

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
12621 E. 166<sup>TH</sup> STREET, CERRITOS, CALIFORNIA 90703  
2:00 P.M., WEDNESDAY, JULY 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 JUNE 8, 2005**  
*Staff Recommendation:* Approve the minutes as submitted.
- 4. ADMINISTRATIVE CODE REVISIONS - MEDICAL EXPENSE REIMBURSEMENT PROGRAM**  
*Staff Recommendation:* Review proposed language and provide direction to staff.
- 5. ADMINISTRATIVE CODE REVISIONS – APPROVAL OF STAFF EXPENSES**  
*Staff Recommendation:* Review proposed language and provide 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. MEDICAL EXPENSE REIMBURSEMENT PROGRAM**  
*Staff Recommendation:* For information.
- 8. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, July 7, 2005.

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF JUNE 8, 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 June 8, 2005 at 2:00 p.m. at the District Office, 12621 E. 166<sup>th</sup> Street, Cerritos, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover and Sr. Administrative Assistant 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 MAY 11, 2005**

The minutes were approved as submitted.

**4. MEDICAL EXPENSE REIMBURSEMENT PROGRAM**

The Committee recommended that WRD's Medical Expense Reimbursement Program, which reimburses medical and dental expenses not covered by insurance, be increased from \$4000 for employees and directors to \$5,000 per year. The benefit of \$3000 per year for dependents would remain the same, as would the benefit of \$1,000 for vision care.

**5. ACWA REGION 8 NOMINATIONS**

The ACWA Region 8 Nominating Committee is seeking candidates for the Region 8 Board for the 2006-2007 term. President Murray announced that the West Basin Municipal Water District Board has passed a resolution supporting the candidacy of Director Edward Little for Region 8 Board Member. The Committee recommended the Board pass a resolution in support of Director Little's candidacy.

**6. ADMINISTRATIVE CODE REVISIONS**

No discussion.

**7. DEPARTMENT REPORT**

Manager of Administration and Human Resources Tina Graham provided an update of the Department's activities. She informed the Committee that:

- An offer has been extended and accepted for the position of Chief of Strategic Planning and Initiatives. The new Chief is to begin employment on July 11.
- Interviews for the GIS Coordinator were performed on June 7<sup>th</sup> and top candidates identified. Management will meet next week to discuss the interview results and to determine which candidate(s) to interview further.
- The summer administrative assistant intern position has been posted on the WRD web site. The intern will be assigned to the Administration Department.
- The annual merit review process has begun, and the review form was briefly discussed.
- The Administration Department has begun assembling documents for the administrative record of the conjunctive use process, as requested by District Counsel.

**8. CLOSED SESSION**

Labor Negotiations per Government Code §54957.6

Negotiator: Arnaldo Beltran

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.

**9. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 3:30 p.m.

---

Chairperson

ATTEST:

---

Director

**MEMORANDUM**

*Prepared by:* Tina Graham

*Reviewed by:* Robb Whitaker

**ITEM NO. 4**

**DATE:** JULY 13, 2005  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** ADMINISTRATIVE CODE REVISIONS –MEDICAL EXPENSE  
REIMBURSEMENT PROGRAM

---

**SUMMARY**

At the June 15 Board meeting the Board approved raising the Medical Expense Reimbursement allotment from \$4,000 to \$5,000 for employees. The allotment for dependents was unchanged. In addition, the Board approved an annual adjustment to the allotment for employees and dependents based on the November to November change in the Medical Care Services Index. The adjustment is to take place at the beginning of each calendar year.

Attachment A provides proposed changes to the Administrative Code to reflect the Board's action. Although not specifically stated by the Board, staff has included language to round to the nearest whole dollar the annual allotments.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Review proposed language and provide direction to staff.

# Attachment A

## 14.9.2 Covered Expenses

The following expenses are reimbursable:

### 1. Medical Services

The District will pay for non-covered medical and dental expenses for eligible persons, provided, however, that reimbursement for any Director or employee shall not exceed the calendar year allotment authorized by the Board of Directors. Effective with calendar year beginning January 1, 2005, reimbursement shall not exceed \$5,000 for any Director or employee, and shall not exceed \$3,000 per dependent during the calendar year. The amount shall be paid either directly to the medical service provider or reimbursed to the Director or employee after payment by the Director or employee. Satisfactory proof of entitlement shall be furnished.

Deleted: \$4,000

Deleted: in any one year

Deleted: in any one

Effective with calendar year beginning January 1, 2006 and each calendar year thereafter, the \$5,000 calendar year allotment for Directors and employees and the \$3,000 calendar year allotment per dependent shall be increased by an amount equal to the November/November (published about December 15) change in the Medical Care Services Index. The methodology for determining the annual change in the Medical Care Services Index shall be the same methodology that is currently used for determine annual cost of living salary increases. The resulting calculation shall be rounded to the nearest whole dollar.

### 2. Eye Care

The District will reimburse each Director and full-time employee, in a total amount not to exceed \$1,000 per calendar year, for actual expenses incurred by the Director or employee, or their dependents for eye diagnosis, treatment or care, including prescription glasses and lenses. Such reimbursement will not apply to any expense to the extent covered by any insurance paid for by the District or covered by Workers' Compensation.

**MEMORANDUM**

*Prepared by:* Tina Graham

*Reviewed by:* Scott Ota

**ITEM NO. 5**

**DATE: JULY 13, 2005**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: ADMINISTRATIVE CODE REVISIONS – APPROVAL OF STAFF EXPENSES**

---

**SUMMARY**

Section 3.2.4 of the Administrative Code requires the General Manager to approve or reject all requests for reimbursement of expenses submitted by staff. To improve efficiency, it is recommended that the Chief Financial Officer, in addition to the General Manager, be authorized to approve reimbursement of expenses submitted by staff.

Attachment A provides the proposed changes to the Administrative Code to allow for approval of staff expenses by the Chief Financial Officer.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Review proposed language and provide direction to staff.

# Attachment A

## 13.2.4 **Staff Expenses: General Manager Approval**

The General Manager or the Chief Financial Officer, acting as an agent of the General Manager, shall approve or reject all requests and claims for reimbursement by staff and shall report such approval/rejection to the Finance Committee at its monthly meeting. Receipts must support claims and requests as submitted to the General Manager or Chief Financial Officer or other documentation the General Manager or Chief Financial Officer deems acceptable. For each travel related expense less than \$25, submission of documentation the General Manager or Chief Financial Officer deems acceptable shall be sufficient for purposes of this section. At the discretion of staff, supporting receipts for each travel related expense less than \$25 may be submitted with the documentation. If a claim or request is submitted to the General Manager or Chief Financial Officer with documentation he deems inadequate, or without documentation, that claim or request shall be rejected. A claim or request initially rejected can later be submitted for approval if it is supported by adequate documentation at such later time.

Requests for reimbursement must be submitted within 90 days of the date the expense was incurred. Specifically excluded from this time limit are expenses incurred for medical, dental, eye care, or other expenses that require processing by an insurance or benefit provider, or an expense where backup documentation was delayed beyond the control of the employee. Any reimbursement for a non-excluded expense submitted after 90 days must be approved by the Board of Directors.



**MEMORANDUM**

*Prepared by:* Abbie Andom

*Reviewed by:* Tina Graham

**ITEM NO. 6**

**DATE: JULY 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.

**MEMORANDUM**

*Prepared by:* Tina Graham

*Reviewed by:* Robb Whitaker

**ITEM NO. 7**

**DATE: JULY 13, 2005**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: MEDICAL EXPENSE REIMBURSEMENT PROGRAM**

---

**SUMMARY**

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 their medical insurance program and their medical expense reimbursement program. The results of the study indicated that CWBMWD could outsource the administration of their medical expense reimbursement program for approximately \$5,000 per year.

Staff has begun researching the possibility of outsourcing the administration of WRD's medical expense program. An overview of the research will be provided to the committee at the meeting.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.



**MEMORANDUM**

**ITEM NO. 8**

*Prepared by:* Abbie Andom

*Reviewed by:* Tina Graham

**DATE: JULY 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.