

**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, MARCH 10, 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 MEETING OF FEBRUARY 11, 2004

Recommendation: That the Committee approve the minutes as submitted.

IV. DOCUMENT IMAGING SYSTEM UPDATE

Recommendation: For information.

V. INTERNSHIP PROGRAM

Recommendation: For information.

VI. ADMINISTRATIVE CODE REVISIONS

Recommendation: That the Administrative Committee discuss any Administrative Code revisions and recommend that the Board consider adoption of any such revisions as recommended by the Committee.

VII. ADJOURNMENT

Posted by Tracey A. Burke, Acting Deputy Secretary, March 5, 2004.

**MINUTES OF FEBRUARY 11, 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 February 11, 2004 at 2:04 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: Mario Garcia, Tony Kirk, Hoover Ng, Brett Glasscock,
and District Counsel J. Arnaldo Beltrán

II. PUBLIC COMMENT

None.

Assistant General Manager and District Engineer Mario Garcia introduced the new Manager of Administration and Human Resources Diana Delker. Mr. Garcia welcomed Ms. Delker and gave a brief background on her education and professional experience.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETINGS OF DECEMBER 24, 2003 AND JANUARY 14, 2004

The minutes were approved as submitted.

The agenda items were taken out of order.

VII. DISTRICT HOURS OF OPERATION

Mr. Tony Kirk, the District Employee Grievance Officer, stated that staff reviewed the proposed new district hours of operation, whereby the office would rotate the amount of staff on alternating Fridays in order to avoid having the office closed. Mr. Kirk informed the Committee that such a proposal was rejected and that staff voted to keep the existing 9/80 work schedule.

Director Murray recommended that the District keep the 9/80 work schedule with staff working alternate Fridays so the office is never closed on Fridays. Director Ryan concurred. The Committee further authorized the General Manager to assign individual work schedules for staff as he deemed appropriate.

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

Director Murray recommended that the District offer a limited matching funds incentive to participating employees in the District's deferred compensation plan. The proposed match is at the rate of \$.50 per deferred dollar with a maximum annual liability to the District of \$5,000 per participating employee.

District Counsel J. Arnaldo Beltran noted that many other special districts offer similar incentives to their employees. He stated that the item will be included in the final negotiations regarding the District's Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME) and is subject to possible contingencies.

Mr. Hoover Ng, the District employees Union President, asked if other potential benefits will be discussed with the Committee before they are discussed with the Union. Mr. Beltran stated that future items may be the subject of further discussions in the Committee.

Director Murray stated that he would not want to hamper the MOU and recommended that the Committee approve a matching funds incentive to the employees deferred compensation plan with possible contingencies. Director Ryan concurred.

The Committee requested that this item be included in the agenda for the next Board meeting.

V. DOCUMENT IMAGING SYSTEM UPDATE

Network Administrator Brett Glasscock provided an update to the document imaging system. He stated that a temporary full-time employee is currently scanning the Accounting Department's documents for the current fiscal year and other materials in-house.

Discussion followed. The Committee asked that staff determine whether bringing a team on board or using in-house staff will expedite the scanning process. The Committee requested that an update be provided at the next meeting.

IV. DISTRICT IDENTIFICATION BADGES

Mr. Garcia presented a sample District identification card. The Committee made minor recommendations and approved the text of the sample identification (ID) card provided.

VI. ADMINISTRATIVE CODE REVISIONS

The Committee requested that an update on the Internship program be made in the next Committee meeting.

IX. CLOSED SESSION

- A. Labor Negotiations per Government Code §54957.6
Negotiator: J. 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

The Committee went into closed session. The Committee reconvened in open session. District Counsel Beltran reported that on each of the two items, a status report was presented and no action was taken.

X. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 4:28 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. IV

Prepared by: Brett Glasscock

Reviewed by: Robb Whitaker

DATE: MARCH 10, 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. V

Prepared by: Tracey Burke

Reviewed by: Diana Delker

DATE: MARCH 10, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: INTERNSHIP PROGRAM

SUMMARY

Staff will discuss progress of the Internship Program.

The WRD Internship Program would cover all aspects of District operations and would provide outreach learning opportunities for high school and college students.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. VI

Prepared by: Tracey Burke

Reviewed by: Diana Delker

DATE: MARCH 10, 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 any Administrative Code revisions and recommend that the Board consider adoption of any such revisions as recommended by the Committee.