

**A SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
1:00 P.M., WEDNESDAY, FEBRUARY 14, 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. MONTHLY TRAINING REPORT**
Staff Recommendation: For information.
- 4. 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.
- 5. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 6. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, February 9, 2007.



MEMORANDUM

Prepared by: Pam Wareham

Reviewed by: Scott Ota

ITEM NO. 3

DATE: FEBRUARY 14, 2007
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		12/5-12/8/06
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
Geology 491	Field Methods in Hydrology	12/06
Geology 596	Comprehensive Exam	12/06
MS Degree in Geology	Environmental Hydrogeology CSLA	12/06
NGWA Conference		12/5-12/8/06

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		
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 Retaliation		10/3/06
Handling Grievances		12/5/2006
Record Retention Dos & Don'ts: What to Save - What To Dump		1/09/2007
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 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		
Handling Grievances		12/5/2006
Record Retention Dos & Don'ts: What to Save - What To Dump		1/09/2007
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	12/18/2006
Windows XP	New Horizons	2/07

Lillian Kawasaki

Ethics in Public Service		

Sergio Calderon

Ethics in Public Service	AB1234	6/24/2006

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. 4

DATE: FEBRUARY 14, 2007
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. 5

DATE: FEBRUARY 14, 2007
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.