

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
12:00 P.M., WEDNESDAY, DECEMBER 27, 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 OCTOBER 11, 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. NOMINATION OF CANDIDATE FOR LAFCO ALTERNATE**
Staff Recommendation: For discussion.
- 7. CSDA MEMBERSHIP**
Staff Recommendation: Presented at the request of Director Robles. For discussion.
- 8. LONG BEACH AREA CHAMBER STATE OF THE CITY ADDRESS**
Staff Recommendation: Staff recommends the purchase one Chair's Circle Table at \$1,250.
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, December 21, 2006.

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF OCTOBER 11, 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 October 11, 2006 at 2:29 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 SEPTEMBER 13, 2006

The minutes were approved as submitted.

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 September noting that new entries are bolded.

Mr. Ota noted the Board AB 1234 training will be held on Wednesday, October 18 before the Board meeting.

5. BOARD AND STAFF RULES OF DECORUM

Deferred to next month's meeting.

6. ADMINISTRATIVE CODE REVISIONS

Mr. Ota stated staff has almost completed its work on performing an audit of the District's Administrative Code for changes and revisions from 1999 to the present. A report of the findings will be presented at next month's Committee meeting.

7. DEPARTMENT REPORT

Mr. Ota reported that things have been running smoothly in the Administration Department in spite of new transitions.

Discussion followed and changes were made to the following committee schedules:

Administrative Committee will meet every fourth Wednesday of the month at 12:00 p.m. beginning in November 2006.

External Affairs Committee will meet every third Thursday of the month at 12:00 p.m. beginning with the October 19, 2006 meeting.

8. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:45 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

Prepared by: Pam Wareham

Reviewed by: Scott Ota

ITEM NO. 4

DATE: DECEMBER 27, 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		
AWWA CA/NV Conference	Water Treatment	10/2-4/06
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 Ground Water Association	Geochemistry Fundamentals	10/31-11/1/06
National Ground Water Association	Applications of Ground Water Geochemistry	11/2-11/03/06
Ethics		

Mat Kelliher

Geology (Graduate Research)		9/06
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Benny Chong

In-Situ Inc.	Water level/temperature/conductivity probe	10/27/2006
Intro to ArcGIS II		
GPS Users Class		
NGWA Fundamentals of Geochemistry		
NGWA Applications of Geochemistry		
National Groundwater Association	Fundamentals & Applications Groundwater Geochemistry	10/30-11/2/06
Safety Training		

Mary Sellers

Special District Institute	Finance Seminar	10/12-13/06
Well Drilling/Development		
Computer Access or Excel		
Intro Arc/GIS		

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
ENGINEERING, PLANNING AND OPERATIONS		
Mario Garcia		
Membrane Technology		
Water Well Rehab		
Water Quality for Potable Systems		
Water Distribution		
Exercising Management Rights		
Finding the Facts: Harassment Investigation		1/30/07
CEQA Seminar		
Ethics		
Jason Weeks		
California Water Law Conference	Pulling California into the Future	10/26-27/06
CEQA Seminar		
ArcGIS Spatial Analyst		
AWWA Info Mgmt		
Access/Excel VBA		
Ethics		
Paul Fu		
AWWA CA/NV Conference	Recycled Water Reuse/Desalination	10/4/2006
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		
ArcGIS	Introducing ArcGIS 9.2 (next release)	10/17/2006
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

CalPERS Educational Forum	Creating Lasting Value	10/23-25/06
Preventing Workplace Harassment, Discrimination and Retliation		10/3/06
Handling Grievances		12/5/2006
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
Notary Public Update		
MIP Reports		
Ethics		

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
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FINANCE

Scott Ota

Special District Finance 2006		
Preparing Better Budget Documents	GFOA	9/13/06
Planning and Sale of Municipal Bonds	GFOA	9/18-/9/19/06
Preventing, Detecting and Reporting Fraud	West Coast Plan of Reorganization	9/28/06
GASB basic Financial Statements		
Everyday Ethics: Doing Well by Doing Good Ethics		
	Accounting and Auditing Update with Emphasis on Fraud	8/10/06

Jenna Shaunessy

CalPERS Educational Forum	Creating Lasting Value	10/23-25/06
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	Skyline, Santa Fe Springs, CA	8/23/06
Paper Potential	Castle Press, Pasadena	8/30/06

Adeline Yoong

Ethics		

Elsa Lopez

Maximize Your Trade Show Return on Investment	Skyline, Santa Fe Springs, CA	8/23/06
Ethics		

STAFF DEVELOPMENT FY07

PLANNED	ACTUAL	DATE
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GENERAL MANAGER

Robb Whitaker

Ethics		

DIRECTORS

Willard Murray

Ethics in Public Service	AB1234	10/18/2006
Word	New Horizons	10/20/2006
Excel	New Horizons	

Norm Ryan

Ethics in Public Service		

Pat Acosta

Ethics in Public Service		

Albert Robles

Ethics in Public Service		5/09/2006

Rob Katherman

Ethics in Public Service	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

Prepared by: Abbie Andom

Reviewed by: Scott Ota

ITEM NO. 5

DATE: DECEMBER 27, 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. 6.

Prepared by: Adeline Yoong

Reviewed by: Scott Ota

DATE: DECEMBER 27, 2006
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: NOMINATION OF CANDIDATE FOR LAFCO ALTERNATE

SUMMARY

Since 1994, special districts in Los Angeles County have been represented by 2 members and 1 alternate member of the Local Agency Formation Commission (LAFCO). West Basin Municipal Water District Director Don Dear and Castaic Lake Water Agency boardmember Jerry Gladbach currently serve as the LAFCO representatives. The alternate member position currently held by outgoing WRD Director Norm Ryan will be vacant and nominations are being accepted to fill it.

The independent special district seats are filled by the Special District Selection Committee, a committee made up of the presiding officers of each independent special district in Los Angeles County. After nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of the board. Voting will be conducted by mailed ballot. Nominations must be received by January 31, 2007. A copy of the nomination form is attached.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE (ALTERNATE)
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: _____

Date: _____

Name of Candidate: _____

_____ is pleased to nominate
_____ as a candidate for appointment as **ALTERNATE** special district representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: _____

Agency: _____

Type of Agency: _____

Term Expires: _____

Residence Address: _____

Telephone: _____

(please attach resume)

(Name of Agency)

By: _____

Its: _____



MEMORANDUM

ITEM NO. 7

Prepared by: Scott M. Ota

Reviewed by:

DATE: DECEMBER 27, 2006
TO: FINANCE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

BACKGROUND

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to ensure the continued existence of local, independent special districts.

For over 35 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of nearly 700 special districts throughout California. It is the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts, to name a few.

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special districts management and operational effectiveness.

FISCAL IMPACT

Fees are based on the size of the special district's operating budget. Our annual dues would be \$3,162 this year. CSDA dues are increased annual to reflect the CPI. This amount was not a budgeted item.

STAFF RECOMMENDATION

Presented at the request of Director Robles. For discussion.



MEMORANDUM

ITEM NO. 8.

Prepared by: Adeline Yoong

Reviewed by:

DATE: DECEMBER 27, 2006

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: LONG BEACH AREA CHAMBER STATE OF THE CITY ADDRESS

SUMMARY

WRD has been a member of the Long Beach Area Chamber of Commerce since 2003 and has participated in the annual State of the City Address event since 2004. Next year's State of the City Address will be delivered by Mayor Bob Foster on Tuesday, January 9th, at the Long Beach Convention Center Grand Ballroom.

Staff recommends that the District continue its support of the Chamber's annual State of the City Address. There are 2 levels of table sponsorships that WRD can purchase:

- Mayor's Circle at \$1,750.
- Chair's Circle at \$1,250.

FISCAL IMPACT

Fiscal impact depends upon which level of sponsorship the District chooses. Funds for this item have not been budgeted and will need to be appropriated from reserves.

STAFF RECOMMENDATION

Staff recommends the purchase of one Chair's Circle Table at \$1,250.