

**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.



MEMORANDUM

ITEM NO. V

Prepared by: Robb Whitaker

Reviewed by:

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.



MEMORANDUM

ITEM NO. IV

Prepared by: Tracey Burke

Reviewed by: Robb Whitaker

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.



MEMORANDUM

ITEM NO. V

Prepared by: Brett Glasscock

Reviewed by: Robb Whitaker

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.



MEMORANDUM

ITEM NO. VI

Prepared by: Tracey Burke

Reviewed by: Scott Ota

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.



MEMORANDUM

ITEM NO. VII

Prepared by: Adeline M.L. Yoong

Reviewed by: Scott Ota

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.