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, JANUARY 14, 2004

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. PROFESSIONAL SERVICES CONTRACT WITH BRIAN BRADY & ASSOCIATES
   Recommendation: That the Committee recommend that the Board amend the contract with Brian Brady & Associates to provide professional services.

IV. INTERNSHIP PROGRAM
   Recommendation: For discussion.

V. DOCUMENT IMAGING SYSTEM UPDATE
   Recommendation: For information.

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. DISTRICT HOURS OF OPERATION
    Recommendation: For discussion.

VIII. ADJOURNMENT

Posted by Tracey A. Burke, Acting Deputy Secretary, January 9, 2004.
DATE: JANUARY 14, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PROFESSIONAL SERVICES CONTRACT WITH BRIAN BRADY & ASSOCIATES

SUMMARY
The Committee will discuss amending the contract with Brian Brady and Associates to provide professional services to the District related to conjunctive use.

A copy of the draft agreement and the scope of work to be provided will be presented at the meeting.

FISCAL IMPACT

STAFF RECOMMENDATION
That the Committee recommend that the Board amend the contract with Brian Brady and Associates to provide professional services relating to conjunctive use.
DATE: JANUARY 14, 2004
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: INTERNSHIP PROGRAM

SUMMARY
The Committee will discuss the possibility of creation of an Internship Program. The WRD Internship Program could cover all aspects of District operations and would reach out to and provide learning opportunities for high school and college students.

FISCAL IMPACT
None at this time.

STAFF RECOMMENDATION
For discussion.
DATE: JANUARY 14, 2004
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DOCUMENT IMAGING SYSTEM UPDATE

SUMMARY
Staff will provide an action plan for the document imaging system.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.
DATE: JANUARY 14, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE REVISIONS

SUMMARY
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.
DATE: JANUARY 14, 2004
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DISTRICT HOURS OF OPERATION

SUMMARY
At the request of the Committee Chair, the District’s hours of operation will be discussed.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion.