

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
12621 E. 166<sup>TH</sup> STREET, CERRITOS, CALIFORNIA 90703  
12:30 P.M., WEDNESDAY, JANUARY 24, 2007**

**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 DECEMBER 27, 2006**  
*Staff Recommendation:* Approve the minutes as submitted.
4. **MONTHLY TRAINING REPORT**  
*Staff Recommendation:* For information.
5. **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**  
*Staff Recommendation:* For discussion.
6. **ADMINISTRATIVE CODE REVISION – REINSTATEMENT OF VICE PRESIDENT POSITION**  
*Staff Recommendation:* For information.
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, January 19, 2007.

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF DECEMBER 27, 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 December 27, 2006 at 12:11 p.m. at the District Office, 12621 E. 166<sup>th</sup> Street, Cerritos, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Senior Administrative Assistant Sheryll Petty 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 OCTOBER 11, 2006**

The minutes were approved as submitted.

The agenda items were taken out of order.

**8. LONG BEACH AREA CHAMBER STATE OF THE CITY  
ADDRESS**

The committee recommended that the District participate at the Chair's Circle Level of \$1,250 pending Long Beach Water Department participation. If they do *not* participate, then neither will the District.

**5. ADMINISTATIVE CODE REVISIONS**

There were no revisions for discussion.

**6. NOMINATION OF CANDIDATE FOR LAFCO ALTERNATE**

The committee recommended that this item go to the Board to determine any interest in serving as the LAFCO alternate. If there is no interest, the committee recommends the nomination of Joe Ruzicka of the Three Valleys Water District.

**7. CSDA MEMBERSHIP**

This item is deferred to the January meeting at Chairman Murray's request.

**4. MONTHLY TRAINING REPORT**

Mr. Scott Ota, Chief Financial Officer, reviewed the training report noting that the report also includes Board training. Chairman Murray requested that staff enroll him in a Windows XP Class. Chairman Murray asked that a *Department Report* be a standing agenda item. Mr. Whitaker stated that the district will be hiring a new planning position as part of the engineering department as per the current approved organization chart. This position will help to develop new ideas, take current conjunctive use ideas, and analyze them and carry them to fruition. He further stated the GIS Coordinator position was recently vacated and will be replaced. Mr. Ota commented that staff arranged a farewell reception for Directors Acosta and Ryan that was very nice. Mr. Ota said that he has met with Director-Elect Calderon regarding the Admin Code and benefits, etc. He is also going to schedule a meeting for Director-Elect Kawasaki. Chairman Murray requested that Mr. Ota provide the Board with the Directors' 2007 compensation figure. Mr. Ota stated that the CPI increase is either 2.43 or 2.47. It will be on the first payroll in February.

Chairman Murray concluded the meeting with thanks to Director Ryan for his four years of service on the Admin Committee.

**9. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 12:50 p.m.

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Chairperson

ATTEST:

\_\_\_\_\_  
Director

**MEMORANDUM**

*Prepared by:* Pam Wareham

*Reviewed by:* Scott Ota

**ITEM NO. 4**

**DATE: JANUARY 24, 2007**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: MONTHLY TRAINING REPORT**

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**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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<b>BASIN MANAGEMENT AND WATER QUALITY</b>
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**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		
<b>NGWA Conference</b>		<b>12/5-12/8/06</b>
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
<b>Geology 491</b>	<b>Field Methods in Hydrology</b>	<b>12/06</b>
<b>Geology 596</b>	<b>Comprehensive Exam</b>	<b>12/06</b>
<b>MS Degree in Geology</b>	<b>Environmental Hydrogeology CSLA</b>	<b>12/06</b>
<b>NGWA Conference</b>		<b>12/5-12/8/06</b>

**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
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<b>ENGINEERING, PLANNING AND OPERATIONS</b>
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**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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<b>ADMINISTRATION / HUMAN RESOURCES</b>
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**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 Retlaiation		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
<b>FINANCE</b>		

**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 Conference	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		

<b>EXTERNAL AFFAIRS</b>
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**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		
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**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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<b>GENERAL MANAGER</b>
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**Robb Whitaker**

Ethics		

<b>DIRECTORS</b>
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**Willard Murray**

Ethics in Public Service	AB1234	10/18/2006
Word	New Horizons	10/20/2006
Excel	New Horizons	12/18/2006

**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

ITEM NO. 5

Prepared by: Scott Ota

Reviewed by:

**DATE: JANUARY 24, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

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### SUMMARY

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

For discussion.



**MEMORANDUM**

*Prepared by:* Abbie Andom

*Reviewed by:* Scott Ota

**ITEM NO. 6**

**DATE: JANUARY 24, 2007**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: ADMINISTRATIVE CODE REVISION – REINSTATEMENT OF VICE PRESIDENT POSITION**

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**SUMMARY**

At the January 10, 2007 Board meeting, the Board approved the reinstatement of the Vice President position and directed staff to make the necessary changes to the District's Administrative Code. Attachment A contains the proposed language of the Administrative Code.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.

# ATTACHMENT A

## 2. **ORGANIZATION AND OPERATION OF THE BOARD OF DIRECTORS**

The Board of Directors is the policymaking and governing body of the District. It represents the highest authority within the management structure of the District, however it delegates certain of its authority to staff in the interest of efficiency, stability, and prudent management.

### 2.1 **Number of Directors**

There are five members of the Board of Directors, each to be elected from one of five divisions within the District, within which such Director resides.

### 2.2 **Officers of the Board**

The officers of the Board are the President, Vice President, Secretary, Treasurer, and Deputy Secretary. Officers are elected by the Board at the first regular meeting of the Board in January following the District election. With the exception of the Deputy Secretary, all Board officers are Board members.

#### 2.2.1 President

The President of the Board presides at all meetings of the Board and has all authority afforded the presiding officer, including the power to constitute standing and Ad Hoc Committees and to assign Board members to serve on such committees.

~~In the absence of the President or at such times as designated by the President, the Secretary shall perform the duties of the President unless the President designates another member of the Board to perform said duties. In the event the President and Secretary are unavailable to perform the duties of the President, the Treasurer shall perform said duties unless the President designates another member of the Board to perform said duties. Any such designation shall be limited to the period specified by the President, or until the President is available to perform such duties as have been assigned or delegated under the provisions of this Section.~~

#### 2.2.2 ~~Intentionally Left Blank~~ Vice President

The Vice President of the Board presides over any meeting at which the President is not present, or whenever the President relinquishes

the chair, and performs such other services as may be requested by the President.

2.2.3 Secretary

The Secretary of the Board records and certifies the minutes of all Board meetings and is responsible for the maintenance of District records. The Secretary may delegate such duties to the Deputy Secretary.

2.2.4 Treasurer

The Treasurer of the Board is responsible for the financial affairs of the District, including financial reporting and investment activities. The Treasurer must also serve on the Finance Committee.

2.2.5 Deputy Secretary

The Deputy Secretary is recommended by the General Manager and approved by the Board. The Deputy Secretary may be a member of the AFSCME Chapter 1902 general bargaining unit. In such cases, the Deputy Secretary shall sign a confidentiality agreement prohibiting the sharing with the membership of the bargaining group, any information learned or gained while in the performance of Deputy Secretary duties.



**MEMORANDUM**

*Prepared by:* Abbie Andom

*Reviewed by:* Scott Ota

**ITEM NO. 7**

**DATE: JANUARY 24, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: ADMINISTRATIVE CODE REVISIONS**

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**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. 8**

**DATE:           JANUARY 24, 2007**  
**TO:             ADMINISTRATIVE COMMITTEE**  
**FROM:          ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT:       DEPARTMENT REPORT**

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**SUMMARY**

Staff will provide an update of department activities.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.