

**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, AUGUST 10, 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 JULY 13, 2005**
Staff Recommendation: Approve the minutes as submitted.
- 4. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 8 BOARD NOMINATION**
Staff Recommendation: Recommend the Board approve the nomination of Director Willard H. Murray Jr. to serve on the ACWA Region 8 Board of Directors.
- 5. TRAINING**
Staff Recommendation: For information.
- 6. BOARD MEETING SCHEDULE**
Staff Recommendation: For discussion and direction to staff.
- 7. 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.
- 8. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, August 4, 2005.

UNAPPROVED
MINUTES

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MINUTES

**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 (CWBMD). The study was a review of the medical insurance and medical expense reimbursement programs. The results of the study indicated that CWBMD 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.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. 4

Prepared by: Suja Lowenthal

Reviewed by:

DATE: AUGUST 10, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 8 BOARD NOMINATION

SUMMARY

ACWA's ten regions will hold elections this year to identify members to serve on the region boards for the upcoming 2006-2007 term. A region board is comprised of a chairperson, vice chairperson and up to five region board directors. Nominating committees within each region were appointed to select candidates for election. Suja Lowenthal, the District's Chief of Strategic Planning and Initiatives, was appointed to serve on the Region 8 nominating committee. This committee held several meetings to produce a slate of nominees for the Region 8 election. In the interest of advancing groundwater representation on the Board, staff recommended the inclusion of a WRD Director to the slate.

FISCAL IMPACT

Costs associated with attending at least four Region 8 board meetings within the Los Angeles and Ventura County area.

STAFF RECOMMENDATION

Recommend the Board approve the nomination of Director Willard H. Murray Jr. to serve on the ACWA Region 8 Board of Directors.

RESOLUTION NO. 05 – XXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
PLACING IN NOMINATION WILLARD H. MURRAY JR.
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION 8 BOARD OF DIRECTORS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA (WRD) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of WRD does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) Director Willard H. Murray Jr. has indicated a desire to serve as a board member of ACWA Region 8.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF WRD,

(i) Does place its full and unreserved support in the nomination of Director Willard H. Murray Jr. for the Board of Directors of ACWA Region 8.

(ii) Does hereby determine that the expenses attendant with the service of Director Willard H. Murray Jr. in ACWA Region 8 shall be borne by the WRD.

Adopted and approved this ____ day of August 2005.

Willard H. Murray, Jr., President

ATTEST:

Robert Katherman, Secretary

MEMORANDUM

Prepared by: Emmy Stratton

Reviewed by: Tina Graham

ITEM NO. 5

DATE: AUGUST 10, 2005

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: TRAINING

SUMMARY

This item has been agendaized at the request of President Murray. Shown below is a record of training programs in which WRD employees have participated during the period July 1, 2005 to date.

EMPLOYEE TRAINING RECORD

DEPT	LAST NAME	FIRST NAME	TRAINING TITLE	DATE
Admin/HR	GRAHAM	Tina	HR and the Law/Semester Class	Jul-05
	GRAHAM	Tina	Sexual Harassment	Jul-05
	GRAHAM	Tina	Workers' Comp Employers' School	Jul-05
	STRATTON	Emmy	PERS ACES	Jul-05
	STRATTON	Emmy	Sexual Harassment	Jul-05
	STRATTON	Emmy	Workers' Comp Employers' School	Jul-05
	WAREHAM	Pam	PERS ACES	Jul-05
Basin Mgmt/WQ	SELLERS	Mary	Excel	Jul-05

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.



MEMORANDUM

Prepared by: Abbie Andom

Reviewed by: Tina Graham

ITEM NO. 8

DATE: AUGUST 10, 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.



MEMORANDUM

Prepared by: Abbie Andom

Reviewed by: Tina Graham

ITEM NO. 7

DATE: AUGUST 10, 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

ITEM NO. 8

Prepared by: Abbie Andom

Reviewed by: Tina Graham

DATE: AUGUST 10, 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.