

**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, AUGUST 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 MEETING OF JULY 14, 2004

Recommendation: That the Committee approve the minutes as submitted.

IV. 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.

V. DEPARTMENT REPORT

Recommendation: For information.

VI. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, August 5, 2004.

MINUTES OF JULY 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 July 14, 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 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, Tina Graham, Hoover Ng, and
District Counsel J. Arnaldo Beltrán

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF JUNE 9, 2004

The minutes were approved as submitted.

IV. ACWA MEDICAL INSURANCE ELIGIBILITY

Director Murray stated that at the two previous Committee meetings, the Committee reviewed whether domestic partner medical insurance coverage benefits are mandatory for WRD to provide. At the Committee's request, an explanation of the two different verification systems for determining domestic partner coverage, and potential additional costs to the District were discussed. The Committee also reviewed the District's medical expense reimbursement program.

Four issues were brought before the Committee to consider, discussion was held, and the Committee recommended the following:

1. The District will extend, at District expense, medical coverage to domestic partners of employees;
2. Medical insurance coverage will be provided to domestic partners of employees only if the partners are in compliance with the State Domestic Partner Registration provisions;
3. Provide parity with the District's Memorandum of Understanding (MOU) benefits on medical expense reimbursements to directors and employees regardless of membership in the bargaining unit;

4. Require completion of a District affidavit of dependent status form for any non-ACWA defined dependent to qualify for benefits under the District's medical expense reimbursement program.

The Committee requested that the Board adopt the proposed changes and incorporate the same into the Administrative Code.

V. ADMINISTRATIVE CODE REVISION – BOARD AND COMMITTEE AGENDAS

The Committee recommended that only standing committees place items on the Board agenda. The Committee requested that the Board adopt the proposed change and incorporate the same into the Administrative Code.

VI. ADMINISTRATIVE CODE REVISIONS

Discussion followed on how meetings of the Board are defined in the Administrative Code.

The Committee also requested District Counsel to draft the language recognizing the Technical Advisory Committee (TAC) in the Administrative Code. The Committee requested that the Board adopt the proposed change and incorporate the same into the Administrative Code.

VII. DEPARTMENT REPORT

Manager of Administration and Human Resources Tina Graham stated that staff would like to seek input from the Committee regarding whether or not they would like to receive monthly reports on department activities.

The Committee recommended keeping Department Report as a standing agenda item.

The Committee further asked that staff look into implementing the District's Internship Program.

VIII. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:10 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. IV

Prepared by: Abbie Andom

Reviewed by: Tina Graham

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



MEMORANDUM

ITEM NO. V

Prepared by: Abbie Andom

Reviewed by: Tina Graham

DATE: AUGUST 11, 2004
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff will provide an update of department activities.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.