

**REGULAR MEETING AND 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, APRIL 12, 2006**

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. APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 8, 2006**
- 4. MONTHLY TRAINING REPORT**
Staff Recommendation: For information.
- 5. ADMINISTRATIVE CODE CHANGE REGARDING INTRODUCTION OF POSSIBLE STATE LEGISLATION**
Staff Recommendation: For discussion.
- 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: Robb Whitaker
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, April 7, 2006.

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF MARCH 8, 2006
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 March 8, 2006 at 2:05 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. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and Norm Ryan
Staff: Robb Whitaker, Tina Graham, Emmy Stratton,
WRD Consultant Don Grayson
Guest: Kristin Ferris, Public Agency Retirement Services
(PARS)

2. PUBLIC COMMENT

None.

**3. APPROVAL OF THE MINUTES OF THE MEETINGS OF
DECEMBER 22, 2005 AND FEBRUARY 8, 2006**

The minutes were approved as submitted.

**4. PRESENTATION BY PUBLIC AGENCY RETIREMENT
SERVICES (PARS)**

Manager of Administration and Human Resources Tina Graham introduced Ms. Kristin Ferris, Senior Manager of Enrollment of PARS, who provided an overview of the company and of the directors' retirement program. Ms. Ferris explained the PARS retirement enhancement plan (REP) or 401(a) defined benefit plan as it applies to the District's directors.

The Committee requested an update on the District's investment accounts and that the results be presented to the Ad Hoc District Efficiency Committee.

5. MONTHLY TRAINING REPORT

Ms. Graham provided an update on training programs WRD employees have participated in during the month of February noting that new entries are bolded. She stated that education and training programs attended by directors are also included in the report, as requested by the Committee at last month's meeting.

The Committee asked staff to identify in the training report, optional and mandatory training required for directors and employees.

6. DEFERRED COMPENSATION PARTICIPATION REPORT

Ms. Graham provided the Committee with a participation report on the District's deferred compensation plan. It was noted that there was a marked increase in the participation level as a result of the deferred compensation matching program.

7. ADMINISTRATIVE CODE REVISIONS

Director Murray handed out the draft Rules of Decorum regarding communication between board members and District staff. He stated the draft rules would be reviewed in the coming weeks.

8. DEPARTMENT REPORT

Ms. Graham provided an update on department activities. She stated that staff finished the mid-year budget review for the Administration Department and will soon be working on the FY 2006-2007 budget. She noted that staff devoted a significant amount of time compiling documentation for a public records request. Staff was also involved in making arrangements for the recently-concluded Board strategic planning meeting.

Ms. Graham reminded the Committee that conflict of interest forms are due shortly. She also informed everyone that the Position Description Questionnaire (PDQ) for the classification and compensation study were completed by all District staff as scheduled on March 3.

Lastly, Ms. Graham informed the Committee that she will be unable to attend next month's Administrative Committee meeting since she will be on vacation.

9. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:10 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

Prepared by: Tina Graham

Reviewed by: Robb Whitaker

ITEM NO. 4

DATE: APRIL 12, 2006
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: MONTHLY TRAINING REPORT

SUMMARY

At the request of the Committee, this item is a standing agenda item.

The attached report contains a list of training programs each manager planned for staff to attend during the fiscal year. The report also shows what training staff has actually attended since the beginning of the fiscal year.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.

STAFF DEVELOPMENT FY 05-06

PLANNED	ACTUAL	DATE
---------	--------	------

BASIN MANAGEMENT AND WATER QUALITY

Ted Johnson

Basin Yield & Overdraft	Basin Yield & Overdraft	9/05
NGWA		
Computer Modeling		
GIS		
Managing the Marginal Employee		
Performance Evaluations		
Discipline: Putting it Into Practice		
Supervisory Skills for the First Line Supervisor/Mgr		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Pharmaceuticals	3/06

Hoover Ng

Storm Water Regs in CA		
Computer - Access/Excel		
Pharmaceuticals & EDCs	Pharmaceuticals & EDCs	3/06
Well Drilling/Development	Well Drilling/Development	3/06
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Water Treatment Tech Applications	10/05

Tony Kirk

ArcGIS	ArcGIS	8/05
Visual Basic		
Safety Training		
Environmental Instrumentation Electronic Maintenance & Repair		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Nancy Matsumoto

Artificial Recharge		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Basin Yield & Overdraft	9/05

Mat Kelliher

Safety Training		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Basin Yield & Overdraft	9/05
	NGWA Applications of Geochemistry	10/05
	NGWA Fundamentals of Geochemistry	10/05
	Groundwater Modeling Semester Class	1/06
	GW Flow and Transport Modeling	3/06

STAFF DEVELOPMENT FY 05-06

PLANNED	ACTUAL	DATE
---------	--------	------

Benny Chong

Safety Training		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Mary Sellers

Well Drilling/Development		
Computer Access or Excel	Excel	7/05
Special District Institute		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

ENGINEERING, PLANNING AND OPERATIONS

Mario Garcia

Membrane Technology		
Water Well Rehab		
Water Quality for Potable Systems		
Water Distribution		
Managing the Marginal Employee		
Performance Evaluations		
Discipline: Putting it Into Practice	Discipline: Putting it into Practice	2/06
Supervisory Skills for the First Line Supervisor/Mgr		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Jason Weeks

CEQA Seminar		
ArcGIS Spatial Analysis		
AWWA Info Mgmt		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Paul Fu

Water Well Rehab		
Pharmaceuticals & EDCs		
Well Drilling/Development		
DHS Water Treatment Operator Exam Review for T3-T4		
Advanced Reverse Osmosis		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Introduction to CEQA	2/06
	Microfiltration Conference IV	3/06

Charlene King

Basin Yield & Overdraft		
Managing Multiple Projects		
Construction Contract Mgmt		
Computer Excel, Access or PowerPoint		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
CEQA Procedures and Analysis	CEQA Procedures and Analysis	10/05
	Introduction to CEQA	2/06

STAFF DEVELOPMENT FY 05-06

PLANNED	ACTUAL	DATE
---------	--------	------

Melody Kneale

	ArcIMS Training	2/06
--	-----------------	------

Brett Glasscock

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Microsoft TechNet Seminar	2/06

Helene Mendoza

Communication Skills		
Special District Institute		
Computer Outlook		
Computer Training Access or Excel		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

ADMINISTRATION / HUMAN RESOURCES

Tina Graham

HR and the Law	HR and the Law/Semester Class	7/05
Fitness for Duty & Confidentiality of Medical Records	Limits to Employers Rights to Med Info/Fitness for Duty	9/05
Preventing Workplace Harassment - Trainer	Preventing Workplace Harassment - Trainer	7/05
Workers' Comp Employers Scl	Workers' Comp Employers Scl	7/05
HR Law Conference		
Reference Checks		
Family/Medical Leave Acts		
Public Employer Labor Relations Association Conference		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Managing the Marginal Employee	Managing the Marginal Employee	10/05
Performance Evaluations	Maximizing Performance Through Evaluations	1/06
Discipline: Putting it into Practice	Discipline: Putting it into Practice	2/06
Supervisory Skills for the First Line Supervisor		
Ethics		
	ADR & Conflict Management	9/05
	Negotiation Skills	10/05
	Neutral Fact Finding	11/05
	Mediation	1/06
	Problem Solving	2/06
	Human Capital Development	3/06
	Arbitration	3/06

STAFF DEVELOPMENT FY 05-06

PLANNED	ACTUAL	DATE
Abbie Andom		
CSDA Board Secy	CSDA Board Secretary	3/06
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Sheryll Petty		
CSDA Board Secy	CSDA Board Secy	11/05
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Pam Wareham		
Fitness for Duty & Confidentiality of Medical Records	Limits to Employers Rights to Med Info/Fitness for Duty	9/05
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Reference Checks	Reference Checks: Most Important Part of Hiring	3/06
Family/Medical Leave Acts		
Managing the Marginal Employee	Managing the Marginal Employee	10/05
Performance Evaluations	Maximizing Performance Through Evaluations	1/06
Discipline: Putting it into Practice	Discipline: Putting it into Practice	2/06
Skills for the First Line Supervisor		
Ethics		
Time Management	Time Management	10/05
	PERS Aces	7/05
	Organization Skills	10/05
	Notary Skill Regulatory Update	11/05
Emmy Stratton		
Fitness for Duty & Confidentiality of Medical Records	Limits to Employers Rights to Med Info/Fitness for Duty	9/05
Preventing Workplace Harassment - Trainer	Preventing Workplace Harassment - Trainer	7/05
Workers' Comp Employers Scl	Workers' Comp Employers Scl	7/05
Reference Checks	Reference Checks: Most Important Part of Hiring	3/06
Family/Medical Leave Acts		
Managing the Marginal Employee	Managing the Marginal Employee	10/05
Performance Evaluations	Maximizing Performance Through Evaluations	1/06
Discipline: Putting it into Practice	Discipline: Putting it into Practice	2/06
Skills for the First Line Supervisor		
Ethics		
	PERS Retirement/Estate Planning	2/06
	PERS Aces	7/05
	PERS Retirement Planning Seminar	11/05
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	WORD 2003 Long Documents	3/06

STAFF DEVELOPMENT FY 05-06

PLANNED	ACTUAL	DATE
---------	--------	------

FINANCE

Scott Ota

Special District Finance		
Governmental Accounting		
GFOA Certification		
Managing the Marginal Employee		
Performance Evaluations		
Discipline: Putting it Into Practice		
Supervisory Skills for the First Line Supervisor/Mgr		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Laura Doud

Budgeting & Forecasting		
Governmental Accounting		
Contract Management		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Yen Bui

Special District Finance		
MIP	MIP	10/05
Budgeting & Forecasting		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Electronic Requisitions Module Webcast	3/06

Liz Betham

Computer Excel		
MIP	MIP	10/05
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Electronic Requisitions Module Webcast	3/06

EXTERNAL AFFAIRS

Suja Lowenthal

Managing the Marginal Employee		
Performance Evaluations		
Discipline: Putting it Into Practice		
Supervisory Skills for the First Line Supervisor/Mgr		
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Tracey Burke

	Adobe in Design CS2	9/05
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Create Press-Ready Documents	2/06
	Adobe Photoshop Workship	3/06

STAFF DEVELOPMENT FY 05-06

PLANNED	ACTUAL	DATE
---------	--------	------

Adeline Yoong

Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Elsa Lopez

Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

GENERAL MANAGER

Robb Whitaker

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Ethics		

DIRECTORS

Willard Murray

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Ethics		
	ACWA Conference	11/05
	CSDA Annual Conference	9/05

Norm Ryan

Preventing Workplace Harassment/Retaliation		
	CRWUA Conference	12/05
	ACWA Conference	11/05
Ethics		

Pat Acosta

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Ethics		
	CRWUA Conference	12/05
	Problem Solving	3/06

Albert Robles

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Ethics		
	CRWUA	12/05
	ACWA Conference	11/05

Rob Katherman

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Ethics		
	CRWUA	12/05
	CA Water Policy Conference	11/05
	Urban Water Institute Conference	1/06

MANDATORY TRAINING: AB 1234 requires all elected officials, and staff designated by the Board, to receive ethics training every two years.



MEMORANDUM

ITEM NO. 5

Prepared by: Mario Garcia

Reviewed by:

DATE: APRIL 12, 2006

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE CHANGE REGARDING INTRODUCTION OF POSSIBLE STATE LEGISLATION

SUMMARY

At meetings of the Water Resources Committee (2/9/06) and the External Affairs Committee (3/23/06), the members discussed the method and process by which the District should introduce possible legislation to members of the State Legislature. With the intent to ensure all members of the board are fully aware of any legislation proposed by WRD, the prior two committees' recommended that any such legislation proposed for introduction be first approved by a vote of the WRD board.

This item has subsequently been referred to the Administrative Committee to consider codification of the process through an amendment of the District's Administrative Code. Staff suggests that the following language be included in the WRD Administrative Code under a new Section 5.9.

5.9 Other Board Procedures and Activities

- 5.9.1 Any possible legislation proposed by a committee, a member of the board, the General Manager or otherwise initiated by the District shall be vetted and approved by the entire board prior to requesting sponsorship of said legislation from a legislator. Such approval shall mean an affirmative vote on the proposal at a regular or special board meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion



MEMORANDUM

Prepared by: Abbie Andom

Reviewed by: Tina Graham

ITEM NO. 6

DATE: APRIL 12, 2006
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: Abbie Andom

Reviewed by: Tina Graham

ITEM NO. 7

DATE: APRIL 12, 2006
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.