MINUTES OF JULY 13, 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 July 13, 2005 at 2:30 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 Support Specialist Emmy Stratton 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
   MEETING OF JUNE 8, 2005
   The minutes were approved as submitted.

4. ADMINISTRATIVE CODE REVISIONS –
   MEDICAL EXPENSE REIMBURSEMENT PROGRAM
   Manager of Administration and Human Resources Tina Graham presented proposed language revisions to the Administrative Code reflecting the Board's June 15 action increasing the Medical Expense Reimbursement Program allotment for medical and dental expenses from $4000 for employees and directors, to $5000 per year. Ms. Graham related that District Counsel had reviewed and approved the proposed language.

   Adeline Young, representative of the Employees Association of the Water Replenishment District of Southern California, American Federation of State, County and Municipal Employees, AFL-CIO, Chapter 1902, stated that the Association had no comment on the proposed changes to the language.

   The Committee approved the language as presented and directed staff to update the Administrative Code accordingly.

5. ADMINISTRATIVE CODE REVISIONS –
   APPROVAL OF STAFF EXPENSES
   Ms. Graham presented proposed language revisions to Section 3.2.4 of the Administrative Code such that to improve efficiency, the Chief Financial Officer, in addition to the General Manager, would be authorized
to approve reimbursement of expenses submitted by staff.

Committee approved the proposed language and directed staff to bring the item to the July 20 Board meeting for approval.

6. ADMINISTRATIVE CODE REVISIONS
President Murray stated he is considering clarifying the roles of the Water Resources Committee and the Groundwater Quality Committee. He asked for input from the General Manager as to his understanding of what operational issues are considered by each committee, and whether the subject matter is appropriate based on his understanding of the purview of each of the committees.

General Manager Robb Whitaker stated that matters related to water supply are considered by the Water Resources Committee and matters related to quality are considered by the Groundwater Quality Committee.

President Murray indicated that he would consider the matter further and bring the issue back to the committee at a later date.

7. MEDICAL EXPENSE REIMBURSEMENT PROGRAM
Ms. Graham reported that, approximately a month ago, staff reviewed the results of a study undertaken by the Central and West Basin Municipal Water Districts (CWBMWD). The study was a review of the medical insurance and medical expense reimbursement programs. The results of the study indicated that CWBMWD could outsource the administration of its medical expense reimbursement program for approximately $5,000 per year. Ms. Graham related that she conducted a similar study to research outsourcing the administration of WRD’s medical expense reimbursement program. She explained that the cost of outsourcing the program would be dependent on the number of accounts and would range between $3,000 and $8,000 per year. Ms. Graham further recommended that if staff is directed to pursue outsourcing of the reimbursement program, staff would use one company to administer both the reimbursement program and the flexible spending account program, and begin the outsourcing of the programs effective January, 2006.

The Committee directed staff to pursue outsourcing of the administration of the medical reimbursement and flexible spending account programs, and with a not to exceed annual expense of $10,000.

8. DEPARTMENT REPORT
Manager of Administration and Human Resources Tina Graham provided an update of the Department’s activities. She informed the Committee that:
• The new Chief of Strategic Planning and Initiatives, Suja Lowenthal, had begun employment on July 11. Ms. Lowenthal was introduced to Committee.
• The GIS Coordinator position had been filled by Melody Kneale effective July 11.
• There has been no response to the position posting for the summer administrative assistant intern position that has been posted on the WRD web site.
• The annual merit review process had been completed.
• Ms. Graham related that two of her staff had received promotions, one based on successfully assuming the responsibilities of a higher level position, and one based on consistent performance of administrative analyst position level duties.

9. ADJOURNMENT
With no other business to come before the Committee, the meeting was adjourned at 3:40 p.m.

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Chairperson

ATTEST:

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Director