

**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, MARCH 21, 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 MINUTES OF THE MEETING OF FEBRUARY 14, 2007**  
*Staff Recommendation:* For information.
- 4. MONTHLY TRAINING REPORT**  
*Staff Recommendation:* For information.
- 5. ADMINISTRATIVE CODE REVISION – WORK SCHEDULE**  
*Staff Recommendation:* For 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. BOARD AND STAFF RULES OF DECORUM**  
*Staff Recommendation:* For information and discussion.
- 8. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, March 20, 2007.

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF FEBRUARY 14, 2007  
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 February 14, 2007 at 1:05 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. Deputy Secretary Abigail C. Andom recorded the minutes.

**1. DETERMINATION OF QUORUM**

Attendees included:

Committee: Directors Willard H. Murray, Jr. and Albert Robles

Staff: Robb Whitaker, Scott Ota, Jenna Shaunessy

**2. PUBLIC COMMENT**

None.

**3. 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 January, noting that new entries are bolded. Mr. Ota also presented the Committee with a sample binder containing training programs available to directors and staff. He informed the Committee that all board members will be provided copies of the binder for their own perusal.

The Committee asked staff to encourage District employees to take advantage of training opportunities available.

**4. ADMINISTRATIVE CODE REVISIONS**

Committee Chairperson Murray stated he would provide Director Robles with a copy of the proposed Rules of Decorum, and asked that the item be agendaized for the next Committee meeting.

**5. DEPARTMENT REPORT**

Mr. Ota informed the Committee the Administrative staff has been busy with orientation meetings for new directors, meetings regarding the new building, and preparation of agendas for board and committee meetings. He also stated that year-end W-2s have been mailed out and appropriate documentation sent out to departing board members. Mr. Ota also informed the Committee that staff is preparing a training manual.

**6. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 2:00 p.m.

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Chairperson

ATTEST:

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Director



**MEMORANDUM**

**ITEM NO. 4**

*Prepared by: Pam Wareham  
Reviewed by: Scott Ota  
Approved by: Robb Whitaker*

**DATE: MARCH 21, 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 FY06/07

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
Groundwater Resources Association		12/06
Groundwater Resources Association		6/07
Groundwater Modeling		
Ethics		

**Hoover Ng**

Storm Water Regulations		
Access/Excel Software		
Emerging Contaminants		3/2007
AWWA CA/NV Conference	Water Treatment	10/2-4/06
AWWA CA/NV Conference		4/2007
Recycled Water Research		3/2007
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
Computer Access or Excel		6/07
GRA - Increasing Groundwater Storage		6/07

## STAFF DEVELOPMENT FY06/07

PLANNED	ACTUAL	DATE
<b>ENGINEERING, PLANNING AND OPERATIONS</b>		
<b>Mario Garcia</b>		
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		
<b>Jason Weeks</b>		
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		
<b>Paul Fu</b>		
AWWA CA/NV Conference	Recycled Water Reuse/Desalination	10/4/2006
Water Well Rehabilitation		
Water Reuse Symposium		
Treatment of Emerging Contaminants		
Ethics		
<b>Charlene King</b>		
Construction Law	Construction Law	8/11/06
Managing Multiple Projects		
Construction Contract Mgmt		
<b>ASCE Seminar</b>	<b>Preparation of Contract Documents &amp; Specifications for Engineers</b>	<b>2/22-23/2007</b>
Computer Excel, Access and/or PowerPoint		
Treatment Technology		
CEQA Procedures and Analysis		
Water Quality Technology		
Arsenic Treatment		
Water Well Rehab		
<b>Brett Glasscock</b>		
Liberty IMS Annual Conference		5/1-2/2006
Network Interop		
Microsoft Exchange Server 2007		
<b>Helene Mendoza</b>		
Special District Institute Finance		10/2007
Computer Access or Excel		

## STAFF DEVELOPMENT FY06/07

PLANNED	ACTUAL	DATE
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<b>ADMINISTRATION / HUMAN RESOURCES</b>
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**Abbie Andom**

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
Finding the Facts: Harassment Investigation		1/30/07
Record Retention Dos & Don'ts: What To Save What To Dump		1/09/2007
Employees and Driving		5/07
Employee Due Process - Public Employee Discipline		6/07
Notary Public Update		6/07
MIP Reports		
Ethics		

## STAFF DEVELOPMENT FY06/07

PLANNED	ACTUAL	DATE
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<b>FINANCE</b>
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**Scott Ota**

Special District Finance 2007		10/2007
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
Record Retention Dos & Don'ts: What To Save What To Dump		1/09/2007
Special District Finance 2007		10/2007
Governmental Accounting		
Contract Management		
Ethics		

**Yen Bui**

MIP Annual Training Conference		3/2007
MIP Training Update		

**Liz Betham**

MIP Annual Training Conference		3/2007
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		

**Elsa Lopez**

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



## STAFF DEVELOPMENT FY06/07

PLANNED	ACTUAL	DATE
<b>GENERAL MANAGER</b>		
<b>Robb Whitaker</b>		
Ethics		
<b>DIRECTORS</b>		
<b>Willard Murray</b>		
Ethics in Public Service	AB1234	10/18/2006
Word	New Horizons	10/20/2006
Excel	New Horizons	12/18/2006
Windows XP		2007
<b>Lillian Kawasaki</b>		
Ethics in Public Service		2006
<b>Sergio Calderon</b>		
Ethics in Public Service	AB1234	6/24/2006
<b>Albert Robles</b>		
Ethics in Public Service		5/09/2006
<b>Rob Katherman</b>		
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:* Abbie Andom  
*Reviewed by:* Scott Ota  
*Approved by:* Robb Whitaker

**DATE:** MARCH 21, 2007  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** ADMINISTRATIVE CODE REVISION - WORK SCHEDULE

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#### SUMMARY

Discuss possible changes in work schedules.

#### FISCAL IMPACT

None.

#### STAFF RECOMMENDATION

For discussion.



**MEMORANDUM**

**ITEM NO. 6**

*Prepared by: Abbie Andom  
Reviewed by: Scott Ota  
Approved by: Robb Whitaker*

**DATE: MARCH 21, 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**

**ITEM NO. 7**

*Prepared by: Scott Ota  
Reviewed by: Robb Whitaker  
Approved by: Robb Whitaker*

**DATE: MARCH 21, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: BOARD AND STAFF RULES OF DECORUM**

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**SUMMARY**

Review various proposals and consider adopting a "Board and Staff Rules of Decorum."

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information and discussion.



**MEMORANDUM**

**ITEM NO. 8**

*Prepared by: Abbie Andom  
Reviewed by: Scott Ota  
Approved by: Robb Whitaker*

**DATE: MARCH 21, 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.