

**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, OCTOBER 11, 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 SEPTEMBER 13, 2006**
Staff Recommendation: Approve the minutes as submitted.
- 4. MONTHLY TRAINING REPORT**
Staff Recommendation: For information.
- 5. BOARD AND STAFF RULES OF DECORUM**
Staff Recommendation: For information and 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. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, October 6, 2006.

UNAPPROVED
MINUTES

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MINUTES

**MINUTES OF SEPTEMBER 13, 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 September 13, 2006 at 2:10 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: Mario Garcia, Scott Ota,
District Counsel J. Arnoldo Beltran

2. PUBLIC COMMENT

Brian Ragland, City of Downey, stated he would like to speak on Agenda Item 5.

3. APPROVAL OF THE MINUTES OF AUGUST 9, 2006

The minutes were approved as submitted.

The agenda items were taken out of order.

5. OUT OF STATE TRAVEL REQUEST

Mr. Ragland, speaking on behalf of the City of Downey, stated the City felt the amount budgeted for out-of-state travel by directors and staff is somewhat high. He cited an employee who would potentially miss 23 work days, not including in-state travel, if he would attend all the conferences identified in the list.

Assistant General Manager/Chief Engineer Mario Garcia clarified that the list provided with the staff report includes a list of conferences staff is interested in attending but may not necessarily go to.

The Committee recommended the Board approve the out-of-state travel request list.

4. MONTHLY TRAINING REPORT

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

6. RSG/REWARD STRATEGY GROUP PROFESSIONAL SERVICES AGREEMENT

Mr. Ota stated staff met with Reward Strategy Group (RSG) regarding the Board President's desire to develop a system to measure the District's success in its efforts to achieve the goals it had identified to accomplish. He explained that RSG is currently working on the District's classification and compensation study and has a good working knowledge of the District operations. They presented a proposal for the efficiency study at a not to exceed amount of \$15,000.

The Committee recommended the Board approve a contract with RSG for a District efficiency study in an amount not to exceed \$15,000.

7. BOARD AND STAFF RULES OF DECORUM

Deferred to next month's meeting.

8. ADMINISTRATIVE CODE REVISIONS

Mr. Ota stated staff is performing an audit of the District's Administrative Code and is scheduled to report its findings at next month's Committee meeting.

9. DEPARTMENT REPORT

In addition to the Administrative Code audit, Mr. Ota reported that things have been running smoothly in the Administration Department. He noted that due to certain staff efficiencies, the board and committee agendas are now being reviewed much earlier than before by the General Manager.

9.A SUBSEQUENT NEED ITEM - CLOSED SESSION

District Counsel J. Arnaldo Beltran stated he would like to add an item to the agenda, that there is a need to take immediate action on the item, and the need came subsequent to the posting of the agenda for this meeting. With no objection, it was

RESOLVED: The Committee determines there is a need to add an item to the agenda, the need came subsequent to the posting of the agenda for this meeting, and there is a need to take immediate action

to discuss a closed session item regarding a personnel issue.

The Committee went into closed session. The Committee reconvened in open session. District Counsel Beltran reported that consensus was reached by the Committee members and a recommendation would be presented to the Board for consideration.

10. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:21 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

Prepared by: Emmy Stratton

Reviewed by: Scott Ota

ITEM NO. 4

DATE: OCTOBER 11, 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 FY07

PLANNED	ACTUAL	DATE
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BASIN MANAGEMENT AND WATER QUALITY

Ted Johnson

Saltwater Intrusion Conference		9/06
National Groundwater Summit		4/07
Supervisor/Manager Training		
Groundwater Resources Association		12/06
Groundwater Modeling		

Ethics

Hoover Ng

Storm Water Regulations		
Access/Excel Software		
Emerging Contaminants		
Water Treatment		
Regulatory Updates		
Recycled Water Research		

Ethics

Tony Kirk

ArcGIS		
Visual Basic		
Safety Training - Injury Prevention		
Safety Training - Forklift Refresher		
NGWA Conference Las Vegas		
Emerging Contaminants		12/06
Ethics		

Nancy Matsumoto

ArcGIS II		
National Groundwater Summit		
Ethics		

Mat Kelliher

Geology (Graduate Research)		9/06
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Benny Chong

Intro to ArcGIS II		
GPS Users Class		
NGWA Fundamentals of Geochemistry		
NGWA Applications of Geochemistry		
National Groundwater Summit		
Safety Training		

Mary Sellers

Well Drilling/Development		
Computer Access or Excel		
Intro Arc/GIS		

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
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ENGINEERING, PLANNING AND OPERATIONS

Mario Garcia

Membrane Technology			
Water Well Rehab			
Water Quality for Potable Systems			
Water Distribution			
Exercising Management Rights			11/1/06
Finding the Facts: Harassment Investigation			1/30/07
CEQA Seminar			

Ethics

Jason Weeks

CEQA Seminar			
ArcGIS Spatial Analyst			
AWWA Info Mgmt			
Access/Excel VBA			

Ethics

Paul Fu

Water Well Rehabilitation			
Water Reuse Symposium			
Treatment of Emerging Contaminants			

Ethics

Charlene King

Construction Law		Construction Law	8/11/06
Managing Multiple Projects			
Construction Contract Mgmt			
Computer Excel, Access and/or PowerPoint			
Treatment Technology			
CEQA Procedures and Analysis			
Water Quality Technology			
Arsenic Treatment			
Water Well Rehab			

Melody Kneale

ArcIMS Administration			
Liberty IMS Power User & Basic Admin.			

Brett Glasscock

Liberty IMS Annual Conference			
Network Interop			
Microsoft Exchange Server 2007			

Helene Mendoza

Special District Institute			
Computer Outlook			
Computer Access or Excel			

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
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ADMINISTRATION / HUMAN RESOURCES

Abbie Andom

Special District Institute - Brown Act/Public Records Act/Conflict of Interest Workshop		10/06
Special District Institute - Special District Governance		2/07
Special District Institute - Special District Administration		5/07
CSDA - Board Secretary Training		4/07
Ethics		

Sheryll Petty

CSDA board Secretary Training		4/07
Ethics		

Pam Wareham

Cal PERS Employee Education Workshop		9/21/06
Preventing Workplace Harassment, Discrimination and Retlaiation		10/3/06
Exercising Your Management Rights		11/1/06
Handling Grievances		12/5/06
Finding the Facts: Harassment Investigation		1/30/07
Embracing Diversity		2/13/07
Legal Aspects Violence in the Workplace		3/27/07
Employees and Driving		5/10/07
Employee Due Process - Public Employee Discipline		6/19/07
Microsoft Office		
Notary Public Update		
MIP Reports		
Ethics		

Emmy Stratton

PERS ACES Administration	PERS Aces Administration	7/27/06
Cal PERS Employee Education Workshop	Retirement Program Admin	9/21/06
Preventing Workplace Harassment, Discrimination and Retlaiation		10/3/06
Exercising Your Management Rights		11/1/06
Handling Grievances		12/5/06
Finding the Facts: Harassment Investigation		1/30/07
Embracing Diversity		2/13/07
Legal Aspects Violence in the Workplace		3/27/07
Employees and Driving		5/10/07
Employee Due Process - Public Employee Discipline		6/19/07
MIP Reports		
Ethics		

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
FINANCE		

Scott Ota

Special District Finance 2006		
Preparing Better Budget Documents		
Planning and Sale of Municipal Bonds		
Preventing, Detecting and Reporting Fraud		
GASB basic Financial Statements		
Everyday Ethics: Doing Well by Doling Good		
Ethics		
	Accounting and Auditing Update with Emphasis on Fraud	8/10/06
	Planning and Sale of Municipal Bonds	9/06

Jenna Shaunessy

Special District Finance 2006		
Governmental Accounting		
Contract Management		
Ethics		

Yen Bui

MIP Annual Training Conference		
MIP Training Update		

Liz Betham

MIP Annual Training Conference		
MIP Training Update		

EXTERNAL AFFAIRS

Suja Lowenthal

Ethics		

Tracey Burke

	Maximize Your Trade Show Return on Investment	8/23/06
	Paper Potential	8/06

Adeline Yoong

Ethics		

Elsa Lopez

	Maximize Your Trade Show Return on Investment	8/23/06
Ethics		

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
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GENERAL MANAGER

Robb Whitaker

Ethics		

DIRECTORS

Willard Murray

Ethics		

Norm Ryan

Ethics		

Pat Acosta

Ethics		

Albert Robles

Ethics		

Rob Katherman

Ethics	Public Service Ethics Education	9/9/06

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: Scott M. Ota

Reviewed by: Robb Whitaker

DATE: OCTOBER 11, 2006
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: BOARD AND STAFF RULES OF DECORUM

SUMMARY

One of the WRD goals is to “promote organizational excellence”. This worthy and weighty goal requires introspection of how we operate the District, including how the Board and staff interrelate. Part of advancing organizational excellence is to increase our efficiencies. Part of efficiency is to reduce the number of supervisory influence on a particular position. More than one supervisory influence causes employees to have to guess which tasks given by which superior is to be of a higher priority. This becomes even more daunting when these superiors are unaware of what each has assigned to this one person. When a Boardmember assigns a task directly to a staffer, this creates inefficiency which by itself will prevent us from achieving the goal of advancing organizational excellence. At the Strategic Planning Workshop in April 2005, the General Manager presented a draft of Rules of Decorum between staff and the Board toward the goal of promoting organizational excellence.

Since that time, the Board President has worked with District consultants to refine the draft Rules of Decorum. The President would now like this revised draft to be reviewed by the Administrative Committee.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information and discussion.



MEMORANDUM

Prepared by: Abbie Andom

Reviewed by: Scott Ota

ITEM NO. 6

DATE: OCTOBER 11, 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. 7

Prepared by: Abbie Andom

Reviewed by: Scott Ota

DATE: OCTOBER 11, 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.