

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
3:00 P.M., MONDAY, AUGUST 20, 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 THE MINUTES OF THE SPECIAL ADMINISTRATIVE COMMITTEE MEETINGS OF JULY 5, 2007 AND JULY 19, 2007**  
*Staff Recommendation:* Approve as submitted.
- 4. DIRECTORS' TRAVEL EXPENSES**  
*Staff Recommendation:* For discussion and possible action.
- 5. BUILDING LEASE SPACE**  
*Staff Recommendation:* For information.
- 6. CODE OF ETHICS**  
*Staff Recommendation:* Discuss any Code of Ethics revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.
- 7. CALIFORNIA PUBLIC RECORDS ACT (CPRA) REQUEST PROCESS**  
*Staff Recommendation:* For discussion.
- 8. STATUS OF ASSISTANT GENERAL MANAGER RECRUITMENT**  
*Staff Recommendation:* For discussion.
- 9. 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.
- 10. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 11. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, August 17, 2007.

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF JULY 5, 2007**  
**A 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 July 5, 2007 at 11:28 a.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Lillian Kawasaki called the meeting to order and presided thereover. Administrative Specialist Sheryll Petty recorded the minutes.

**1. DETERMINATION OF QUORUM**

Attendees included:

Committee: Directors Lillian Kawasaki and Albert Robles  
Staff: Robb Whitaker, Scott Ota, Jenna Shaunessy

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF THE MINUTES OF THE MEETINGS OF MARCH 21 AND APRIL 11, 2007**

The minutes of both meetings were received and filed as submitted.

**4. SELECTION OF EXECUTIVE SEARCH FIRM**

After discussion of the 10 firms that staff had contacted, the Committee recommended awarding a contract to Alliance Consulting LLC, subject to their willingness to conduct a broader search outside of the water industry and if their approach is reasonable.

Director Kawasaki asked that the Board review the Assistant General Manager (AGM) job description before it goes out.

**5. ADMINISTRATIVE CODE REVISIONS**

The Committee has been working on two new additions for the Administrative Code: the Code of Conduct and the Rules of Decorum. Director Kawasaki will review the changes to the Rules of Decorum from Director Robles' version.

The Committee asked that this item be on next month's agenda.

**6. DEPARTMENT REPORT**

Chief Financial Officer Scott Ota said that staff has been working on several requests from the last meeting. Controller Jenna Shaunessy distributed copies of the District's policy on public

records requests. She said that it is being reviewed by District Counsel and an update will be brought back to the Committee next month.

Ms. Shaunessy said, in response to a question from Director Kawasaki, that if a director is not vested and only had a 4 year term they may either cash out or roll over.

Director Kawasaki also asked how grievances and complaints are handled outside the MOU; staff is working with the attorneys to develop a procedure.

Mr. Ota said that staff is working on an emergency preparedness plan, i.e., if there is a catastrophe such as an earthquake it will specify the call-out plan. General Manager Robb Whitaker said that the other emergency plan, such as a water emergency, is being reviewed by the Water Resources Committee.

Director Robles said that the California Contract Cities Association (CCCA) Board of Directors dinner went very well and the executive director is interested in having future meetings here at the district and leasing out space.

Director Robles asked Mr. Whitaker to send a letter of thanks to the CCCA and he will follow up with a letter offering the building for future use.

**7. ADJOURNMENT**

There being no further business to come before the committee, the meeting was adjourned at 11:58 a.m.

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Chairperson

ATTEST:

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Director

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF JULY 19, 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 July 19, 2007 at 12:45 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Lillian Kawasaki called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

**1. DETERMINATION OF QUORUM**

Attendees included:

Committee: Directors Lillian Kawasaki and Albert Robles  
Staff: Scott Ota, Elsa Lopez, Tracey Burke

**2. PUBLIC COMMENT**

None.

**3. LAKEWOOD CHAMBER RIBBON CUTTING CEREMONY FOR WRD BUILDING**

External Affairs Administrative Specialist Tracey Burke provided an update on the District's ribbon cutting ceremony with the Lakewood Chamber of Commerce. Ms. Burke informed the Committee that four of the District's five directors have responded that they will be in attendance for the September 12 event to be held from 5:00 p.m. – 7:00 p.m. The Chamber members' mixer hosted by WRD will follow the ribbon cutting ceremony with hors d'ouvres and beverages served in the board room and/or lobby. She stated that about 30 chamber members are expected to attend.

The Committee recommended that no alcohol be served at the event. It was also the Committee's recommendation that the board members of the District's neighboring cities' chambers of commerce be invited to the event.

**4. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 1:00 p.m.

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Chairperson

ATTEST:

\_\_\_\_\_  
Director



**MEMORANDUM**

**ITEM NO. 4**

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

**DATE: AUGUST 20, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: DIRECTORS' TRAVEL EXPENSES**

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**SUMMARY**

On 3/16/05 the Board of Directors approved the following travel expense policy for each of the five directors:

- a) The District will budget up to \$3,000 for each of the five Directors to attend the annual legislative trips to Washington DC and Sacramento, California;
- b) The District will also budget \$6,000 for each Director to cover all other District travel;
- c) Due to increased travel needs, the travel budget for the Board President and the members of the External Affairs Committee will be \$9,000;
- d) There will be a 10% contingency fund set aside for use at the discretion of the Board President;
- e) The budget will be adjusted by the change in the consumer priced index each year.

The 07/08 cost adjusted for the consumer price index is:

- Washington DC and Sacramento, California - \$3,205 per Director.
- All other travel - \$6,410 for Directors and \$9,615 for the President and the members of the External Affairs Committee members.

**FISCAL IMPACT**

Washington DC and Sacramento, California (\$3,205 x five Directors)	\$ 16,025
All other travel (\$9,615 x 2 Directors) + (\$6,410 x 3 Directors)	38,460
Subtotal	<u>\$ 54,485</u>
Contingency -10%	5,448
Total	<u>\$ 59,933</u>

These costs have been budgeted in the 07/08 Director's Budget.

*NOTE - The President is a member of the External Affairs Committee.*

**STAFF RECOMMENDATION**

For discussion and possible action.



## MEMORANDUM

### ITEM NO. 5

*Prepared by:* Scott Ota

*Reviewed by:* Robb Whitaker

*Approved by:* Robb Whitaker

**DATE:** AUGUST 20, 2007  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** BUILDING LEASE SPACE

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### SUMMARY

The District's administration building currently has 2,200 square feet of lease space available. Staff seeks direction from the Committee and Board of Directors on the following topics related to leasing the space:

- Availability of our first floor conference rooms and Boardroom to the lessee.
- Tenant improvements for lessee
- Parking
- Security guard in lobby

Staff will investigate local lease rates for office space in the immediate Lakewood/Long Beach area and report findings to the Administrative Committee at the meeting.

### FISCAL IMPACT

The fiscal impact will relate directly to the leasehold improvements as well as the lease rate.

### STAFF RECOMMENDATION

For information.



**MEMORANDUM**

**ITEM NO. 6**

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

**DATE: AUGUST 20, 2007**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: CODE OF ETHICS**

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**SUMMARY**

A draft Code of Ethics will be presented and discussed at the meeting.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Discuss any Code of Ethics 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:** AUGUST 20, 2007  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** CALIFORNIA PUBLIC RECORDS ACT REQUEST PROCESS (CPRA)

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### SUMMARY

The Water Replenishment District, in accordance with the public's right to full and prompt access to all public records in the custody of the District, and subject to certain exemptions as provided by law or necessary to protect the privacy rights of individuals follows procedures pursuant to the California Public Records Act (PRA), Government Code §6250 et seq.

On July 20, 2007, the Board of Directors adopted procedures for staff to follow which gives direction on how to process and track PRAs.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For discussion.





## MEMORANDUM

ITEM NO. 8

*Prepared by:* Scott Ota

*Reviewed by:* Robb Whitaker

*Approved by:* Robb Whitaker

**DATE:** AUGUST 20, 2007

**TO:** ADMINISTRATIVE COMMITTEE

**FROM:** ROBB WHITAKER, GENERAL MANAGER

**SUBJECT:** STATUS OF ASSISTANT GENERAL MANAGER RECRUITMENT

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### SUMMARY

On July 6, 2007, the Board of Directors approved the Committee's recommendation to contract with Alliance Resource Consulting LLC. This recruiting firm has been assigned the task of assisting the District with the filling the vacant Assistant General Manager position and staff is currently working with Alliance to develop advertising for the position. Alliance is focusing on providing the District with several candidates who possess a wide variety of experience. Alliance is achieving this by not limiting their search to the local area or even to the water industry as a whole thus increasing the pool of potential candidates available to the District. Staff will provide an update to the Committee.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For discussion.



**MEMORANDUM**

**ITEM NO. 9**

*Prepared by: Scott Ota*

*Reviewed by: Robb Whitaker*

*Approved by: Robb Whitaker*

**DATE: AUGUST 20, 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. 10**

*Prepared by: Scott Ota*

*Reviewed by: Robb Whitaker*

*Approved by: Robb Whitaker*

**DATE: AUGUST 20, 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.