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, FEBRUARY 9, 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 JANUARY 12, 2005
   Recommendation: Approve the minutes as submitted.

IV. RESPONSE TO DIRECTOR ACOSTA’S REQUEST FOR REVIEW OF PRIOR BOARD ACTION ON JANUARY 5, 2005
   Recommendation: For discussion.

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

VI. DEPARTMENT REPORT
   Recommendation: For information.

VII. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, February 4, 2005.
A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was scheduled for January 12, 2005 at 2:40 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, District Counsel
Arnoldo Beltrán

II. PUBLIC COMMENT
None.

III. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETINGS OF OCTOBER 13, 2004 AND DECEMBER 22, 2004
The minutes were approved as submitted.

The agenda items were taken out of order.

V. ORDER OF SUCCESSION
The Committee at its December 22, 2004 meeting identified the order of succession for the President of the Board to be the Secretary, followed by the Treasurer, unless otherwise determined by the President. At its January 5, 2005 meeting, the Board requested the Administrative Committee review the proposed language for greater clarity.

The Committee determined the wording was clear and no changes to the language in the Administrative Code was necessary. The Committee requested this item be agendized for the January 21, 2005 Board meeting for the Board’s information.

IV. ORGANIZATION CHART
General Manager Robb Whitaker presented the new organization chart for the District. Mr. Whitaker noted the number of employees remained the same.

The Committee recommended the Board approve the proposed organization chart.
VI. CONSENT CALENDAR  
Manager of Administration and Human Resources Tina Graham presented the Committee with guidelines for staff to follow regarding the placement of items on the Consent Calendar for Board meeting agendas.

The Committee informed Ms. Graham that she is to determine what will be on the Consent Calendar and the Board President will make changes if necessary.

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  
Ms. Graham stated the current employees’ Memorandum of Understanding (MOU) provides for the District to maintain a flexible spending account (FSA) program for its employees. She explained the Committee received a progress report on the FSA program at its November 10, 2004 meeting, employees have enrolled in the program, and funds have been deducted from participating employees’ paychecks.

Ms. Graham informed the Committee adoption of Resolution No. 05-730 is the final step in the development of the program. The Committee recommended the Board adopt Resolution No. 05-730.

VIII. BOARD PLANNING WORKSHOP  
The Committee discussed possible topics for discussion at the planning workshop for directors and managers. Some topics recommended were the Political Reform Act, Brown Act, ethics, public records, and review of the strategic plan. It was suggested the workshop be held Friday, Saturday, and half of Sunday either in February or March 2005.

IX. ADMINISTRATIVE CODE REVISIONS  
Director Murray referred to the Finance Committee peer review of directors expenses.

Director Ryan stated the Finance Committee at its January 11, 2005 meeting recommended changing the Administrative Code to require the mid-year budget review occur no later than the first full week in March of every year. The proposed language was referred to the Administrative Committee. The Committee agreed with the Finance Committee’s recommendation and asked for the item to be agendized for the January 21, 2005 board meeting.
X. DEPARTMENT REPORT
Ms. Graham presented the Committee with an update on reconciling the Administrative Code with the employees’ MOU. Director Murray asked staff to agendize this item at the next Committee meeting.

XI. ADJOURNMENT
With no other business to come before the Committee, the meeting was adjourned at 3:25 p.m.

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Chairperson

ATTEST:

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Director
MEMORANDUM
ITEM NO. IV

DATE: FEBRUARY 9, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: RESPONSE TO DIRECTOR ACOSTA’S REQUEST FOR REVIEW OF PRIOR BOARD ACTION ON JANUARY 5, 2005

SUMMARY
At the January 21, 2005 and February 2, 2005 Board of Directors meetings, Director Acosta asked the Board to reconsider the actions it made on its January 5, 2005 meeting regarding not setting a limit on the number of conferences and seminars directors can attend, the increase in the communications allowance from $200 to $300 a month, and not requiring receipts for directors expenses less than $25.00 and travel expenses less than $25.00 for staff. She asked that these items be agendized for the subsequent Board meetings. President Murray stated the items will be referred to the Administrative Committee.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion.
MEMORANDUM

ITEM NO. V

DATE: FEBRUARY 9, 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: FEBRUARY 9, 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.