

**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, JULY 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 JUNE 14, 2006**
Staff Recommendation: Approve the minutes as submitted.
- 4. MONTHLY TRAINING REPORT**
Staff Recommendation: For information.
- 5. PROFESSIONAL SERVICES AGREEMENT WITH BRIAN BRADY**
Staff Recommendation: Approve an amendment to the professional services agreement with Brian Brady for District management and consulting services. The amendment will extend the term of the contract through June 30, 2007 and include an additional \$25,000 as budgeted for FY 2006-07.
- 6. PROFESSIONAL SERVICES AGREEMENT WITH DON GRAYSON**
Staff Recommendation: Execute a professional services agreement, subject to approval of form by District Counsel, with Don Grayson for consulting services associated with District management and facilitation.
- 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, July 7, 2006.

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF JUNE 14, 2006
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 14, 2006 at 2:06 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, Scott Ota

2. PUBLIC COMMENT

None.

**3. APPROVAL OF THE MINUTES OF THE MEETINGS OF
APRIL 12, 2006 AND MAY 16, 2006**

The minutes were approved as submitted.

4. MONTHLY TRAINING REPORT

Chief Financial Officer Scott Ota provided an update on training programs WRD employees have participated in during the month of May noting that new entries are bolded.

Director Murray requested an update on the Ethics Training planned for directors and selected staff members.

5. ADMINISTRATIVE CODE REVISIONS

Director Ryan stated he would like to discuss proposed rules of decorum for directors and staff. Director Murray asked the item be referred to the Ad Hoc District Efficiency Committee. A meeting was scheduled for June 20, 2006 at 1:00 p.m.

Director Ryan informed everyone he will be on vacation starting the late afternoon of June 21 and will be back at the end of the month.

Discussion followed on the merits of having evening board meetings. The Committee tabled discussion of the item.

6. DEPARTMENT REPORT

Mr. Ota stated he and the Administration Department have started to be acclimated to each other. He explained that he has begun to understand each of the staff's duties and responsibilities and acknowledged there is much work to be done. He stated he is

looking forward to the Administration and Finance departments working as a team.

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

The Committee did not go into closed session.

8. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:00 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

Prepared by: Sheryll Petty

Reviewed by: Scott Ota

ITEM NO. 4.

DATE: JULY 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 that each manager has planned for staff during the fiscal year as well as the actual programs that staff has attended since the beginning of the 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
Pharmaceuticals & EDCs	Pharmaceuticals & EDCs	6/06
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

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
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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
	National Groundwater Summit	04/06
	GW Flow and Transport Modeling	3/06

Benny Chong

Safety Training		
	Introduction to ArcMap	6/06
	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

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
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
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

STAFF DEVELOPMENT FY06

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

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

STAFF DEVELOPMENT FY06

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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 ScI	Workers' Comp Employers ScI	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

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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

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
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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

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

STAFF DEVELOPMENT FY06

PLANNED	ACTUAL	DATE
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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

ITEM NO. 5

Prepared by: Mario Garcia

Reviewed by:

DATE: JULY 12, 2006

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH BRIAN BRADY

SUMMARY

The District has an existing professional services agreement with Mr. Brian Brady to provide various management support assistance related to District staff issues, public meeting consultation, conjunctive use management and associated issues. The existing term of the agreement expires on August 31, 2006 with an approximate \$10,000 balance remaining.

Mr. Brady provided useful input and direction during the District's strategic planning process and continues to assist executive management with staffing concerns and improving board relations. Staff recommends extending Mr. Brady's contract to coincide with the end of the current fiscal year (June 30, 2007) and include an additional \$25,000 as budgeted for FY 2006-07.

FISCAL IMPACT

The cost of the recommended amendment is not to exceed \$25,000 and is included in the Fiscal Year 2006-07 Budget.

STAFF RECOMMENDATION

Approve an amendment to the professional services agreement with Brian Brady for District management and consulting services. The amendment will extend the term of the contract through June 30, 2007 and include an additional \$25,000 as budgeted for FY 2006-07.



MEMORANDUM

ITEM NO. 6

Prepared by: Mario Garcia

Reviewed by:

DATE: JULY 12, 2006

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH DON GRAYSON

SUMMARY

The District has been using the services of Mr. Don Grayson to consult on District management issues, the general manager's evaluation, staff teambuilding, and to facilitate staff/board planning meetings as well as other District-sponsored workshops.

Staff anticipates that Mr. Grayson's services will continue to be needed this coming year including his role as a facilitator for the upcoming Desalter Working Group process (as spelled out in the West Basin Judgment amendment associated with the Desalter). Mr. Grayson has proved invaluable to the District by outlining goals/objectives for WRD, helping to improve management's interaction with the staff and board, and skillfully assessing the District's needs.

Accordingly, staff recommends that the District enter into a new agreement with Mr. Grayson with a term that coincides with the current fiscal year (July 1, 2006 through June 30, 2007). His work is estimated at \$40,000 and is included in the FY 2006-07 budget.

FISCAL IMPACT

The cost of the recommended agreement is not to exceed \$40,000 and is included in the Fiscal Year 2006-07 Budget.

STAFF RECOMMENDATION

Execute a professional services agreement, subject to approval of form by District Counsel, with Don Grayson for consulting services associated with District management and facilitation.



MEMORANDUM

ITEM NO. 7

Prepared by: Abbie Andom

Reviewed by: Scott Ota

DATE: JULY 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

ITEM NO. 8

Prepared by: Abbie Andom

Reviewed by: Scott Ota

DATE: JULY 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.