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, APRIL 13, 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.

1. DETERMINATION OF QUORUM

2. PUBLIC COMMENT

3. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF MARCH 9, 2005
   Staff Recommendation: Approve the minutes as submitted.

4. DUTIES OF THE PRESIDENT
   Staff Recommendation: For discussion.

5. TRAINING
   Staff Recommendation: For information.

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

7. CONSIDERATION OF RESOLUTION NO.- 05-XXX – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA ESTABLISHING REGULAR BOARD MEETINGS
   Staff Recommendation: Recommend the Board adopt Resolution No. 05-XXX.

8. DEPARTMENT REPORT
   Staff Recommendation: For information.
9. **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

10. **ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, April 8, 2005.
MINUTES OF MARCH 9, 2005
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 held on March 9, 2005 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.

1. DETERMINATION OF QUORUM
   Attendees included:
   Committee: Directors Willard H. Murray, Jr. and Norm Ryan
   Staff: Robb Whitaker, Mario Garcia, Tina Graham, Brett Glasscock

2. PUBLIC COMMENT
   None.

3. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE OF FEBRUARY 9, 2005
   The minutes were approved as submitted.

4. PROCUREMENT POLICIES AND PROCEDURES
   At the Committee’s previous meeting, staff was directed to have District Counsel review and revise the District’s Procurement Policy and Procedures in the Administrative Code such that the policies and procedures are no more stringent than the State requirements.

   Special Counsel Kevin Collins from Weston Benshoof presented a revised draft of the District’s Procurement Policies and Procedures. Mr. Collins noted the revised procedures are consistent with the statutes and would provide better clarity to staff.

   Discussion followed. The Committee recommended the Board adopt the proposed revisions to the Procurement Policies and Procedures and that the Administrative Code be amended accordingly. The Committee asked for this item to be agendized for the April 6, 2005 Board meeting.

5. COLOR COPIER UPGRADE
   Network Administrator Brett Glasscock stated staff would like to recommend a copier upgrade for one of the District’s existing copiers, in an effort to increase productivity and reduce outside printing costs. Mr. Glasscock explained the black and white copier currently being used on the first floor will be upgraded to a color copier and the existing lease on the copier on the second floor will
be extended to further reduce costs. He stated the new lease agreement and lease extension would add about $59.00 a month or just over $700 a year to the existing agreement. The proposal involves a new 60-month lease on the color copier and a two-year extension on the existing lease.

Discussion followed and the Committee authorized the General Manager to enter into a new lease agreement with Xerox Capital Services for a color copier and extend the current lease for one of the District’s existing copiers.

6. DOCUMENT IMAGING PROJECT WORK PLAN
Mr. Glasscock provided the Committee with an update of the District’s document imaging system project. He stated the District has undergone the effort since October 2003 and approximately 120,000 documents have been scanned to date. The documents that have been scanned include agendas for Board and committee meetings, minutes, contracts, invoices, and laboratory reports.

Mr. Glasscock also informed the Committee the scanned documents are stored in one of the District’s network servers and backup tapes are stored offsite. He also presented pending tasks that need to be done including estimated dates of completion.

7. DIRECTOR’S TRAVEL AND CONFERENCE BUDGET
Director Murray stated the Committee, at its previous meeting, asked this item be agendized for this meeting so that it could receive any updates from the Finance Committee regarding a proposed travel and conference budget for Directors. Director Ryan stated the Finance Committee met yesterday and had made the following recommendations: (1) The District will budget up to $3,000 for each of the five Directors to attend the annual legislative trips to Washington D.C. and Sacramento; (2) The District will also budget $6,000 for each director to cover all other District travel; (3) Due to their increased travel needs, the travel budget for the Board President and the members of the External Affairs Committee will be $9,000; (4) There will be a 10% contingency fund set aside for use at the discretion of the Board President; (5) The budget will be adjusted by the change in the consumer price index each year.

The Committee concurred with the Finance Committee recommendations and requested this item be agendized for the March 16, 2005 Board meeting.
8. **ADMINISTRATIVE CODE REVISIONS**
   Director Murray presented language drafted by District Counsel regarding proposed amendments to the Administrative Code regarding duties of the President.

   Discussion followed. The Committee recommended that this item be agendized for the April 6, 2005 Board meeting.

9. **DEPARTMENT REPORT**
   Due to time constraints, this item was deferred to next month’s meeting.

10. **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
    Due to time constraints, this item was deferred to next month’s meeting.

11. **ADJOURNMENT**
    With no other business to come before the Committee, the meeting was adjourned at 4:21 p.m.

    ________________________________
    Chairperson

    ATTEST:

    ________________________________
    Director
DATE: APRIL 13, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DUTIES OF THE PRESIDENT

SUMMARY
Revising the Administrative Code as it relates to the duties of the President (Section 2.2.1) was agendized for Board consideration at the April 6 meeting. At the direction of the Board President, the item was pulled and referred back to the Administrative Committee.

Prior to the April 6 Board meeting, the Administrative Committee had discussed three proposed versions that would define additional duties of the President. Attached for reference are the three versions the Committee previously reviewed, and the relevant section of the Administrative Code with the current language identifying the duties of the President.

FISCAL IMPACT
No significant fiscal impact is expected.

STAFF RECOMMENDATION
For discussion.
ATTACHMENT

EXISTING LANGUAGE

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.

PROPOSED ADDITIONAL LANGUAGE

OPTION 1

The President shall represent the Board and District at any and all functions he or she deems appropriate and shall, in the absence of instructions or requests from the Board to the contrary, speak on behalf of the Board on issues that require a response from the District prior to the next scheduled meeting of the Board. Any action taken by the President pursuant to this provision shall be advisory in nature only and subject to ratification by the Board at its scheduled meetings.

OPTION 2

The President is the authorized representative of the District and the Board and shall, at all times, speak to issues of concern to the District and the Board when such actions are required prior to the next scheduled meeting of the Board. The President’s actions taken pursuant to this provision shall not serve to deprive the Board of its authority to act by majority action on such matters if it elects to take a position different from the one articulated by the President.

OPTION 3

Between meetings of the Board, the President shall represent the District and the Board at all appropriate functions, and shall take actions as, in his or her best judgment, are necessary for the protection and promotion of the District’s interests including directing staff in the manner he or she deems necessary.
MEMORANDUM

ITEM NO. 5

DATE: APRIL 13, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: TRAINING

SUMMARY
This item has been agendized at the request of President Murray. Attached for information is a list of training programs WRD employees have participated in during fiscal year 2005.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.
TRAINING PROGRAMS
April 2005

DISTRICT
• Risk Transfer Training – ACWA Nov
• Defensive Drivers’ Training
• IIPP
• Hazard Communication
• New Copier Training

MANAGEMENT & HR staff
• Introduction to the Fair Labor Standards Act
• The Meaning of At-Will, Part-Time and Contract
• Leaves, Leaves and More Leaves
• This month – Current Developments in Workers’ Compensation
• Use and Abuse of Absenteeism
• Employment Law Conference
• Handling Grievances

ADMIN DEPARTMENT STAFF TRAINING
• Microsoft Word
• Microsoft Excel
• Grammar Course
• Special District Institute – Finance seminar
• California Special District Association – Board Secretary Training
• Conflict of Interest seminar

FINANCE DEPARTMENT STAFF TRAINING
• MIP Training – fixed assets, accounts payable, report writing, year-end closing
• Microsoft Excel
• Continuing Education for CPA – accounting, financial reporting, taxes

TECHNICAL STAFF
• Special District Institute Governance Conference
• ArcIMS Training (GIS)
• Natural Gas Energy Alternatives
• National Groundwater Association – Isotope Geochemistry
• Groundwater Modeling
• Project Management
• Employee Evaluations and Performance Reviews

EXTERNAL AFFAIRS
• Franklin Covey – Time Management Training
DATE: APRIL 13, 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: APRIL 13, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER


SUMMARY
At the April 6 Board meeting, President Murray asked staff to agendize for consideration a resolution establishing the regular meetings of the Board of Directors. The resolution was to have a provision whereby the Board could establish an additional regular meeting of the Board should district business warrant such a meeting.

A draft resolution will be presented at the meeting for the Committee’s consideration.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Recommend the Board approve Resolution No.- 05-XXX.
DATE: APRIL 13, 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.