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.
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. 166th 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 – 27TH 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 27TH 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. 166th 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. Arnoldo 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. Arnoldo 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.

______________________________
Chairperson

ATTEST:

______________________________
Director
DATE: FEBRUARY 11, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DISTRICT IDENTIFICATION BADGES

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

Front

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

Badge # D06  Signature:____________________

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. 166th Street
Cerritos, CA 90703

POSTAGE GUARANTEED

Back
DATE: FEBRUARY 11, 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:    FEBRUARY 11, 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:       FEBRUARY 11, 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.
DATE: FEBRUARY 11, 2004
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: EMPLOYEE BENEFITS – DEFERRED COMPENSATION, MEDICAL COVERAGE, AND RELATED BENEFITS

SUMMARY
The Committee will discuss employee benefits.

FISCAL IMPACT
None at this time.

STAFF RECOMMENDATION
For discussion and possible recommendations to the Board.