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, JANUARY 12, 2005

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 OCTOBER 13, 2004 AND DECEMBER 22, 2004
Recommendation: Approve the minutes as submitted.

IV. ORGANIZATION CHART
Recommendation: Recommend the Board approve the proposed organization chart.

V. ORDER OF SUCCESSION
Recommendation: For discussion and direction to staff.

VI. CONSENT CALENDAR ITEM
Recommendation: Recommend the Board approve the proposed guidelines for placement of items on the Consent Calendar.

VII. CONSIDERATION OF RESOLUTION NO. 05-730 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA ADOPTING A FLEXIBLE SPENDING ACCOUNT PROGRAM
Recommendation: Recommend the Board adopt Resolution no. 05-730.

VIII. BOARD PLANNING WORKSHOP
Recommendation: For discussion and direction to staff.

IX. ADMINISTRATIVE CODE REVISIONS
Recommendation: Discuss any Administrative Code revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.
X. DEPARTMENT REPORT

Recommendation: For information.

XI. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, January 7, 2005.
A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was scheduled for October 13, 2004 at 2:17 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 Administrative Assistant Sheryll Petty recorded the minutes.

I. DETERMINATION OF QUORUM
Attendees included:
Committee: Directors Willard H. Murray, Jr. and Norm Ryan
Staff: Robb Whitaker, Tina Graham, Scott Ota, Special Legal Counsel Kevin Collins and District Counsel J. Arnoldo Beltran

The agenda items were taken out of order.

X. CLOSED SESSION
Labor Negotiations per Government Code §54957.6
Negotiator: Robb Whitaker
Bargaining Group: Management Unit and Employees Association of the WRD, AFSCME, AFL-CIO, Chapter 1902
Discussion: Benefits

The Committee went into closed session. The Committee reconvened in open session.

District Counsel Beltran stated that a presentation was provided, consensus was reached, further instructions were provided to the negotiator, and terms will be presented to the bargaining groups.

IV. ADMINISTRATIVE CODE REVISION – PROCUREMENT POLICY ON SMALL BUSINESS ENTERPRISE OUTREACH PROGRAM
Special Legal Counsel Kevin Collins stated the Administrative Committee met on September 8, 2004 to discuss possible revisions to the District’s Small Business Enterprise (“SBE”) Outreach Program. At the conclusion of its meeting, the Committee recommended revisions to the SBE program for Board approval. At the October 6, 2004 Board meeting, the Board referred the revised policy back to the Administrative Committee for consideration of whether to add to the proposed revised program an SBE subcontractor participation component that is consistent with, and permissible under, Public Contract Code §2002.
Mr. Collins stated that two options are available to the Committee regarding the adoption of an SBE program designed to promote SBE subcontractor participation: (1) give bidders who meet a specified SBE subcontracting participation goal credit of up to 5%, and (2) require all bidders to either meet an SBE subcontractor participation goal, or if they do not meet the goal, to demonstrate that they made good faith efforts to do so. Mr. Collins also recommended that Counsel consult with District staff regarding selection and design of the program to make it consistent with the District’s resources and needs.

Director Murray stated he thought the credit was a good idea. Director Ryan stated he would like to either have the 5% credit or require the SBE to meet a 15% self performance requirement, but not both.

Discussion followed. The Committee recommended the following: (1) the prime bidder or contractor must be a certified SBE or subcontract 20% of the work to an SBE to be eligible for the 5% credit, and (2) Counsel will consult with District staff regarding the proposed policy. In addition, the Committee further recommended that bidders be required to subcontract 20% of the work or demonstrate good faith efforts to utilize SBES.

The Committee recommended that this item be agendized for the November 10th Administrative Committee meeting.

II. PUBLIC COMMENT
None.

The minutes were approved as submitted.

V. HOURS AND DAYS OF WORK
Director Murray stated that he would like to propose changing the District’s existing 9/80 work schedule to a straight 5/40 work week schedule. He noted the General Manager could amend an individual staff person’s schedule due to a special hardship.

Chief Hydrogeologist Ted Johnson responded both management and staff are in favor of continuing the current 9/80 work schedule. After three years on the 9/80 schedule, it has been the most successful for the District with a full staff on hand every other Friday. Mr. Johnson said that benefits to the District include less absenteeism and more individual productivity in a nine hour day. He concluded noting the 9/80 work schedule is a part of the current
MOU. Page 30, Article 39 of the MOU states: “The District will maintain a 9/80 schedule for its employees.” Manager of Administration and Human Resources Tina Graham stated the Board would have to reopen the negotiating process with the Union to change the work schedule to a 5/40.

Director Ryan read Article 41, Section 41.1 (i) of the Memorandum of Understanding between the WRD and the Employees Association which outlines Management Rights in regard to the District’s work schedule.

Director Murray asked for input from Ms. Graham and General Manager Robb Whitaker in regard to the change to a 5/40 work schedule.

Ms. Graham stated that the 9/80 work schedule is one of the most coveted benefits there is because staff can better balance their work needs with their life needs. She further noted that elimination of the 9/80 work schedule would have a negative impact on morale.

General Manager Whitaker felt that the 9/80 work schedule was working very well and asked what the concerns of the committee were.

Director Murray stated the accessibility of staff and efficiency were his concerns. General Manager Whitaker responded that even if staff worked a five day week, certain staff is out of the office on any given day so accessibility of staff would not be increased by staffing the office every Friday.

Director Ryan asked if the District has the capability of automatically dialing or forwarding calls to a cell phone on the Fridays that staff is not here. Mr. Whitaker responded affirmatively noting that call forwarding is available.

Director Ryan stated that he thought productivity and efficiency were decreased as a result of having a 9/80 schedule.

Director Murray made a motion to have the District’s Legal Counsel interpret the meaning of Article 39 in the MOU and to advise if the work schedule can be changed to a 5/40 work schedule. Director Ryan seconded the motion.

Director Murray will advise which Board of Directors meeting the motion to change to a 5/40 work schedule will be presented.
VI. COMMUNICATION ALLOWANCE
Ms. Graham provided information related to actual and estimated monthly communication expenditures for the Directors. Director Murray observed that it is fairly apparent that the current $200 monthly allowance is not enough to cover expenses. It was noted that the Administration Code describes exactly what the communication allowance should cover.

Director Murray tabled the increase in the communication allowance and will advise staff when it will go to the Board of Directors.

VII. EXPENSE REIMBURSEMENTS – RECEIPTS
Director Murray stated that neither the State Assembly/Senate nor the MWD require a receipt for any expenditure under $25.00. Director Ryan added that, at the State level, if a receipt less than $25.00 cannot be recovered, but the expense is noted on the credit card statement, the expense will be reimbursed even though there is no receipt. The WRD requires both the itemized receipt along with the credit card bill.

Mr. Scott Ota, Chief Financial Officer, stated that the State Auditors recommended that we track expenses more closely.

Director Murray moved that the Administration Code be changed to not require a receipt for those expenditures under $25.00 and that a form be developed that will be sufficient documentation for the Finance Committee.

General Manager Whitaker wants the no receipt for expenditures under $25.00 to apply to staff for travel expenditures only. Ms. Graham will develop the proposed language for changes to the Administration Code and will present the item to the Board of Directors at the November 3, 2004 meeting.

VIII. ADMINISTRATIVE CODE REVISIONS – IDENTIFICATION OF ISSUES FOR FUTURE INCLUSION IN COMMITTEE AGENDAS
Director Murray stated that Chief Counsel Beltran drafted the revised language for this agenda item. Directors Murray and Ryan agreed that they did not find the new language suitable and directed staff to revise it.

The committee did not have anything further to discuss related to this item.
IX. DEPARTMENT REPORT
As requested by President Murray, Ms. Graham provided the Committee with the dimensions of the Central and West Basin Municipal Water Districts’ boardroom and the WRD boardroom.

Ms. Graham noted that Ms. Andom, Deputy Secretary, is working on a records management program and will present it to the Committee at its November meeting.

Ms. Graham provided the Committee with a prototype lapel pin that would be presented to the directors in recognition of their service to the district. Simulated precious stones could be added to the pins symbolizing directors’ terms of office.

Director Murray asked about the Employee Recognition Program. Ms. Graham responded that the program is being developed by the managers and will recognize employees who have completed one, five, ten, fifteen, etc. years of employment.

The District is looking into setting up a Flexible Spending Account program and Ms. Wareham, Senior Administrative Assistant will present a report to the Committee in November.

Ms. Graham concluded by noting that the West and Central Basin Municipal Water Districts will share the results of a Health Benefit Study they are undergoing. She will present the study to the Committee when it is available.

X. ADJOURNMENT
With no other business to come before the Committee, the meeting was adjourned at 4:36.

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Chairperson

ATTEST:

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Director
A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was scheduled for December 22, 2004 at 2:05 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, Adeline Yoong, Emmy Stratton

II. PUBLIC COMMENT
    None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE
     MEETING OF NOVEMBER 10, 2004
    The minutes were approved as submitted.

IV. STATE AUDIT UPDATE
    Manager of Administration and Human Resources Tina Graham stated State Audit Recommendation No. 13 recommends WRD 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. At the previous Administrative Committee meeting, staff was asked to provide additional information from other public agencies on policies regarding attendance at conferences and seminars. The Committee specifically asked staff to contact the Sacramento Municipal Utilities District (SMUD) and ask what their Board of Directors has for a policy regarding travel.

    Ms. Graham stated SMUD’s current policy is to allocate, through the budget process, $5,000 per director for conference and seminar attendance. She explained each director may then attend any conference or seminar of their choosing until the $5,000 allotment is exhausted. Directors are not prevented from exceeding the $5,000, but any expense over $5,000 must be approved by the Board President. Additionally, Ms. Graham stated Three Valleys Municipal Water District has a similar policy whereby directors are allotted $5,000 per year for conference and seminar attendance
and San Diego County Water Authority’s policy is that directors may attend a maximum of four conferences or seminars per budget year.

Ms. Graham noted at the previous Administrative Committee meeting, Director Acosta recommended Section 13.2, Reimbursable Expenses, of the Administrative Code be revised to include the following language:

“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.”

Director Ryan stated he was not in favor of the recommendation proposed by Director Acosta because he thought it was too restrictive. He made a motion to leave the existing policy as it is without a limit on the number of conferences and seminars directors may attend. Director Murray seconded the motion.

The Committee recommended the Board concur with its findings that the District has adequate policies in place to provide guidance on conferences attendance and expenses, and that no revisions to the Administrative Code are necessary.

V. OATH OF OFFICE FOR DIRECTORS
Senior External Affairs Representative Adeline Yoong provided an update on plans for the installation of board members. Ms. Yoong stated Director-elect Robert Katherman’s swearing-in ceremony is scheduled for Tuesday, January 4, 2005 at the West Basin Water Recycling Plant. She noted State Senator Debra Bowen will administer the oath of office.

Ms. Yoong also stated Director Albert Robles’ swearing-in ceremony is scheduled for Wednesday, January 5, 2005 at the Carson Community Center. She noted Assemblymember George Nakano will administer the oath of office.

Ms. Graham stated there will be an informal swearing-in ceremony before the January 5, 2005 board meeting is convened.
VI. **OFFICERS OF THE BOARD AND STANDING COMMITTEES**
Director Ryan made a motion to eliminate the position of Vice President as an officer of the board and amend the Administrative Code accordingly. Director Murray seconded the motion.

The Committee further identified the order of succession for the President to be the Secretary, followed by the Treasurer, unless otherwise determined by the President. The Committee requested this item be agendized for the January 5, 2005 Board meeting.

Director Murray also requested the following items the Committee previously took action on be agendized for the January 5, 2005 board meeting: (1) increase the communications allowance from $200 to $300 a month, and (2) amend the Administrative Code to no longer require directors to submit receipts for expenses less than $25, and to no longer require staff to submit receipts for travel related expenses less than $25.

VII. **MILEAGE OUTSIDE OF THE LOCAL AREA**
General Manager Robb Whitaker stated the car allowance was adopted in 1991 at $308 a month. Mr. Whitaker noted there has been no increase since and if the cost of inflation was applied to the allowance it would be $423 a month.

Director Murray made a motion to increase the car allowance from $308 a month to $350 a month. He noted directors will have the option of selecting on a monthly basis whether to receive the monthly allowance or be paid actual mileage reimbursement based on the Internal Revenue Service guidelines but not both. Director Ryan seconded the motion.

The Committee recommended this item be agendized for the January 19, 2005 board meeting for board approval.

The Committee recommended the Board adopt Resolution
No. 05-724.

IX. **ADMINISTRATIVE CODE REVISIONS**
Director Murray referred to the Finance Committee peer review of directors expenses. He also asked staff to provide an update on reconciling the Administrative Code revisions and the employees’ MOU. Lastly, Director Murray asked the Organization Chart be agendized for the next Committee meeting.

X. **DEPARTMENT REPORT**
Ms. Graham introduced Emmy Stratton, the District’s new Senior Administrative Assistant. Ms. Stratton will be providing support to the Administration and Finance Departments, and is presently working on a desk manual for the Human Resources Department.

Director Murray asked staff to provide an update on the area of training at the next Committee meeting.

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

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Chairperson

ATTEST:

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Director
DATE: JANUARY 12, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ORGANIZATION CHART

SUMMARY
Attachment A is the organization chart approved by the Board on December 17, 2003. Since that time, the human resource needs of the district have changed.

At the meeting, staff will present a new organization chart and provide an overview of the proposed changes.

FISCAL IMPACT
No additional fiscal impact.

STAFF RECOMMENDATION
Recommend the Board approve the proposed organization chart.
MEMORANDUM

ITEM NO. V

DATE: JANUARY 12, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ORDER OF SUCCESSION

SUMMARY
At the December 22, 2004 Administrative Committee meeting, the members discussed the organization of the Board and the duties of the Board officers. To improve efficiency, the Committee recommended eliminating the position of Vice President. The Committee also recommended that the order of succession for the President of the Board be the Secretary, followed by the Treasurer, unless specified otherwise by the Board President.

At the January 5, 2005 Board meeting, the Board approved the elimination of the Vice President position, but concern was raised relative to the proposed wording for the Administrative Code that would identify the order of succession.

Attachment A is the proposed wording for the Administrative Code that was presented to the Board on January 5. Staff is prepared to discuss the wording and at the direction of the Committee, modify the wording to provide greater clarity for the order of succession.

FISCAL IMPACT
No additional fiscal impact.

STAFF RECOMMENDATION
For discussion and direction to staff.
2. ORGANIZATION AND OPERATION OF THE BOARD OF DIRECTORS

The Board of Directors is the policymaking and governing body of the District. It represents the highest authority within the management structure of the District, however, it delegates certain of its authority to staff in the interest of efficiency, stability, and prudent management.

2.1 Number of Directors

There are five members of the Board of Directors, each to be elected from one of five divisions within the District, within which such Director resides.

2.2 Officers of the Board

The officers of the Board are the President, Secretary, Treasurer, and Deputy Secretary. Officers are elected by the Board at the first regular meeting of the Board in January following the District election. With the exception of the Deputy Secretary, all Board officers are Board members.

2.2.1 President

The President of the Board presides at all meetings of the Board and has all authority afforded the presiding officer, including the power to constitute standing and Ad Hoc Committees and to assign Board members to serve on such committees.

In the absence of the President or at such times as designated by the President, the Secretary shall perform the duties of the President unless the President designates another member of the Board to perform said duties. In the event the President and Secretary are unavailable to perform the duties of the President, the Treasurer shall perform said duties unless the President designates another member of the Board to perform said duties. Any such designation shall be limited to the period specified by the President, or until the President is available to perform such duties as have been assigned or delegated under the provisions of this Section.

2.2.2 Intentionally Left Blank

2.2.3 Secretary

The Secretary of the Board records and certifies the minutes of all Board meetings and is responsible for the maintenance of District records. The Secretary may delegate such duties to the Deputy Secretary.
2.2.4 Treasurer
The Treasurer of the Board is responsible for the financial affairs of the District, including financial reporting and investment activities. The Treasurer must also serve on the Finance Committee.

2.2.5 Deputy Secretary
The Deputy Secretary is recommended by the General Manager and approved by the Board. The Deputy Secretary may be a member of the AFSCME Chapter 1902 general bargaining unit. In such cases, the Deputy Secretary shall sign a confidentiality agreement prohibiting the sharing with the membership of the bargaining group, any information learned or gained while in the performance of Deputy Secretary duties.
MEMORANDUM

ITEM NO. VI

DATE: JANUARY 12, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CONSENT CALENDAR

SUMMARY

A question was raised as to how the decision is made to place an item on the Consent Calendar for Board meeting agendas. Discussion with staff indicates that the decision is sometimes made by staff and sometimes made by the committee members.

To improve efficiency and eliminate inconsistencies the follow guidelines for placement on the Consent Calendar are proposed:

- If an item is agendized for review at the committee level and both regular committee members agree with a recommendation, the item will automatically be placed on the Consent Calendar unless one or both of the committee members request otherwise.

- If an item is agendized for review at the committee level and one regular committee member and an alternate committee member agree with a recommendation, the item will automatically be placed on the Consent Calendar, unless one or both of the committee members request otherwise.

- If an item is agendized for review at the committee level and agreement is not reached by the two committee members, the item will not be placed on the Consent Calendar. The individual recommendation from each committee member will be provided on the Board meeting agenda.

- If an item is agendized for review at the committee level and only one committee member is present at the meeting, the item will not be placed on the Consent Calendar and the recommendation will indicate that only one member is making the recommendation.
• If an item is agendized for review at the committee level and the results of the review of the committee are not known at the time the Board agenda is prepared, the item will not be placed on the Consent Calendar and the recommendation will indicate that the committee will provide a recommendation at the Board meeting.

• If an item is not agendized for review at the committee level, the item will not be placed on the Consent Calendar unless otherwise requested by the President of the Board.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Recommend the Board approve the proposed guidelines for placement of items on the Consent Calendar.
DATE: JANUARY 12, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION NO. 05-730 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA ADOPTING A FLEXIBLE SPENDING ACCOUNT PROGRAM

SUMMARY
At the November 10, 2004 meeting, the Committee received a progress report on the development of a Flexible Spending Account (FSA) program for the employees. The development of a program was agreed to as part of the current MOU.

To date, staff has prepared a service agreement with CONEXIS, which has been executed by the Board President. In addition, the employees have enrolled in the program and funds will be deducted from participating employees’ paychecks this next payroll.

The final step in the development of the program is for the Board to adopt a resolution approving the program. The Plan Document and a Summary Plan Description are attachments to the resolution.

Resolution No. 05-730 is provided for the Committee’s review. As of the printing of the committee packet, staff had not received the Plan Document or Summary. It is anticipated that the Plan Document and Summary will be available at the meeting.

FISCAL IMPACT
No additional fiscal impact.

STAFF RECOMMENDATION
Recommend the Board approve Resolution No. 05-730.
RESOLUTION NO. 05-730

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA ADOPTING A FLEXIBLE SPENDING ACCOUNT PROGRAM

WHEREAS, the Water Replenishment District of Southern California ("WRD" or "District") is a public agency whose mission has been maintained and sustained for many decades by dedicated staff who have met many challenges during that period; and

WHEREAS, the District entered into a memorandum of understanding (the "MOU") with the union representing its non-management employees, the American Federation of State, County and Municipal Employees ("AFSCME") Local 1902 which presently governs the District relations with the represented employees; and

WHEREAS, the MOU calls for the District to provide flexible spending accounts for employees in conformance with Internal Revenue Service (IRS) and State rules,

WHEREAS, the Board of Directors of the District desires to amend the current provisions of the Administrative Code and establish and maintain flexible spending accounts for all of its employees,

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:

RESOLVED, that the form of Cafeteria Plan effective January 01, 2005, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the duly authorized agents of the District shall act as soon as possible to notify the employees of the District of the Adoption
of the Cafeteria Plan by delivering to each employee a copy of the summary
description of the Plan in the form of the Summary Plan Description
presented to this meeting, which form is hereby approved.

RESOLVED, that attached hereto as Exhibits A and B, respectively, are
true copies of WRD Flexible Benefits Plan and the Summary Plan Description
approved and adopted in the foregoing resolutions.

Adopted on this ____ day of January 2005.

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Willard H. Murray, Jr., President   Robert Katherman, Secretary
MEMORANDUM

ITEM NO. VIII

DATE: JANUARY 12, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: BOARD PLANNING WORKSHOP

SUMMARY
In the past, the Board held workshops at off-site locations. The workshops provided an opportunity for Directors to discuss strategic planning issues and to formulate policy decisions.

With the addition of a new Director, and considering the many issues facing WRD, it may be advantageous for the Board to schedule a workshop in the near future.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion and direction to staff.
DATE: JANUARY 12, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISIONS

SUMMARY
Changes to the Administrative Code will be presented and discussed at the meeting.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Discuss any Administrative Code revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.
DATE: JANUARY 12, 2005

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.