

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
1:00 P.M., WEDNESDAY, MAY 12, 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
APRIL 14, 2004**

Recommendation: That the Committee approve the minutes as submitted.

IV. VERIFICATION OF DEPENDENTS

Recommendation: For discussion.

V. ALTERNATE FRIDAYS OFF

Recommendation: For discussion.

VI. ACWA MEDICAL INSURANCE ELIGIBILITY

Recommendation: Staff makes no recommendation at this time.

VII. 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.

VIII. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, May 6, 2004.

**MINUTES OF APRIL 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 April 14, 2004 at 2:08 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 Deputy Secretary Abigail C. Andom recorded the minutes.

I. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and Norm Ryan
Staff: Diana Delker, Tony Kirk, and District Counsel
J. Arnolodo Beltran of Beltran and Medina

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETINGS OF FEBRUARY 11, 2004 AND MARCH 10, 2004

The minutes were approved as submitted.

IV. TRAVEL REQUEST – TRANSPORT NEW SAMPLING VEHICLE TO IDAHO FOR EQUIPMENT FABRICATION AND ASSEMBLY

Senior Hydrogeologist Tony Kirk stated that staff is requesting travel to transport the District's new sampling vehicle to and from AMS, Inc., in American Falls, Idaho in late May 2004. The main purpose of the trip, besides the need to deliver the vehicle to AMS, is for a knowledgeable staff member to meet in person with AMS engineers and fabricators to work through the details of the equipment design and fabrication. This dialogue is an important step in assuring that the finished product meets the needs of the District and field staff.

In light of the cost differential and benefits of active supervision in the design of the truck, staff deemed this trip to Idaho to be the best option rather than having the truck shipped to Idaho.

The Committee recommended that the Board approve a staff travel request to American Falls, Idaho to transport the new sampling vehicle.

V. VERIFICATION OF DEPENDENTS

Manager of Administration and Human Resources Diana Delker stated that this item is for informational purposes in response to a

request from the Committee regarding: 1) How the WRD currently verifies dependents for medical insurance and reimbursement; and 2) What is the legally permissible way dependents may be verified.

Ms. Delker stated that currently for health insurance, the WRD only requires that employees list their dependents with social security numbers. This information is then forwarded to ACWA. Dependents defined under ACWA are categorized as spouse, child(ren), and/or domestic partner.

For medical reimbursements, WRD has no verification requirement for adding or removing dependents. However, as of January 1, 2004, ACWA requires documentation for verification of dependents. The WRD is legally allowed to follow this same requirement. Employees can volunteer their tax returns; however these documents cannot be required for proof of dependents. WRD may also require affidavits under penalty of perjury for each addition or removal of a dependent.

The District uses IRS Publication 502 –Medical and Dental Expenses as the basis in determining what qualifies as a covered or deductible medical expense that is non-taxable.

Discussion followed. The Committee recommended that since the medical reimbursement is intended to be supplemental to the District's medical coverage, only those dependents that meet ACWA's documentation of dependents are entitled to the medical reimbursement benefit. The Committee further requested that this item be taken to the Board for approval.

VI. ADMINISTRATIVE CODE REVISIONS

Discussion followed, and the Committee recommended the following changes to the Administrative Code:

1. Change in Communications Allowance for Directors – propose increase from \$200 to \$300 a month
2. Change in Medical Reimbursement Allowance – propose increase from \$3,000 per employee to \$4,000 per employee, and from \$2,000 per dependent to \$3,000 per dependent
3. Change in District Office Hours – retain the 9/80 work schedule but keep the office open with half of staff working alternate Fridays. The General Manager was authorized to adjust employee schedules in order to implement this schedule.

Mr. Kirk, the Union Grievance Officer, noted that the union membership unanimously preferred the existing 9/80 work schedule.

District Counsel Beltran stated that in addition to the above items, staff is recommending certain additions/deletions to the Administrative Code:

1. Addition of Mission Statement to the Administrative Code
2. Purpose of Administrative Code – this was referred to the Ad Hoc Operational Efficiency Committee
3. Change in selection of Deputy Secretary
4. Addition of retention period for Request for Public Records Requests

The Committee further recommended that these items be taken to the Board for approval.

VII. CLOSED SESSION

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 and effect on existing Administrative Code

This item was not taken up.

VIII. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:37 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. IV

Prepared by: Abbie Andom

Reviewed by: Diana Delker

DATE: MAY 12, 2004

TO: BOARD OF DIRECTORS

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: VERIFICATION OF DEPENDENTS

SUMMARY

At the last Administrative Committee meeting of April 14, 2004, discussion was held and the Committee recommended that since the medical reimbursement is intended to be supplemental to the District's medical coverage, only those dependents that meet ACWA's documentation of dependents are entitled to the medical reimbursement benefit. The Committee further requested that this item be taken to the Board for approval.

The Board at its April 21, 2004 meeting reviewed this item and referred it back to the Administrative Committee for further review.

FISCAL IMPACT

Unknown.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. V

Prepared by: Abbie Andom

Reviewed by: Diana Delker

DATE: MAY 12, 2004
TO: BOARD OF DIRECTORS
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ALTERNATE FRIDAYS OFF

SUMMARY

At the last Administrative Committee meeting of April 14, 2004, discussion was held and the Committee recommended retaining a 9/80 work schedule with alternating groups allowing for the office to be open every Friday. The General Manager was authorized to adjust employee schedules in order to implement this schedule.

The Board at its April 21, 2004 meeting reviewed this item and referred it back to the Administrative Committee for further review.

FISCAL IMPACT

Unknown.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. VI

Prepared by: Diana I. Delker

Reviewed by: Robb Whitaker

DATE: MAY 12, 2004

TO: BOARD OF DIRECTORS

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ACWA MEDICAL INSURANCE ELIGIBILITY

SUMMARY

As of January 1, 2004, ACWA expended medical, dental and vision insurance benefits to domestic partners. However, ACWA allowed districts to choose between two different verification systems for determining domestic partner coverage. These two systems are the ACWA Domestic Partnership Verification system, and the California State Registry System.

ACWA Domestic Partnership: Medical, dental and vision insurance coverage is offered to domestic partners who are opposite sex or same sex and their dependent children. This requires notarization of ACWA Domestic Partnership Forms;

California State Registry System: Medical insurance, dental and vision coverage is only available to those partners who are same sex, or who are opposite sex if at least one of the partners is over the age of 62. This calls for the requirements of the California State Registry system be met.

In order to follow ACWA's verification requirements and inform staff of the changes in eligibility of benefits, the District needs to choose which system they intend to follow.

FISCAL IMPACT

Unknown.

STAFF RECOMMENDATION

Staff makes no recommendation at this time.



MEMORANDUM

ITEM NO. VII

Prepared by: Abbie Andom

Reviewed by: Diana Delker

DATE: MAY 12, 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.

RESOLUTION NO. 04-708

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WATER REPLENISHMENT DISTRICT OF SOUTHERN
CALIFORNIA AMENDING DISTRICT POLICY FOR
DIRECTOR COMMUNICATION ALLOWANCE**

WHEREAS, the Water Replenishment District of Southern California (“WRD” or “District”) is a public agency with a mission clearly established in the statutory authorization that created the District; and

WHEREAS, the directors (“Directors”) of the District on February 24, 2004 adopted Resolution No.03-664 (the “Resolution”) setting forth the District’s policy for Director Communication Allowance and established the sum of Two Hundred Dollars (\$200.00) per month as a communication allowance; and

WHEREAS, since adoption of the resolution many of the components of the allowance have seen an increase in prices and experience has demonstrated that the current amount does not meet all the needs set out in the Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Water Replenishment District of Southern California hereby finds, orders and resolves as follows:

SECTION 1. The Board hereby adopts this resolution amending the Resolution to increase the existing communications allowance to Three Hundred Dollars (\$300) per month.

Adopted on this 19th day of May 2004.

Willard H. Murray, Jr., President

Robert W. Goldsworthy, Secretary

RESOLUTION NO. 04-709

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WATER REPLENISHMENT DISTRICT OF SOUTHERN
CALIFORNIA AMENDING THE ADMINISTRATIVE CODE
REGARDING MEDICAL EXPENSE REIMBURSEMENTS**

WHEREAS, the Water Replenishment District of Southern California (“WRD” or “District”) is a public agency with a mission clearly established in the statutory authorization that created the District; and

WHEREAS, the directors (“Directors”) of the District on June 1, 2001 amended by Minute Order the District’s Administrative Code regarding Medical Expense Reimbursement, establishing that the reimbursement for non-covered medical and dental expenses for eligible Directors and employees should not exceed Three Thousand Dollars (\$3,000) in any one year; and,

WHEREAS, the Directors of the District on June 1, 2001 amended by Minute Order the District’s Administrative Code regarding Medical Expense Reimbursement, establishing that the reimbursement for non-covered medical and dental expenses for dependents of eligible Directors and employees should not exceed Two Thousand Dollars (\$2,000) in any one year; and

WHEREAS, since these amounts were last reviewed and established by the Directors of the District, costs for such medical and dental services have increased, creating a need for review and adjustment of the level of reimbursement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Water Replenishment District of Southern California hereby amends paragraph 1 of section 14.9.2 of the District Administrative Code to read as follows:

“1. Medical Services

The District will pay for non-covered medical and dental expenses for eligible persons, provided, however, that reimbursement for any employee or Director shall not exceed \$4,000 in any one-year and \$3,000 per dependent in any one year. The amount shall be paid either directly to the medical service provider or reimbursed to the employee after payment by the employee. Satisfactory proof of entitlement shall be furnished. Director’s coverage shall be effective upon assumption of office.”

Adopted on this 19th day of May 2004.

Willard H. Murray, Jr., President

Robert W. Goldsworthy, Secretary