

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
12621 E. 166<sup>TH</sup> STREET, CERRITOS, CALIFORNIA 90703  
2:00 P.M., WEDNESDAY, FEBRUARY 11, 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. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETINGS OF  
DECEMBER 24, 2003 AND JANUARY 14, 2004**

**Recommendation:** That the Committee approve the minutes as submitted.

**IV. DISTRICT IDENTIFICATION BADGES**

**Recommendation:** That the Committee approve the draft WRD identification badge for submittal to the Board of Directors.

**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. EMPLOYEE BENEFITS – DEFERRED COMPENSATION, MEDICAL  
COVERAGE, AND RELATED BENEFITS**

**Recommendation:** For discussion and possible recommendations to the Board.

## **IX. CLOSED SESSION**

- A. Labor Negotiations per Government Code §54957.6  
Negotiator: Arnoldo Beltran  
Bargaining Group: American Federation of State County & Municipal Employees (AFSCME)  
Discussion: Terms and conditions for Memorandum of Understanding for bargaining group
- B. Conference with real property negotiator per Government Code §54956.8  
Real Property: 14150 Vine Place, Cerritos, California 90703; Parcel No. APN 7003-005-003  
Agency Representative: J. Arnoldo Beltran  
Negotiating Parties: The Stevens Group  
Under Negotiation: Price, terms, and conditions for possible purchase

## **X. ADJOURNMENT**

Posted by Tracey A. Burke, Acting Deputy Secretary, February 6, 2004.

**MINUTES OF DECEMBER 24, 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 scheduled for December 24, 2003 at 10:30 a.m. at the District Office, 12621 E. 166<sup>th</sup> Street, Cerritos, California. Chairperson Willard H. Murray, Jr. called the meeting to order at 2:35 p.m. 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: Robb Whitaker, Brett Glasscock, Scott Ota, Tony Kirk,  
and District Counsel J. Arnoldo Beltran  
Public: Jim Glancy, City of Lakewood

**II. PUBLIC COMMENT**

Mr. Glancy wished everyone Merry Christmas and Happy Holidays.

**III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF NOVEMBER 12, 2003**

The minutes were approved as submitted.

**IV. TRAVEL REQUEST – 27<sup>TH</sup> ANNUAL NATIONAL CONFERENCE AMERICAN ASSOCIATION OF BLACKS IN ENERGY (AABE) “ENERGY: A QUEST FOR ALTERNATIVES IN THE NEW MILLENIUM,” NEW ORLEANS, LOUISIANA, FEBRUARY 25-28, 2004**

The Committee amended the recommendation that the Board authorize the attendance of Board President Willard H. Murray, Jr. and other directors who may be interested to attend the AABE 27<sup>TH</sup> National Conference.

**V. DOCUMENT IMAGING SYSTEM UPDATE**

Network Administrator Brett Glasscock provided an update on the document imaging system that was installed in November 2003. The system will digitize the District's paper documents for easy access and storage. Mr. Glasscock stated that, in the first week of December, the scanning process started with the Accounting department. It is anticipated that it will take about a year to catch up on all the scanning.

The Committee requested that staff provide an action plan for the document imaging system at the next meeting.

**VI. ADMINISTRATIVE CODE REVISIONS**

None.

**VII. DISTRICT HOURS OF OPERATION**

Director Murray stated that he would like to hear staff's comments on the need for retaining the District's existing 9/80 work schedule.

Mr. Tony Kirk, the District's Grievance Officer, stated that he is representing the District employees who are unanimously in favor of keeping the 9/80 work schedule. Mr. Kirk provided the Committee a list of reasons, compiled from employee comments, why WRD employees favor the 9/80 work schedule. He noted that productivity studies show that there is actually an increase in employee productivity because employees work more effectively, efficiently, and morale is higher.

Discussion followed. The Committee requested that staff provide copies of productivity studies from other agencies and present it at the next meeting.

Director Ryan asked if staff would also explore the possibility of a formal internship program in the District, and sponsorship of a water conservation program or study.

**VIII. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 11:08 a.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Director

**MINUTES OF JANUARY 14, 2004  
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 scheduled for January 14, 2004 at 2:20 p.m. at the District Office, 12621 E. 166<sup>th</sup> 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: Robb Whitaker, Brett Glasscock, and  
District Counsel J. Arnaldo Beltran

**II. PUBLIC COMMENT**

None.

**III. PROFESSIONAL SERVICES CONTRACT WITH BRIAN BRADY & ASSOCIATES**

General Manager Robb Whitaker stated that staff had reviewed the contract with Brian Brady & Associates and recommended amending the contract to reflect the new scope of work related to conjunctive use. The new agreement is under the General Manager's authority and does not require Board approval.

The Committee concurred with staff's recommendation to amend the contract with Brian Brady & Associates.

**IV. INTERNSHIP PROGRAM**

Director Ryan stated that after a meeting with Congressman Dana Rohrabacher, the possibility of a scholarship or internship program was discussed. The internship program would be for college students hoping to make a career in the water industry and for high school students to provide the education and a better appreciation for what the District does.

Discussion followed. The Committee recommended that an outline of the proposed program be presented at the next meeting.

**V. DOCUMENT IMAGING SYSTEM UPDATE**

Network Administrator Brett Glasscock provided an update to the document imaging system. He stated that a temporary employee is currently scanning the Accounting Department's documents. The goal is to have all the District files scanned by year end. An inventory of all

District documents is presently being done to determine the volume of work and time involved.

Discussion followed. The Committee recommended bringing a team on board to expedite the scanning process. Staff was also requested to research what procedures other agencies are doing and to provide an update at the next meeting.

**VI. ADMINISTRATIVE CODE REVISIONS**

Director Ryan asked if staff would look into the possibility of issuing government identification cards to directors and certain staff members to avail of the government rates for District travel.

Director Ryan also asked if the Administrative Code provision on reimbursable benefits for dependents be reviewed to bring it up to the level of what employees receive. Director Murray concurred. Discussion followed. The Committee rescinded the motion.

The Committee also requested District Counsel J. Arnaldo Beltran to review the District's communications allowance and car allowance and provide an update at next month's meeting.

The Committee further requested that staff look into purchase health care annuity for directors.

**VII. DISTRICT HOURS OF OPERATION**

Director Murray stated that he would like to propose changing the District's existing 9/80 work schedule by allowing the General Manager the discretion to have selected staff alternate their Fridays off. Discussion followed.

Ms. Adeline Yoong, the District's union Secretary, stated that the union's position has not changed regarding its support of the 9/80 work schedule but that she would present the proposal at the next AFSCME meeting. The Committee requested that comments be presented at the next Committee meeting scheduled February 11, 2004.

**VIII. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 3:40 p.m.

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Chairperson

ATTEST:

\_\_\_\_\_  
Director



## **MEMORANDUM**

### **ITEM NO. IV**

*Prepared by:* Tracey Burke

*Reviewed by:* Mario Garcia

**DATE: FEBRUARY 11, 2004**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: DISTRICT IDENTIFICATION BADGES**

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### **SUMMARY**

At its January, 2004 meeting, the Administrative Committee requested that staff research the process of issuing District Identification Badges for use in obtaining government travel rates.

District Counsel conducted a review of sections 483.5, 529 and 529.5 of the Penal Code as well as section 22430 of the Business and Professions Code, which indicate there is no bar to the District issuing identification cards so long as such cards are not "deceptive government identification" and that they are not used for any personal benefit. In addition, such card may not contain the State of California Seal, as such use is prohibited by Penal Code section 472. At the request of Director Murray, staff contacted Metropolitan Water District regarding their identification badges. MWD staff indicated that they create their own badges on an as-needed basis.

Staff suggests that identification badges be made in-house using equipment already owned by the District. A sample identification badge for Committee review follows this cover.

### **FISCAL IMPACT**

None at this time.

### **STAFF RECOMMENDATION**

That the Committee approve the draft WRD identification badge for submittal to the Board of Directors.

# SAMPLE Identification Badge



The badge is enclosed in a blue border. On the left is a photo of Willard H. Murray, Jr. On the right is the WRD logo and contact information. Below the photo is the name and title. At the bottom left is the badge number and at the bottom right is a signature line.



  
WATER REPLENISHMENT DISTRICT  
OF SOUTHERN CALIFORNIA  
12621 E. 166<sup>th</sup> Street, Cerritos, CA 90703  
Phone: (562) 921-5521, Web: www.wrd.org

**Official Identification**

Willard H. Murray, Jr.  
Member, Board of Directors

Badge # **D06**      Signature: \_\_\_\_\_

*Front*

*Back*



The back of the badge is a solid blue rectangle with white text.

*The Water Replenishment District of Southern California operates under the provisions of the California Water Code Division 18, Section 60000 et. seq. WRD is a governmental agency designated as a special district under the laws of the State of California.*

**If found, please return to:**  
Water Replenishment District of Southern California  
12621 E. 166<sup>th</sup> Street  
Cerritos, CA 90703

POSTAGE GUARANTEED





**MEMORANDUM**

**ITEM NO. V**

*Prepared by:* Brett Glasscock

*Reviewed by:* Robb Whitaker

**DATE: FEBRUARY 11, 2004**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: DOCUMENT IMAGING SYSTEM UPDATE**

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**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: FEBRUARY 11, 2004**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: ADMINISTRATIVE CODE REVISIONS**

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#### **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: FEBRUARY 11, 2004**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: DISTRICT HOURS OF OPERATION**

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**SUMMARY**

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

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.



## MEMORANDUM

ITEM NO. VIII

*Prepared by:* Tracey Burke

*Reviewed by:*

**DATE: FEBRUARY 11, 2004**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: EMPLOYEE BENEFITS – DEFERRED COMPENSATION, MEDICAL  
COVERAGE, AND RELATED BENEFITS**

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### SUMMARY

The Committee will discuss employee benefits.

### FISCAL IMPACT

None at this time.

### STAFF RECOMMENDATION

For discussion and possible recommendations to the Board.