

DATE: NOVEMBER 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DISTRICT POLICY RELATIVE TO AUDITS

The Committee will discuss the District's audit policy.

FISCAL IMPACT: Unknown.

**STAFF
RECOMMENDATION:** For discussion.

AGENDA ITEM NO. VI

DATE: NOVEMBER 12, 2003
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, 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.