

**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. Andom, Deputy Secretary, April 6, 2007.

UNAPPROVED
MINUTES

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MINUTES

**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



MEMORANDUM

ITEM NO. 4

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

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.



MEMORANDUM

ITEM NO. 5

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

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.



MEMORANDUM

ITEM NO. 6

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

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.



MEMORANDUM

ITEM NO. 7

Prepared by: Abbie Andom

Reviewed by: Scott Ota

Approved by: Robb Whitaker

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.



MEMORANDUM

ITEM NO. 8

Prepared by: Abbie Andom

Reviewed by: Scott Ota

Approved by: Robb Whitaker

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.



MEMORANDUM

ITEM NO. 9

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

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.