

**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, SEPTEMBER 8, 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 AUGUST 11, 2004

Recommendation: That the Committee approve the minutes as submitted.

IV. ADMINISTRATIVE CODE REVISION - PROCUREMENT POLICY ON SMALL BUSINESS ENTERPRISE OUTREACH PROGRAM

Recommendation: That the Committee recommend the Board adopt revisions to the Procurement Policies and Procedures of the Administrative Code as it relates to the Small Business Enterprise Outreach Program and as offered in attached Exhibit C.

V. STATE AUDIT UPDATE

Recommendation: Staff concurs with the Finance Committee.

VI. CONSIDERATION OF RESOLUTION NO. 04-718 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA AMENDING EXHIBIT B TO THE CONFLICT OF INTEREST CODE

Recommendation: That the Committee recommend the Board adopt Resolution No. 04-718 and direct staff to submit the required forms and a copy of the resolution to the County Board of Supervisors by October 1, 2004.

VII. ELECTION NOTICE

Recommendation: For information.

VIII. ADMINISTRATIVE CODE REVISIONS

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

IX. DEPARTMENT REPORT

Recommendation: For information.

X. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, September 2, 2004.

**MINUTES OF AUGUST 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 August 11, 2004 at 2:18 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: Robb Whitaker, Tina Graham, Hoover Ng

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF JULY 14, 2004

The minutes were approved as submitted.

IV. ADMINISTRATIVE CODE REVISIONS

The Committee did not have any proposed Administrative Code revisions.

At the request of the Committee Chair, Manager of Administration and Human Resources Tina Graham provided the Committee with a list of pending items that the Committee had previously considered, but have not yet gone to the Board for approval.

V. DEPARTMENT REPORT

Director Murray asked General Manager Robb Whitaker for an update on the District's new building. Mr. Whitaker stated that escrow is expected to close on August 23, 2004. Staff had worked on the appropriate lease language for the building owners who intend to rent the building. Mr. Whitaker recommended that the Ad Hoc Office Building Committee meet to discuss space planning and other details. He also added that revenue will be generated from the lease of the building.

Ms. Graham provided an update on the Department's activities. She stated that the District had implemented the Internship Program and hired Isaiah Berry as an intern to work for a period of six weeks. Mr. Berry will be initially working with the Administrative

Department. Mr. Graham noted that the District has not received any other applicants for the internship program.

Ms. Graham stated that staff will be bringing the biennial review of the Conflict of Interest and Disclosure Code to the Committee at its next meeting. She explained that there are no new changes anticipated, except for some title changes.

Ms. Graham stated that the Administrative staff has been working on new challenging assignments to enhance their professional development. As an example, she offered that Deputy Secretary Adom is researching the Elections Code and will be bringing a related item to the Committee at the next meeting.

Ms. Graham received an update from Director Ryan on the review of the PARS information provided by District Counsel Ed Casey. The Committee will let staff know when the item is to be agendized for Committee consideration.

President Murray asked staff to provide a status report regarding the implementation of the PARS Retirement Program.

Director Murray asked Ms. Graham to research the advantage of possibly switching medical insurance coverage from ACWA to PERS. He also asked Union President Hoover Ng to provide the Committee input from the membership.

Director Murray also asked that staff present an update on the automated agenda system at the next meeting.

VI. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:55 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. IV

Prepared by: Tina Graham

Reviewed by:

DATE: SEPTEMBER 8, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE REVISION – PROCUREMENT POLICY ON SMALL BUSINESS ENTERPRISE OUTREACH PROGRAM

SUMMARY

At the request of the Board of Directors, Special Legal Counsel has reviewed WRD's Small Business Enterprise Outreach Program and has recommended a revised program for the Committee to consider. Special Legal Counsel Kevin Collins will be at the meeting to answer any questions the Committee may have.

FISCAL IMPACT

Unknown at this time.

STAFF RECOMMENDATION

That the Committee recommend the Board adopt revisions to the Procurement Policies and Procedures of the Administrative Code as it relates to the Small Business Enterprise Outreach Program and as offered in attached Exhibit C.

MEMORANDUM

TO: Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California

FROM: Kevin Collins, Esq.

DATE: August 31, 2004

RE: Small Business Enterprise Outreach Program

OUR FILE NO.: 2347-024

CC: Robb Whitaker, Tina Graham, Ed Casey, Esq.

I. BACKGROUND

The Board adopted its current Small Business Enterprise (“SBE”) Outreach Program in 2002. Based on recent experience with the existing SBE Program, the Board directed the Administrative Committee to review the SBE Program for possible revisions.

A copy of the current Program is attached to this Memorandum as Exhibit A. Attached as Exhibit B is a copy of a recent law, Public Contract Code § 2002, which expressly authorizes local agencies to take certain actions to facilitate contract awards to small businesses. Finally, attached as Exhibit C is a proposed revised SBE Program for the Committee’s consideration.

II. EXISTING PROGRAM

The District’s existing program was formulated based on a review of comparable policies by other local agencies. Those policies, such as that of the

Metropolitan Water District, were still in their formative stages at the time the District's policy was adopted.

The District's existing Program applies only to construction contracts greater than \$100,000 and requires bidders to subcontract at least 20% of their bid amount to SBE's certified as such by either the State of California or the Los Angeles County Metropolitan Transportation Authority.

The existing Program allows the Board to exempt a project from its SBE Program if it determines that doing so would be in the District's best interest. This determination must be made before the District advertises for bids.

III. RECENT EXPERIENCE WITH THE EXISTING SBE PROGRAM

The District's recent experience implementing its SBE Program has revealed that bidders failed to comply with the Program requirements in several consistent ways: (A) bidders include their own status as certified SBE's for purposes of reaching the participation requirement even though the participation requirement must be met by subcontractors; (B) bidders list SBE's who are not certified by one of the required agencies; (C) bidders list SBE's without including documentation showing that the subcontractors so listed are actually certified as SBE's; and (D) bidders divide work into

arbitrary or illogical divisions in order to meet the SBE requirement. Each of these issues are discussed below.

A. Bidder's Own SBE Status

The District's existing SBE Policy requires the SBE participation goal to be satisfied by subcontractors. Under Public Contract Code § 2002(a)(1) (attached as Exhibit B), local agencies may establish a preference for prime bidders who are themselves certified as SBE's.

B. Certifying Agencies

The District's existing SBE Policy requires that SBE's be certified by either one of two agencies. Under Public Contract Code § 2002(b), the District now has wide latitude to define what constitutes an SBE.

C. Documentation of SBE Status

The District's existing policy does not make clear whether bidders must include SBE documentation with their bids or whether such documentation may be submitted after the bid opening. This issue should be clarified.

D. Division of Project Work for SBE Subcontracting Purposes

Recent experience has shown that bidders sometimes divide the work of a project into illogical components for purposes of complying with the SBE Program. This may occur where the work of the project, while greater than the \$100,000 threshold, is not logically divisible for subcontracting purposes, for example, where the majority of the contract price for a particular project consists of a significant equipment or materials purchase.

IV. SBE PROGRAM ALTERNATIVES UNDER PUB. CONT. CODE § 2002

Public Contract Code § 2002 expressly authorizes local government agencies, which includes the District, to facilitate the award of contracts to small business in several ways. Those alternatives include: (1) granting a preference to bidders who are small businesses in the amount of up to 5% of the bid submitted by the otherwise lowest responsible and responsive bidder; (2) establishing a small business subcontracting participation goal and granting a preference of up to 5% to bidders who meet the goal; and (3) requiring bidders to either meet a small business subcontracting participation goal or to demonstrate that they made good faith efforts to meet the participation goal. In addition, Public Contract Code § 2002 allows local agencies to adopt their own definition of the term “small business.”

Although many factors bear on the program selection, two factors are important from an administrative standpoint. First, the District does not have resources comparable to other agencies who have adopted SBE programs, such as the Metropolitan Water District. Second, if a program involves more subjective or interpretive elements rather than a bright-line test, it is more likely to open the door to efforts by bidders to stretch or manipulate the rules and resulting bid protests.

Of the three options permitted by Public Contract Code Section 2002, the first would likely be the least resource-intensive of the three. This is a significant factor because the District does not presently have the resources of other much larger public agencies with SBE programs, such as the Metropolitan Water District. Likewise, the first option also presents the most objective or “bright-line” test. However, because the first option grants a preference to prime bidders who are themselves small businesses, that option might have the effect of discouraging participation by larger more established firms with expertise the District may desire for certain projects.

Attached as Exhibit C is a proposed revised SBE Program for the Committee's consideration that is consistent with the first option, discussed above, and which incorporates several revisions to address issues raised by the District's recent experience implementing its existing SBE Program.

* * * * *

Exhibit A

Existing Small Business Enterprise Outreach Program

- (a) It is the District's policy to encourage and promote broad-based participation in its contracting activities by all potential participants so as to maximize competition for District Contracts, to attract the greatest number of qualified bidders and to stimulate participation by responsible bidders who might otherwise be prevented from participating in the District's procurement activities.

- (b) Bidders for District contracts of \$100,000 or more must subcontract at least twenty (20) percent of the value of the contract in question to Small Business Enterprises certified as such by the Los Angeles County Metropolitan Transportation Authority or by the State of California Department of General Services Office of Small Business Certification and Resources (the "SBE Participation Requirement"). The SBE Participation Requirement shall be included in District Contract Solicitations. Bidders will be required to identify in their bids the subcontractors they proposed to utilize to satisfy the SBE Participation Requirement. Bids that do not satisfy the SBE Participation Requirement shall be rejected as non-responsive.

- (c) The Board may modify the percentage SBE Participation Requirement for particular procurements, or exempt particular procurements from the SBE Participation Requirement, if the Board determines that it would be in the District's best interest to do so based on the nature of the services, equipment or materials to be procured or other relevant factors.

Exhibit B

California Public Contract Code Section 2002

PUBLIC CONTRACT CODE
DIVISION 2. General Provisions
PART 1. Administrative Provisions
CHAPTER 2. Responsive Bidders

§ 2002. Facilitation of contract awards to small businesses by local agency

- (a) Notwithstanding any other provision of law requiring a local agency to award contracts to the lowest responsible bidder, any local agency may do any of the following in facilitating contract awards to small businesses:
 - (1) Provide for a small business preference in construction, the procurement of goods, or the delivery of services where responsibility and quality are equal. The preference to a small business shall be up to 5 percent of the lowest responsible bidder meeting specifications.
 - (2) Establish a subcontracting participation goal for small businesses on contracts and grant a preference, up to a maximum of 5 percent, to those bidders who meet the goal.
 - (3) Require bidders to make good faith efforts to meet a subcontracting participation goal for small business contracts. Bidders that fail to meet the goal shall demonstrate that they made good faith efforts to utilize small business contractors.
- (b) The term "small business," as used in this section, shall be defined by each local agency.

Exhibit C

Proposed Revised Small Business Enterprise Outreach Program

Small Business Enterprise Outreach Program

- (a) It is the District's policy to encourage and promote broad-based participation in its contracting activities by all potential participants so as to maximize competition for District Contracts, to attract the greatest number of qualified bidders and to stimulate participation by responsible bidders who might otherwise be prevented from participating in the District's procurement activities. The District's Small Business Enterprise Outreach Program is adopted pursuant to Public Contract Code Section 2002.
- (b) For purposes of this section, a Small Business Enterprise ("SBE") shall mean a small business enterprise certified as such by any branch of the Federal Government, the State of California, or by any other Public Entity within the State of California as defined by California Public Contract Code Section 1100.
- (c) Notwithstanding the requirement that the District award Construction Contracts to the lowest responsive and responsible bidder, the District shall provide a preference for purposes of evaluating bids for Construction Contracts to bidders who are SBE's. The preference shall be in the amount five percent (5%) of the bid submitted by the otherwise lowest responsive and responsible bidder.
- (d) To be eligible for the preference provided by this section, bidders must be certified as SBE's at the time their bid is submitted and must include with their bid documentation by the certifying public entity demonstrating the bidder's certification.
- (e) If a bidder claims SBE status but is later found by the District not to qualify as an SBE, its bid will not be rejected and will be evaluated without the SBE preference.

- (f) Before advertising for bids, the Board may modify the preference granted by this section for particular procurements, or exempt particular procurements from the SBE preference, if the Board determines that it would be in the District's best interest to do so based on the nature of the services, equipment or materials to be procured or other relevant factors.



MEMORANDUM

ITEM NO. V

Prepared by: Laura Doud

Reviewed by: Scott M. Ota

DATE: SEPTEMBER 8, 2004
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: STATE AUDIT UPDATE

SUMMARY

In response to the Bureau of State Audits recommendations, the Finance Committee discussed language to revise the Administrative Code and recommends the Administrative Committee consider the following additions to the Code:

State Audit Recommendation #10: Amend its Administrative Code to require board members and staff to consistently use the business expense form to document the public purpose of any out-of-pocket expenses.

Finance Committee Recommendation #1:

The Finance Committee recommends language to be added to Section 13.2 Reimbursable Expenses:

“Claims shall be submitted on forms supplied by the District. Such forms shall include a description of the expense, names (if appropriate), date incurred, and a description of the business purpose of the expense.”

State Audit Recommendation #12: Reassess its use of public funds for such purposes as award dinners, catered meals, high-cost airfares, and lodging for local conferences, and revise its Administrative Code to limit or prohibit such costs.

Finance Committee Recommendation #2:

The Finance Committee finds that Section 13.2 of the Administrative Code appropriately addresses these issues and recommends that the Administrative Committee concur with the findings.

Section 13.2.2. Reimbursable Expenses

1. All expenses shall be reasonable and necessary.

2. The most economical mode and class of transportation consistent with scheduling requirements shall be utilized. In the event a more expensive mode or class of transportation is utilized, the reimbursable amount shall be limited to the cost of the most economical mode or class of transportation available, not to exceed the cost of coach airfare.
3. Expenditure for food and lodging shall be moderate and reasonable.

Section 13.2.6. Lodging

“For the purpose of lodging, “local area” means a 40-mile radius from either one’s residence or the District office, whichever is further.

Within the discretion of the Board President, a Director may stay overnight at a site less than a 40-mile radius from the residence or the District office. If the Director desiring to stay overnight at such a site is the Board President, that Director shall obtain approval from the Board Treasurer. Otherwise, no requests for lodging or reimbursement claims for expenses incurred within the “local area” shall be approved by the Finance Committee.

Expenses will be allowed for adequate and reasonably priced lodging when necessary for the conduct of District business. When lodging is required in conjunction with a conference or similar function, whenever possible, lodging shall be at the conference location at the reduced rate provided by the conference, if applicable. In all cases, reasonable attempts shall be made to obtain reduced rates for lodging (i.e., government rates for domestic lodging as published by the U.S. General Services Administration.)

Unless otherwise authorized by the Finance Committee, no reimbursement will be approved for lodging for greater than one night before or for any nights after an event outside of the ‘local area.’”

State Audit Recommendation #13: Amend its Administrative Code to provide better guidance on reimbursable travel expenses, including a limit on the number of conferences directors and staff may attend, and a process for justifying exceptions to that limit.

Finance Committee Recommendation #3:

The Finance Committee recommends language to be added to Section 13.2 Reimbursable Expenses:

“Travel for directors and staff to conferences shall be limited to 12 conferences per year. Once a director or staff has been certified by attending a complete series of conferences sponsored by an organization, then only a refresher course may be attended once every two years.

When conferences are held at multiple sites, and when scheduling permits, directors and staff shall choose the site that will result in the lowest cost to the District.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff concurs with the Finance Committee.



MEMORANDUM

ITEM NO. VI

Prepared by: Tina Graham

Reviewed by:

DATE: SEPTEMBER 8, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: RESOLUTION 04-718 – A RESOLUTION OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA AMENDING APPENDIX B TO THE CONFLICT OF INTEREST CODE

SUMMARY

The Water Replenishment District of Southern California (WRD), in accordance with Government Code 8736.5, is required to review its Conflict of Interest Code (Code) on a biennial basis and is required to revise the Code when necessitated by changing circumstances. Changes, except minor title changes, must be approved by the Board of Directors and must be submitted to WRD's code reviewing body by October 1, 2004. WRD's code reviewing body is the Los Angeles County Board of Supervisors.

Staff has revised Exhibit B to the Code as a result of organizational changes that have taken place since the adoption of WRD's current Code in 2002. Supporting information and the enabling resolution are attached for the Committee's review.

FISCAL IMPACT

Minimal staff time to complete the transmittal forms and forward a copy of the enabling resolution to the County Board of Supervisors.

STAFF RECOMMENDATION

That the Committee recommend that the Board of Directors adopt Resolution 04-718 and direct staff to submit the required forms and a copy of the resolution to the County Board of Supervisors by October 1, 2004.

RESOLUTION NO. 04-718

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
AMENDING EXHIBIT B TO THE CONFLICT OF INTEREST CODE**

WHEREAS, the Board of Directors of the Water Replenishment District of Southern California replaced the District's former Conflict of Interest Code with the Fair Political Practices Commission Regulation 18730 (2 Cal. Code of Regs. Section 18730) by enactment of Resolution 02-644; and

WHEREAS, Government Code Section 8736.5 requires the District to review its Conflict of Interest Code on a biennial basis; and

WHEREAS, the District's review of its Conflict of Interest Code has revealed that the code must be amended to change the title of a designated position, change categories of designated positions, and add designated positions in Exhibit "B" to the Code.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Water Replenishment District of Southern California does hereby amend Exhibit "B" to the District's Conflict of Interest Code to change the disclosure categories of the existing designated positions of Members of the Board of Directors, General Manager and Assistant General Manager/Chief Engineer – categories "1" and "2"; change the title of Controller of Finance and Administration to Chief Financial Officer – categories "1" and "2"; add the position of Chief Hydrogeologist – categories "1" and "2"; add the position of Manager of Administration and Human Resources – category "2"; and add the position of Manager of External Affairs – category "2".

BE IT FURTHER RESOLVED, that the individuals holding the designated positions and those changing their categories in Exhibit B shall file Statements of Economic Interest with the District and the District shall retain copies of these statements in its records; and

BE IT FURTHER RESOLVED, that a secretarial certified copy of this Resolution, including the attached amendment to Exhibit B will be forwarded to the Los Angeles County Board of Supervisors.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Water Replenishment District of Southern California held on the _____ day of _____, 2004.

President

ATTEST:

Secretary

Conflict of Interest Code
Of the
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments of the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Sections 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

(6/02) (Rev.)

**WATER REPLENISHMENT DISTRICT
OF SOUTHERN CALIFORNIA**

EXHIBIT "A"

Types of business entities, business positions, investments, sources of income or real property reportable according to disclosure categories set forth the designated positions as listed on Exhibit B.

CATEGORY 1

Persons in this category shall disclose all interests in real property within the District, except personal residences. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose, in accordance with this Code, all income from, and investments and business positions in business that produce or provide services of a type utilized by the District.

CATEGORY 3

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the District.

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
[1] Members of the Board of Directors (change in category)	<u>1, 2</u>
[2] General Manager (change in category)	<u>1, 2</u>
[3] Assistant General Manager/Chief Engineer (change in category)	<u>1, 2</u>
[4] Controller of Finance and Administration <u>Chief Financial Officer</u> (change in title & category)	<u>1, 2</u>
[5] <u>Chief Hydrogeologist</u> (added)	<u>1, 2</u>
[6] <u>Manager of Administration and Human Resources</u> (added)	<u>2</u>
[7] <u>Manager of External Affairs</u> (added)	<u>2</u>
Consultants	3

Officials Who Manage Public Investments:

~~Members of the Board of Directors~~

~~General Manager~~

~~Assistant General Manager/Chief Engineer~~

EXPLANATIONS OF CHANGES PROPOSED IN EXHIBIT B

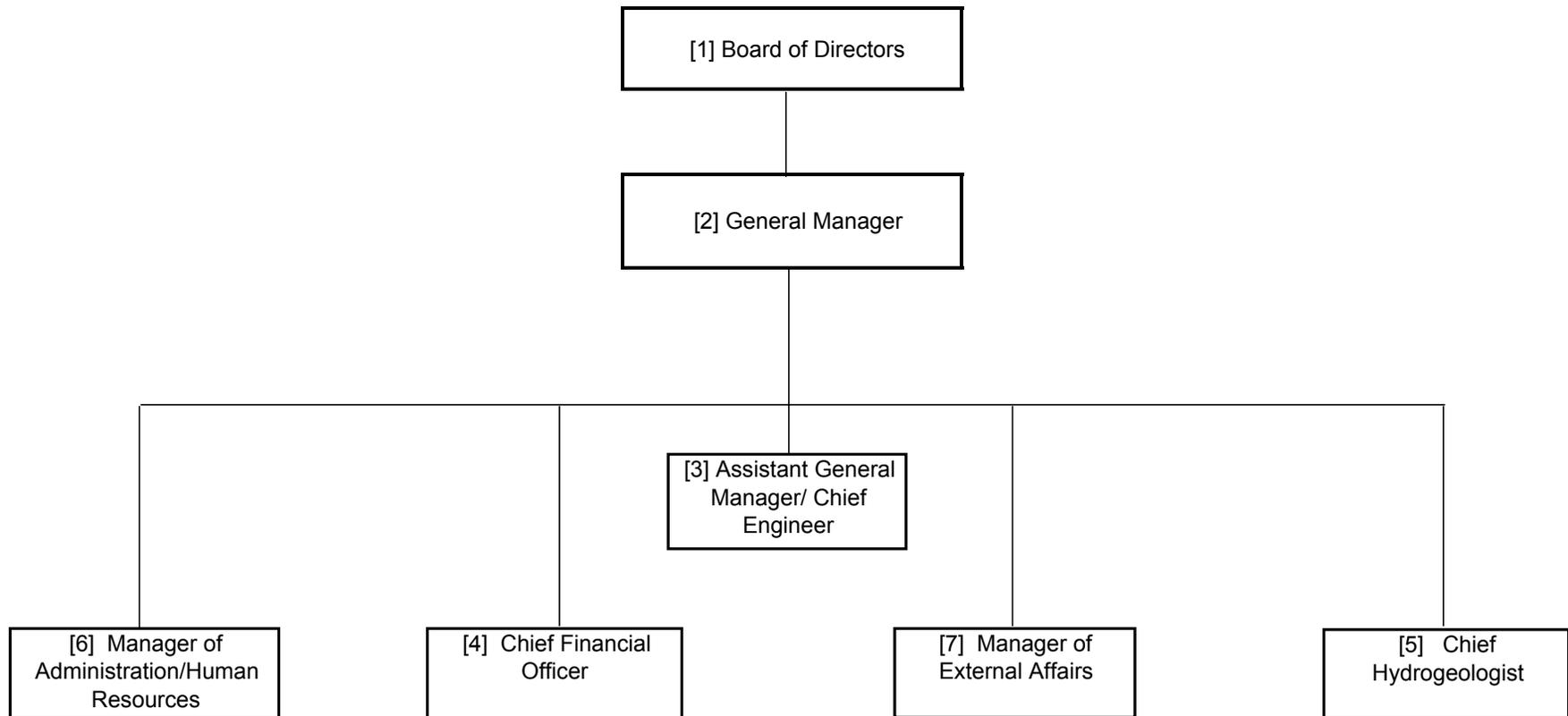
Please note that numbers below correspond to positions in Exhibit B and to the Organization Chart.

- [1] Members of the Board of Directors: This is a change to the categories for an existing designated position. Elected members of the Board of Directors can make or participate in the making of governmental decisions that may foreseeably have a material effect on the financial interests of the designated position. Decision making authority may include voting to obligate or commit the district to any course of action and enter into any contractual agreement on behalf of the agency.
- [2] General Manager: This is a change to the categories for an existing designated position. The General Manager may make, advise or participate in the making of governmental decisions that may foreseeably have a material effect on the financial interests of the designated position. The position may make, advise or influence decisions that obligate or commit the district to any course of action and enter into any contractual agreement on behalf of the agency.
- [3] Assistant General Manager/Chief Engineer: This is a change to the categories for an existing designated position. The Assistant General Manager/Chief Engineer may make, advise or participate in the making of governmental decisions that may foreseeably have a material effect on the financial interests of the designated position. The position acts as and has the same authority as the General Manager in the absence of the General Manager. The position may make, advise or influence decisions that obligate or commit the district to any course of action and enter into any contractual agreement on behalf of the agency.
- [4] Chief Financial Officer: This is a change in title and in category of a designated position. This position was originally Controller of Finance and Administration. This position advises or makes recommendations, which are generally approved by superiors without substantive review, regarding management of public investments, approval of a wide variety of contracts and purchases, etc.
- [5] Chief Hydrogeologist: This is an added designated position. This position advises or makes recommendations, which are generally approved by superiors without substantive review, regarding operations and construction contracts and purchases.
- [6] Manager of Administration and Human Resources: This is an added designated position. This position advises or makes recommendations, which are generally approved by superiors without substantive review, regarding a wide variety of contracts and purchases.
- [7] Manager of External Affairs: This is an added designated position. This position advises or makes recommendations, which are generally approved by superiors without substantive review, regarding a wide variety of contracts and purchases.

Water Replenishment District of Southern California

Organization Chart

March 2004





MEMORANDUM

ITEM NO. VII

Prepared by: Abbie Andom

Reviewed by: Tina Graham

DATE: SEPTEMBER 8, 2004

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ELECTION NOTICE

SUMMARY

Prior to the next Administrative Committee meeting, the District is expected to receive from the County of Los Angeles Registrar-Recorder the Notice of Election and List of Nominees for the Election scheduled to be held November 2, 2004. Pursuant to Elections Code Section 12113, the District is required to post this notice in the District office. Attached is a sample copy of the Notice received for the November 2, 2002 elections.

Staff will be posting the Notice at the District office and would like to seek the Committee's concurrence in posting the Notice to the District's website as well.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.

NOTICE OF ELECTION AND LIST OF CANDIDATES

NOTICE IS HEREBY GIVEN TO ALL QUALIFIED VOTERS of the WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA that an election will be held in consolidation with the General Election, on TUESDAY, NOVEMBER 5, 2002, and that hereinafter under the title of the office to be voted on, there is shown the name and address of each person for whom a nomination paper has been filed and who is entitled to be voted for in the election:

Member of the Board of Directors, Division 1

- | | |
|--|--|
| 1. Willard H. Murray, Jr.
5309 Maymont Dr.
Los Angeles, CA 90043 | 2. Richard Schwartz
14358 S. Yukon Ave
Hawthorne, CA 90250 |
|--|--|

Member of the Board of Directors, Division 3

- | | |
|---|--|
| 1. Lewis Lester
134 E. Hill St.
Long Beach, CA 90806 | 2. Norm Ryan
6871 E. 9 TH St.
Long Beach, CA 90815 |
| 3. Leo J. Vander Lans
14 Rivo Alto Canal
Long Beach, CA 90803 | 4. BJ Wills
640 W. 4 TH St., 204
Long Beach, CA 90802 |

Member of Board of Directors, Division 4

- | | |
|---|--|
| 1. Pat Acosta
10012 Otis St.
South Gate, CA 90280 | 2. Tomas Ramon Martin
4622 E. 59 TH Pl.
Maywood, CA 90270 |
|---|--|

Polling places shall be open between the hours of 7 a.m. and 8 p.m.

Persons requiring multilingual assistance in Chinese, Japanese, Korean, Spanish, Tagalog, or Vietnamese regarding information in the notice may call (800) 481-8683 or (562) 466-1310.

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk
County of Los Angeles

PUBLISH IN: METROPOLITAN NEWS ENTERPRISE

PUBLICATION DATE: OCTOBER 9, 2002 (THURS)



MEMORANDUM

ITEM NO. VIII

Prepared by: Abbie Andom

Reviewed by: Tina Graham

DATE: SEPTEMBER 8, 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. IX

Prepared by: Abbie Andom

Reviewed by: Tina Graham

DATE: SEPTEMBER 8, 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.