

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
11:00 A.M., THURSDAY, JULY 5, 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 AND APRIL 11, 2007**  
*Staff Recommendation:* Approve the minutes as submitted.
- 4. SELECTION OF EXECUTIVE SEARCH FIRM**  
*Staff Recommendation:* Award a contract to Alliance Consulting LLC in an amount not to exceed \$23,500, subject to approval as to form with District Counsel, to assist in the recruitment of the Assistant General Manager position.
- 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. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 7. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, July 3, 2007.

UNAPPROVED  
MINUTES

UNAPPROVED  
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.

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Chairperson

ATTEST:

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Director

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF APRIL 11, 2007  
A MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on April 11, 2007 at 12:35 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, 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  
Sergio Calderon (Alternate)

Staff: Scott Ota, Jenna Shaunessy

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 21, 2007**

The minutes were deferred to the May meeting.

**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 March. He said that upon District Counsel review of the report staff will revise the report to list classes taken by department only – not by individual staff name to protect the individuals' privacy.

**5. ADMINISTRATIVE CODE REVISIONS**

Director Murray stated that this is a standing item. Director Calderon said that he had reviewed the Administrative Code and thinks it is fine. After discussion, it was decided that staff will bring it back to the Committee in May with changes made to reflect the new MOU.

**6. BOARD AND STAFF RULES OF DECORUM**

At the request of Director Murray this item will be deferred to the May meeting.

**7. DISASTER RECOVERY PLAN**

Mr. Ota said that a Disaster Recovery Plan was developed by staff at the request of the District's insurance carrier, ACWA Joint

Powers Insurance Authority (JPIA). This plan insures continuity of district operations in the event of a disaster or other such occurrence that renders the office inoperable. He further stated that the District's auditors had also requested such a plan be developed. After discussion, staff was directed to bring the Comprehensive District Recovery Plan when it is finalized.

**8. DIRECTORS' VEHICLE ALLOWANCE**

Director Murray stated that the last vehicle allowance increase for the directors was in 1991 and felt it should be increased in light of the increase in gasoline prices and the overall cost of vehicle maintenance. The last time the allowance was adjusted was 1999. The Committee reviewed a study completed by the West Basin MWD which showed that the median auto allowance for those agencies surveyed was \$448.00 a month.

The Committee recommended that the Board increase the vehicle allowance to \$425.00 per month and provide the West Basin Municipal Water District's survey of vehicle allowances as supporting material.

**9. DEPARTMENT REPORT**

Mr. Ota reviewed the highlights of the Administrative Department including: staff met with the ACWA Liability Insurance representative who toured the District's new office building in order to update the liability insurance; worked with Legal Counsel regarding the best way to produce the Training Report for the Administrative Committee's review; created a draft for the Assistant General Manager/ Chief Engineer job description for the General Manager's approval; tracked resumes and job applications for the District Planner position.

**10. CLOSED SESSION**

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

Director Murray requested that staff include this item on the April 20, 2007 Board Agenda exactly as written for the Committee.

**11. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 1:50 p.m.

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Chairperson

ATTEST:

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Director



## MEMORANDUM

### ITEM NO. 4

*Prepared by:* J H Shaunessy

*Reviewed by:* Robb Whitaker

*Approved by:* Robb Whitaker

**DATE: JULY 5, 2007**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: SELECTION OF EXECUTIVE SEARCH FIRM**

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### SUMMARY

WRD needs to recruit candidates for the open Assistant General Manager position. The Administrative Committee discussed this item at its June 13 meeting and directed staff to seek cost quotes from executive search firms to assist the District in the recruitment process. Attached is a table detailing fee structure, guarantees and related technical or water executive placements for ten recruiting firms.

Based on the telephone quotes and discussions with the search firms, staff recommends using Alliance Consulting, LLC. They are a flat fee agency with the lowest cost and they have recently undertaken a similar Assistant General Manager recruitment for the Elsinore Valley Water District. The Administrative Committee will review this item at its July 5 meeting. A recommendation will be presented at the Board meeting.

### FISCAL IMPACT

This item is not budgeted.

### STAFF RECOMMENDATION

Award a contract to Alliance Consulting LLC in an amount not to exceed \$23,500, subject to approval as to form with District Counsel, to assist in the recruitment of the Assistant General Manager position.

## EXECUTIVE SEARCH FIRMS

#	Firm Name	Contact	Reference	Position	Guarantee	Fee Basis	High Cost*
1	Alliance Consulting LLC	Sherrill A. Uyeda	Elsinore Valley Muni. Water Dist. OC Sanitation Los Alamitos	AGM IT Dir. of Public Works	If under 1 year fee waived - expenses only	\$17,000 flat fee & expenses not to exceed \$6,500	\$ 23,500
2	Bob Murray & Associates	Bob Murray	IRWD Three Valley's Water Dist. Walnut Valley Water Dist. Joshua Basin Water Dist. Arizona Muni Water Dist. Calaveras Water Dist.	Water Quality Mgr Deputy Engineer GM GM Exec. Director GM	If under 1 year fee waived - expenses only	\$17,000 flat fee plus expenses capped b/t \$4,500 to \$7,500 depending on advertising choices	\$ 24,500
3	Ralph Andersen & Associates	Heather Renschler	Western Muni Water Dist. OC Water Dist.	GM, AGM Last 3 GMs over previous 18 years	If under 1 year fee waived - expenses only	\$19,000 flat fee Expenses not to exceed \$7,250	\$ 26,250
4	Roberts Consulting Group	Norman C. Roberts	Metropolitan Water District Castaic Lake Water Agency  Long Beach Water Dept.	GM Manager/GM & 4 AGMs Deputy GM/AGM	If under 1 year fee waived - expenses only	\$30,000 flat fee all expenses included (usually about \$10K)	\$ 30,000
5	Allen-Jeffers Associates	Bob Jeffers	Ducommun Aerospace - Carson, CA Breg Inc., Vista, CA	Managerial & engineering Director of IT & VP of Operations	90 day full replacement - negotiable	25% of annual salary plus any signing bonus but other options available	\$ 38,500
6	Career Advantage	Anita Starks	MWD Verizon Nationwide San Antonio - CIJS (County Integrated Justice System) Semens Transportation (Gov. approved vendor)	Engineering, Admin. Public Affairs Project Manager  Engineering, Admin	90 day full replacement	25% of annual salary	\$ 38,500
7	International Staffing Consultants, Inc.	Jim Gettys	CH2MHILL OC Rapid Transit Dist. URS Corp. - Water, wastewater, water treatment company Burns & Roe  Parsons Corp.	All positions Managerial Project managers & engineers for past 20 years Managerial - nuclear engineering Managerial	90 day pro-rated guarantee - negotiable	25% of annual salary	\$ 38,500
8	The Medley Group	Jerry Medley	DWP Union Rescue Mission S. Ca. Gas Co. Edison	Finance Manager Managerial Managerial Managerial	If under 1 year fee waived - expenses only	20-30% of annual salary	\$ 46,200
9	Vaughan & Company	Julia Raab	Knight Inc./Idex (Chemical dispensing & delivery) Parco Inc. Body Cote (Heat Treating) ITT-JABSCO International	VP of Engineering, Engineers Plant Manager GM, QA Manager Product Manager	90 day full replacement - negotiable	25-30% of annual salary	\$ 46,200
10	McDermott & Bull (merged with Maitland Partners)	Jim MacNee	Southwest Water Co. San Manuel Band Rincon Band Morongo Band	Controller Managerial Tribal Administrator Chief Admin Officer	If under 1 year fee waived - expenses only	33% of annual salary	\$ 50,820

\* Based on high end of salary range and expenses





## MEMORANDUM

### ITEM NO. 5

*Prepared by:* Scott Ota

*Reviewed by:* Robb Whitaker

*Approved by:* Robb Whitaker

**DATE:** JULY 05, 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. 6**

*Prepared by: Scott Ota*

*Reviewed by: Robb Whitaker*

*Approved by: Robb Whitaker*

**DATE: JULY 05, 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.