MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
12:30 P.M., WEDNESDAY, APRIL 11, 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 MARCH 21, 2007
   Staff Recommendation: For information.

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. BOARD AND STAFF RULES OF DECORUM
   Staff Recommendation: For information and discussion.

7. DISASTER RECOVERY PLAN
   Staff Recommendation: For information and discussion.

8. DIRECTORS VEHICLE ALLOWANCE
   Staff Recommendation: For discussion and possible action.

9. DEPARTMENT REPORT
   Staff Recommendation: For information.

10. CLOSED SESSION
    Consideration of appointment, employment, evaluation of performance, or dismissal of one public employee per Government Code §54957
    Position Title: General Manager

11. ADJOURNMENT

Posted by Abigail C. Andorn, Deputy Secretary, April 6, 2007.
MINUTES OF MARCH 21, 2007
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

A special meeting of the Administrative Committee of the Board of Directors of
the Water Replenishment District of Southern California was held on
March 21, 2007 at 12:40 p.m. at the District Office, 4040 Paramount Boulevard,
Lakewood, 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. APPROVAL OF THE MINUTES OF THE MEETING OF
FEBRUARY 14, 2007
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 February, noting that new entries are bolded. Mr. Ota stated the
report will be updated next month to reflect anticipated and actual dates of
completion for the training programs listed.

Director Robles stated that he would like to encourage District
employees to take advantage of training opportunities available but
asked staff to check with District Counsel if there are potential
privacy issues that may be violated by the disclosure. Mr. Ota
responded that staff will report back to the Committee Counsel’s
opinion at the next meeting.

5. ADMINISTRATIVE CODE REVISION – WORK SCHEDULE
General Manager Robb Whitaker stated that, in addition to the
regular board meetings, a majority of the District’s committee
meetings are being held on Fridays to accommodate director’s
schedules. He explained that problems have been experienced
with staff attendance at board meetings, phone coverage, meeting
room set-up and preparation, etc., due to the fact that half of staff
works on alternate Fridays. He noted that it would be more
effective and productive if the District would revert to closing the office every other Friday and be open with a full staff present.

Director Murray stated he would like to have the management team, who are not covered by the employee’s bargaining group, maintain a five day – 40 hour work schedule.

Discussion followed. The Committee recommended the Board amend the District’s Administrative Code to change management’s work schedule to a five day- 40 hour work week.

6. ADMINISTRATIVE CODE REVISIONS
None.

7. BOARD AND STAFF RULES OF DECORUM
Director Robles asked staff if there were any comments received from the other board members on the proposed rules of decorum that were distributed a few weeks ago. He stated that the Committee will finalize the document at its next meeting and recommend Board adoption.

8. DEPARTMENT REPORT
Mr. Ota informed the Committee the Administrative staff has been busy with the District’s move to its new location and addressing housekeeping issues at the Lakewood address and the old Cerritos location.

9. ADJOURNMENT
With no other business to come before the Committee, the meeting was adjourned at 1:25 p.m.

________________________
Chairperson

ATTEST:

________________________
Director
DATE: APRIL 11, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: MONTHLY TRAINING REPORT

SUMMARY
At the request of the Committee at its March 21, 2007 meeting, staff is working with District Counsel to organize a new report to track staff / director training. Staff will present the new report at the Administrative Committee meeting on April 11th.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.
DATE: APRIL 11, 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.
DATE: APRIL 11, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: BOARD AND STAFF RULES OF DECORUM

SUMMARY
Review various proposals and consider adopting a “Board and Staff Rules of Decorum.”

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information and discussion.
DATE: APRIL 11, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DISASTER RECOVERY PLAN

SUMMARY
The District's insurance carrier, ACWA Joint Powers Insurance Authority (JPIA), had requested the District have in place an Emergency Plan or Disaster Recovery Plan. Staff is continuing to put a plan in order and will be available for distribution and discussion at the Committee meeting.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information and discussion.
DATE: APRIL 11, 2007
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DIRECTORS VEHICLE ALLOWANCE

SUMMARY
Directors monthly vehicle allowance will be reviewed.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion and possible action.
DATE:          APRIL 11, 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.