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 MAY 11, 2005
   Staff Recommendation: Approve the minutes as submitted.

4. MEDICAL EXPENSE REIMBURSEMENT PROGRAM
   Staff Recommendation: For discussion.

5. ACWA REGION 8 NOMINATIONS
   Staff Recommendation: For discussion and direction to staff.

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. DEPARTMENT REPORT
   Staff Recommendation: For information.

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

9. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, June 3, 2005.
MINUTES OF MAY 11, 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 May 11, 2005 at 3:03 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: Tina Graham

2. PUBLIC COMMENT
   None.

3. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE
   MEETING OF APRIL 13, 2005
   The minutes were approved as submitted.

4. DIRECTORS’ TRAVEL AND CONFERENCE BUDGET
   Manager of Administration and Human Resources Tina Graham stated that at the March 16, 2005 Board meeting, the Directors 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.
   Ms. Graham provided the Committee with the proposed language for the Administrative Code. The Committee reviewed the proposed language and recommended the amended language be incorporated in the Administrative Code.

   The Committee further requested that the 10% contingency fund set aside for use at the discretion of the Board President be increased to 20%. It was recommended that this item be agendized for the June 1, 2005 Board meeting.

5. ADMINISTRATIVE CODE REVISIONS
   None.

6. DEPARTMENT REPORT
   Ms. Graham provided an update of the Department’s activities. She informed the Committee that the Human Resources Department completed an audit of employees and directors’ personnel files. The District also complied with the State’s filing
requirement for Form 700 or Conflict of Interest and Disclosure form.

Ms. Graham stated staff developed a department calendar of human resources activities as a reminder of what activities or deadlines need to be done every month. She is also recommending adoption of a leave policy which staff is presently reviewing.

Ms. Graham thanked Deputy Secretary Abbie Andom and Administrative Assistant Sheryll Petty for their hard work and dedication the past few months. The Committee asked Ms. Graham to express the Committee’s gratitude to them.

Ms. Graham stated the District posted the Geographic Information Specialist (GIS) vacancy position and a total of 27 applications were received. She was happy to note that most of the applicants were well qualified and interviews will be scheduled soon.

Ms. Graham informed the Committee the District will be reviving the internship program for the summer and the intern will be assigned to one department with specific tasks.

Lastly, Ms. Graham stated staff had requested ACWA JPIA to perform a property liability audit on the District’s equipment and facilities. The audit resulted in the District’s property values being lowered by $2 million which resulted in a decrease of $2300 in annual premiums.

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

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

___________________________
Chairperson

ATTEST:

___________________________
Director
DATE: JUNE 8, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: MEDICAL EXPENSE REIMBURSEMENT PROGRAM

SUMMARY
The district’s medical expense reimbursement program provides an opportunity for employees and directors to seek reimbursement for medical and dental expenses not covered by insurance. For employees and directors, reimbursed expenses cannot exceed $4,000. In addition, the district will reimburse each employee and director for up to $1,000 of out of pocket expenses related to vision care.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion.
DATE: JUNE 8, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ACWA REGION 8 NOMINATIONS

SUMMARY
The District received a request from ACWA Region 8 Nominating Committee seeking candidates for the Region 8 Board for the 2006-2007 term. The Nominating Committee is accepting nominations for Chair, Vice Chair and up to five Board member positions.

The Chair and Vice Chair of Region 8 serve on ACWA’s Statewide Board of Directors and recommend all committee appointments for Region 8. Members of the Region 8 Board determine the direction and focus of region issues and activities.

Interested candidates must complete a Nomination Request Form and obtain a resolution of support from the agency’s Board of Directors. Deadline for submission is July 1, 2005. The Nominating Committee will announce the recommended slate of candidates the week of July 20, 2005 and the elections will be completed by September 30, 2005. Candidates who are elected will begin their two-year term of service on January 1, 2006.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion and direction to staff.
DATE:       JUNE 8, 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: JUNE 8, 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.