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 APRIL 13, 2005
   Staff Recommendation: Approve the minutes as submitted.

4. DIRECTORS’ TRAVEL AND CONFERENCE BUDGET
   Staff Recommendation: Recommend the Board approve the revisions to the Administrative Code as presented.

5. 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.

6. DEPARTMENT REPORT
   Staff Recommendation: For information.

7. CLOSED SESSION
   Labor Negotiations per Government Code §54957.6
   Negotiator: Robb Whitaker
   Bargaining Group: American Federation of State County & Municipal Employees (AFSCME)
   Discussion: Terms and conditions for Memorandum of Understanding for bargaining group

8. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, May 6, 2005.
A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on April 13, 2005 at 2:08 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, Tina Graham

2. **PUBLIC COMMENT**
   None.

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

4. **DUTIES OF THE PRESIDENT**
   The Committee recommended this item be referred to the Ad Hoc Operational Efficiency Committee.

5. **TRAINING**
   Manager of Administration and Human Resources Tina Graham provided the Committee with a list of training programs District employees have participated in during fiscal year 2005.

   Ms. Graham stated that staff will be developing a Strategic Training Program for the District after the Board Planning Workshop is held. The Strategic Training Program is envisioned to evaluate the District’s existing skills and will assess the training, if necessary, to accomplish District goals and objectives.

   Discussion followed on the types of training available for staff and directors. Director Murray asked Ms. Graham to provide the directors with a list of training classes that may be of interest to directors.

6. **ADMINISTRATIVE CODE REVISIONS**
   None.
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
The Committee recommended this item be referred to the Ad Hoc Operational Efficiency Committee.

8. 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: General Manager
Bargaining Group: American Federation of State County & Municipal Employees (AFSCME)
Discussion: Terms and conditions for Memorandum of Understanding for bargaining group

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

Ms. Graham stated that a status report was presented, further instructions were given to staff, and no action was taken.

11. ADJOURNMENT
With no other business to come before the Committee, the meeting was adjourned at 3:45 p.m.

__________________________________________
Chairperson

ATTEST:

__________________________________________
Director
MEMORANDUM

ITEM NO. 4

DATE: MAY 11, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DIRECTORS’ TRAVEL AND CONFERENCE BUDGET

SUMMARY
At the March 16 Board meeting, the Board adopted the Finance Committee’s recommendation to establish a limit on the travel budget for directors and directed staff to incorporate language into the Administrative Code to reflect the Board decision.

The provisions of the travel budget approved by the Board include:

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 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.

Attachment A provides proposed language for the Administrative Code.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Recommend the Board approve the revisions to the Administrative Code as presented.
13.4 Directors’ Travel Budget: Legislative Trips, Conference and Seminar Participation, and participation in activities outside the “Local Area”
Each Director’s total expenses to participate in the annual legislative trips to Washington D.C. and Sacramento shall not exceed $3,000 in a fiscal year. In addition, excluding the President of the Board and directors assigned to the External Affairs Committee, each director’s total expenses related to attending conferences or seminars, or expenses associated with participating in activities outside the “local area” shall not exceed $6,000 in a fiscal year. The President of the Board and directors assigned to the External Affairs Committee shall not exceed $9,000 in a fiscal year for total expenses related to attending conferences or seminars, or for expenses associated with participating in activities outside the “local area”. For the purpose of this Section, “local area” means a 40-mile radius.

For purposes of this Section, total expenses shall include the following:
1. All transportation expenses associated with participation. Transportation expenses shall not include the monthly vehicle allowance provided for in Section 7.1 of this Code, and such expenses must be in accordance with Section 13.2.5 of this Code.
2. All lodging expenses, including incidental expenses associated with participation. Lodging expenses must be in accordance with Section 13.2.6 of this Code.
3. All meal expenses associated with participation. Meal expenses must be in accordance with Section 13.2.6 of this Code.
4. All registration expenses associated with participation.

The budget allocations noted in this Section were established by Board action on March 16, 2005 and shall be applied to expenses incurred during fiscal year beginning July 1, 2005. In addition, beginning in fiscal year 2006, the budget allocations noted in this Section shall be adjusted each fiscal year in the same manner that is applied to adjustments to Directors’ compensation as required by Ordinance No. 8-03.

The President of the Board shall have the discretion to authorize exceptions to the fiscal year budget allocations for expenses related to participation in the annual legislative trips, conference and seminars and activities outside the “local area”. Exceptions authorized by the President shall be at the sole discretion of the President, and shall not exceed ten percent of the total fiscal year budget allocated for the Board of Directors’ participation in the annual legislative trips, conferences and seminars, and activities outside the “local area”.
DATE: MAY 11, 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: MAY 11, 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.