

UNAPPROVED  
MINUTES

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**MINUTES OF AUGUST 10, 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 August 10, 2005 at 2:25 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. 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 JULY 13, 2005**

The minutes were approved as submitted.

**4. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)  
REGION 8 BOARD NOMINATION**

Director Murray stated ACWA's ten regions will be holding elections this year to identify members to serve on the region boards for the upcoming 2006-07 term. He stated it would be beneficial to maintain the District's groundwater representation on the ACWA Region 8 Board and Director Albert Robles had expressed an interest to serve on the Region 8 Board of Directors.

The Committee recommended the Board endorse the nomination of Director Albert Robles to serve on the ACWA Region 8 Board of Directors.

**5. TRAINING**

Manager of Administration and Human Resources Tina Graham provided the Committee with an update of training programs WRD employees have participated during the month of July. The Committee requested staff provide a training report at every monthly meeting.

Director Murray asked Ms. Graham to provide the Committee with a list of possible training board members and staff need or would benefit from.

**6. BOARD MEETING SCHEDULE**

Due to a request received from Director Pat Acosta, Director Murray asked staff to poll the directors to check their availability on September 14 at 2:00 p.m. for a Board meeting, regularly scheduled for September 7.

**7. ADMINISTRATIVE CODE REVISIONS**

Discussion followed and the Committee recommended the General Manager change Assistant Controller Laura Doud's title to Controller, pending the result of the classification and compensation study.

**8. DEPARTMENT REPORT**

Manager of Administration and Human Resources Tina Graham provided an update of the Department's activities. Ms. Graham presented the Committee with the new Human Resources Intranet site. She also stated that Administrative staff Emmy Stratton and Pam Wareham conducted a CALPERS Long-term Care informational briefing for District staff in July.

**9. ADJOURNMENT**

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

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Chairperson

ATTEST:

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Director



**MEMORANDUM**

Prepared by: Emmy Stratton

Reviewed by: Tina Graham

**ITEM NO. 4**

**DATE: SEPTEMBER 8, 2005**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: TRAINING REPORT**

**SUMMARY**

At the request of the Committee, this report will be a standing agenda item. Shown below is a record of training programs in which WRD employees have participated during the period July 1, 2005 to date. Training programs that have been added since the last report are noted in bold lettering.

**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
	<b>KIRK</b>	<b>Tony</b>	<b>ArcGIS 9</b>	<b>Aug-05</b>

Also attached for the Committee's review are department training programs as planned for the current fiscal year. In addition, proposed training for the directors and staff that will be coordinated by the HR Department is provided.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.

## Departmental Training Plans

Department	Name	Training Topic	Date
Basin Mgt. & Water Quality	Ted Johnson	<ul style="list-style-type: none"> <li>• Basin Yield and Overdraft</li> <li>• NGWA</li> <li>• Computer Modeling</li> <li>• GIS</li> </ul>	<ul style="list-style-type: none"> <li>• Sept-05</li> <li>• Dec-05</li> <li>• Feb-06</li> <li>• March-06</li> </ul>
	Hoover Ng	<ul style="list-style-type: none"> <li>• Storm Water Regulations in CA</li> <li>• Computer Class (Access or Excel)</li> <li>• Pharmaceuticals and EDC's</li> <li>• Well Drilling and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Nov-05</li> <li>• Nov-05</li> <li>• March-06</li> <li>• April-05</li> </ul>
	Tony Kirk	<ul style="list-style-type: none"> <li>• ArcGIS (in progress)</li> <li>• Visual Basic Programming</li> <li>• Safety Training</li> <li>• Environmental Instrumentation</li> <li>• Electronic Maintenance &amp; Repair</li> </ul>	<ul style="list-style-type: none"> <li>• Aug-05</li> <li>• Nov-05</li> <li>• Feb-05</li> <li>• March-05</li> </ul>
	Nancy Matsumoto	<ul style="list-style-type: none"> <li>• Artificial Recharge</li> </ul>	<ul style="list-style-type: none"> <li>• Feb-06</li> </ul>
	Mat Kelliher	<ul style="list-style-type: none"> <li>• Safety Training</li> </ul>	<ul style="list-style-type: none"> <li>• Feb-06</li> </ul>
	Benny Chong	<ul style="list-style-type: none"> <li>• Safety Training</li> </ul>	<ul style="list-style-type: none"> <li>• Feb-06</li> </ul>
	Engineering, Planning & Operations	Mario Garcia	<ul style="list-style-type: none"> <li>• Membrane Technology</li> <li>• Water Well Rehabilitation</li> <li>• Water Quality for Potable Systems</li> <li>• Water Distribution</li> </ul>
Jason Weeks		<ul style="list-style-type: none"> <li>• CEQA Seminar</li> <li>• ArcGIS Spatial Analysis</li> <li>• AWWA Information Management</li> </ul>	<ul style="list-style-type: none"> <li>• Sept-05</li> <li>• Feb-06</li> <li>• March-06</li> </ul>
Paul Fu		<ul style="list-style-type: none"> <li>• Water Well Rehabilitation</li> <li>• Pharmaceuticals and EDC's</li> <li>• Well Drilling and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Feb-06</li> <li>• Feb-06</li> <li>• April-06</li> </ul>

		<ul style="list-style-type: none"> <li>• DHS Water Treatment Operator Exam Review for T3-T4</li> <li>• Advanced Reverse Osmosis</li> </ul>	<ul style="list-style-type: none"> <li>• Nov-06</li> <li>• Summer-06</li> </ul>
	Charlene King	<ul style="list-style-type: none"> <li>• Basin Yield &amp; Overdraft</li> <li>• Managing Multiple Projects, Objectives &amp; Deadlines</li> <li>• Construction Contract Management</li> <li>• Computer Training (Excel, Access, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>• Sept-05</li> <li>• Oct-05</li> <li>• Nov-05</li> <li>• April-06</li> </ul>
	Helene Mendoza	<ul style="list-style-type: none"> <li>• Powerful Communication Skills for Women</li> <li>• Special District Institute</li> <li>• Computer Training (Outlook)</li> <li>• Computer Training (Access, Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• Nov-05</li> <li>• April-06</li> <li>• May-06</li> <li>• June-06</li> </ul>
	Mary Sellers	<ul style="list-style-type: none"> <li>• Well Drilling &amp; Development</li> <li>• Computer Training (Access)</li> <li>• Special District Institute</li> </ul>	<ul style="list-style-type: none"> <li>• April-06</li> <li>• June-06</li> <li>• June-06</li> </ul>
Administration/HR	Tina Graham	<ul style="list-style-type: none"> <li>• HR and the Law (in progress)</li> <li>• Fitness for Duty &amp; Confidentiality of Medical Records</li> <li>• Preventing Workplace Harassment</li> <li>• HR Law Conference</li> <li>• Reference Checks</li> <li>• Family &amp; Medical Care Leave Acts.</li> <li>• Public Employer Labor Relations Association</li> </ul>	<ul style="list-style-type: none"> <li>• Summer-05</li> <li>• Sept-05</li> <li>• Nov-05 </li> <li>• Dec-05</li> <li>• March-06</li> <li>• April-06</li> <li>• Nov or March</li> </ul>
	Abbie Andom	<ul style="list-style-type: none"> <li>• CSDA – Board Secretary Training</li> </ul>	<ul style="list-style-type: none"> <li>• Oct-05</li> </ul>
	Sheryll Petty	<ul style="list-style-type: none"> <li>• CSDA – Board Secretary Training</li> </ul>	<ul style="list-style-type: none"> <li>• Nov-05</li> </ul>
	Pam Wareham	<ul style="list-style-type: none"> <li>• Fitness for Duty &amp; Confidentiality of Medical Records</li> </ul>	<ul style="list-style-type: none"> <li>• Sept-05</li> </ul>

		<ul style="list-style-type: none"> <li>• Preventing Workplace Harassment</li> <li>• Reference Checks</li> <li>• Family &amp; Medical Care Leave Acts</li> <li>• Time Management</li> </ul>	<ul style="list-style-type: none"> <li>• Nov-05</li> <li>• March-06</li> <li>• April-06</li> <li>• TBD</li> </ul>
	Emmy Stratton	<ul style="list-style-type: none"> <li>• Fitness for Duty &amp; Confidentiality of Medical Records</li> <li>• Preventing Workplace Harassment</li> <li>• Reference Checks</li> <li>• Family &amp; Medical Care Leave Acts</li> </ul>	<ul style="list-style-type: none"> <li>• Sept-05</li> <li>• Nov-05</li> <li>• March-06</li> <li>• April-06</li> </ul>
Finance Department	Scott Ota	<ul style="list-style-type: none"> <li>• Special District Finance</li> <li>• Governmental Accounting</li> <li>• GFOA Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Oct-05</li> <li>• Spring-06</li> <li>• Winter-05 &amp; Spring-06</li> </ul>
	Laura Doud	<ul style="list-style-type: none"> <li>• Budgeting &amp; Forecasting</li> <li>• Governmental Accounting</li> <li>• Contract Management</li> </ul>	<ul style="list-style-type: none"> <li>• Fall-05</li> <li>• Spring-06</li> <li>• Spring-06</li> </ul>
	Yen Bui	<ul style="list-style-type: none"> <li>• Special District Finance</li> <li>• MIP Training</li> <li>• Budgeting &amp; Forecasting</li> </ul>	<ul style="list-style-type: none"> <li>• Oct-05</li> <li>• Spring-06</li> <li>• Spring-06</li> </ul>
	Liz Betham	<ul style="list-style-type: none"> <li>• Computer Training (Excel)</li> <li>• MIP</li> </ul>	<ul style="list-style-type: none"> <li>• Winter-05</li> <li>• Spring-06</li> </ul>
External Affairs	All Staff	<ul style="list-style-type: none"> <li>• Suja is still assessing the training needs of her department, but she anticipated that staff will receive time management training and computer training</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>

Employment Group	Training Topic	Date
Managers, Supervisors & HR Staff	<ul style="list-style-type: none"> <li>• Managing the Marginal Employee</li> <li>• Performance Evaluations</li> <li>• Discipline: Putting it into Practice</li> <li>• Supervisory Skills for the First Line Supervisor/Manager</li> <li>• Sexual Harassment</li> <li>• Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Oct-05</li> <li>• Jan-06</li> <li>• Feb-06</li> <li>• May-06</li> <li>• Winter-05</li> <li>• Spring-06</li> </ul>
All Hands	<ul style="list-style-type: none"> <li>• Sexual Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Winter-05</li> </ul>
Directors	<ul style="list-style-type: none"> <li>• Sexual Harassment</li> <li>• Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Winter-05</li> <li>• Spring-06</li> </ul>



**MEMORANDUM**

**ITEM NO. 5**

*Prepared by:* Abbie Andom

*Reviewed by:* Tina Graham

**DATE: SEPTEMBER 8, 2005**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: ADMINISTRATIVE CODE REVISIONS**

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**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. 6**

*Prepared by:* Abbie Andom

*Reviewed by:* Tina Graham

**DATE: SEPTEMBER 8, 2005**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: DEPARTMENT REPORT**

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**SUMMARY**

Staff will provide an update of department activities.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.