SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
9:30 A.M., THURSDAY, SEPTEMBER 27, 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 SPECIAL MEETING OF AUGUST 20, 2007
   
   Staff Recommendation: Approve as submitted.

4. BUILDING LEASE SPACE
   
   Staff Recommendation: For discussion

5. CODE OF CONDUCT
   
   Staff Recommendation: Discuss any Code of Conduct revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.

6. RFP/RFQ INTERNAL AUDIT
   
   Staff Recommendation: For information.

7. FACILITIES MANAGEMENT CONTRACT
   
   Staff Recommendation: Approve a contract with Jan-Pro Cleaning Systems for $1,230/month plus an allowance of 10% ($1,500) for supplementary work on an as-needed basis as determined by staff.

8. NUMBER OF BOARD MEETINGS PER MONTH
   
   Staff Recommendation: For discussion.

9. ORGANIZATIONAL CHART
   
   Staff Recommendation: For discussion.

10. DEPARTMENT REPORT
    
   Staff Recommendation: For information.

11. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, September 25, 2007.