

**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, JUNE 14, 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 MEETINGS OF
APRIL 12, 2006 AND MAY 16, 2006**
Staff Recommendation: Approve the minutes as submitted.
4. **MONTHLY TRAINING REPORT**
Staff Recommendation: For information.
5. **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.
6. **DEPARTMENT REPORT**
Staff Recommendation: For information.
7. **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
8. **ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, June 9, 2006.

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF APRIL 12, 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 April 12, 2006 at 2:08 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
Guest: E.J. Caldwell, Central and West Basin Municipal
Water Districts

2. PUBLIC COMMENT

None.

**3. APPROVAL OF THE MINUTES OF THE MEETING OF
MARCH 8, 2006**

The minutes were approved as submitted.

4. MONTHLY TRAINING REPORT

The report was deferred to next month's meeting with the absence of the Manager of Administration and Human Resources Tina Graham. General Manager Robb Whitaker noted the report contains monthly updates of education and training classes directors and staff have attended.

**5. ADMINISTRATIVE CODE CHANGE REGARDING
INTRODUCTION OF POSSIBLE STATE LEGISLATION**

General Manager Whitaker stated at meetings of the Water Resources Committee and the External Affairs Committee, the committee 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 legislation proposed for introduction be first approved by a vote of the WRD Board.

Discussion followed on the ramifications of such a policy and the Committee did not see a need to change the Administrative Code as it relates to the introduction of possible legislation.

6. ADMINISTRATIVE CODE REVISIONS

None.

7. DEPARTMENT REPORT

In the absence of the Manager of Administration and Human Resources Tina Graham, Deputy Secretary Abigail Andom provided a brief update on department activities. She stated the classification and compensation study is proceeding as scheduled and preliminary job classifications and descriptions are presently being drafted. Ms. Andom informed the Committee members that staff, as requested by the Committee, has also contacted the Public Agency Retirements Services (PARS) representative to schedule a presentation on investment options and asked the Committee members for preferred dates for the presentation. She reported that Administrative Specialist Emmy Stratton has been working on updating the District's Administrative Code with the latest changes and revisions. Ms. Andom also informed the Committee that staff is working on the travel arrangements for the Sacramento and Washington, D.C. legislative trips and for the ACWA Spring Conference and asked the board members to coordinate their intended flights with Senior Administrative Assistant Sheryll Petty.

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

The Committee did not go into closed session. Staff was instructed to provide Bruce Barsook of Liebert Cassidy with a copy of the Employee's Memorandum of Understanding (MOU).

9. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:25 p.m.

Chairperson

ATTEST:

Director

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF MAY 16, 2006
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on May 16, 2006 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. 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, Charlene King
Guests:	Jack Panichapan and Rachel Nelson of Gillis and Associates

The agenda items were taken out of order.

4. WRD TENANT IMPROVEMENT PROJECT:

A) BUILDING UPDATE AND COLOR SCHEME SELECTION

B) INSPECTION AND MATERIAL TESTING

Assistant Engineer Charlene King stated the construction phase of the tenant improvement project at the District's Lakewood building began in early April. Ms. King noted the District is required to obtain independent testing and inspection of the contractor's work as it relates to soils, materials, specialty coatings, etc. She explained that staff was made aware that Kleinfelder, Inc., with whom the District already has a contract for prior work on soil investigations, is also capable of performing the inspection and testing activities. She stated that due to the immediate need for the inspection and material testing services, along with Kleinfelder's intimate knowledge of the plans, specifications, and permit guidelines for this project, staff would like to recommend that Kleinfelder's existing contract be amended to include the added work at an additional cost of \$13,600. The authorization would increase the contract amount from \$6,400 to \$20,000.

The Committee concurred with the staff recommendation and requested the item be agendaized for the board meeting.

Ms. King stated staff would also like to seek direction from the Committee regarding color scheme and other design selections.

Jack Panichapan and Rachel Nelson of Gillis and Associates, the District's architects, presented various color schemes and selections for the Committee to choose from.

2. PUBLIC COMMENT

None.

3. APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 12, 2006

Approval of the minutes was deferred to next month's meeting.

5. MONTHLY TRAINING REPORT

The report was deferred to next month's meeting.

6. PROPOSED ADMINISTRATIVE CODE ADDITIONS – MEDICAL RECORDS

Manager of Administration and Human Resources Tina Graham stated at the October 12, 2005 Administrative Committee meeting, Attorney Beltran presented the Committee with draft language regarding the confidentiality of medical records. At that time, staff recommended deferring consideration of the language until the outsourcing of the Medical Expense Reimbursement Program was complete.

Ms. Graham noted Attachment A contains the proposed language as presented by District Counsel at the October 12, 2005 meeting. She stated Attachment B, which is staff's recommendation, is a revised version of District Counsel's draft incorporating minor revisions. The revisions reflect language to address the outsourcing of the Medical Expense Reimbursement Program.

The Committee concurred with staff's recommendation that the Board approve the proposed additions to the Administrative Code as presented in Attachment B.

7. ADMINISTRATIVE CODE REVISIONS

Ms. Graham stated staff has been reviewing the Administrative Code for completeness and accuracy. She noted that tuition reimbursement for directors was inadvertently omitted from the Code. The Committee recommended the inclusion of the language adopted by the Board.

Ms. Graham also noted the Administrative Code does not reflect the new board meeting schedule. The Committee recommended the inclusion of the language adopted by the Board.

8. DEPARTMENT REPORT

The report was deferred to next month's meeting.

9. 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

The Committee went into closed session. The Committee reconvened in open session. Director Murray stated a report was given and further instructions were provided to staff.

10. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 4:00 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

Prepared by: Emmy Stratton

Reviewed by: Scott Ota

ITEM NO. 4

DATE: JUNE 14, 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 FY06

PLANNED	ACTUAL	DATE
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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	Supervisory Skills for the First Line Supervisor/Mgr	5/06
Ethics		
	National Groundwater Summit	04/06
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		
	National Groundwater Summit	04/06
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05

Nancy Matsumoto

Artificial Recharge		
Ethics		
	National Groundwater Summit	04/06
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	5/06

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
	National Groundwater Summit	04/06
	GW Flow and Transport Modeling	3/06
Benny Chong		
Safety Training		
	National Groundwater Summit	04/06
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		
	National Groundwater Summit	04/06
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	Supervisory Skills for the First Line Supervisor/Mgr	5/06
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

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
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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

Melody Kneale

	ArcIMS Training	2/06
	LibertyIMS Document Mgmt Software	5/06

Brett Glasscock

Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
	Microsoft TechNet Seminar	2/06
	LibertyIMS Document Mgmt Software	5/06

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	Family & Medical Care Leave Acts	4/06
Public Employer Labor Relations 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	Supervisory Skills for the First Line Supervisor/Mgr	5/06
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

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
	Arbitration	3/06
	Strategic Planning & Implementation	04/06

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
Abbie Andom		
CSDA Board Secy	CSDA Board Secretary	3/06
	CSDA Board Governance	4/06
Ethics		
Preventing Workplace Harassment/Retaliation	Preventing Workplace Harassment/Retaliation	10/05
Sheryll Petty		
CSDA Board Secy	CSDA Board Secretary	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	Family & Medical Care Leave Acts	4/06
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	Family & Medical Care Leave Acts	4/06
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 FY06

PLANNED	ACTUAL	DATE
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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 Workshop	3/06

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
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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
	Independent Cities Association	2/06
	CSDA Setting Direction & Comm Leader	04/06

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
	Transformational Leadership	4/06

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

Prepared by: Abbie Andom

Reviewed by: Scott Ota

ITEM NO. 5

DATE: JUNE 14, 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: Scott Ota

ITEM NO. 6

DATE: JUNE 14, 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.