

**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.

UNAPPROVED
MINUTES

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MINUTES

**MINUTES OF AUGUST 20, 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 August 20, 2007 at 3:25 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: Robb Whitaker, Scott Ota

2. PUBLIC COMMENT

None.

**3. APPROVAL OF THE MINUTES OF THE SPECIAL
ADMINISTRATIVE COMMITTEE MEETINGS OF JULY 5, 2007
AND JULY 19, 2007**

The minutes were approved as submitted.

The agenda items were taken out of order.

**7. CALIFORNIA PUBLIC RECORDS ACT (CPRA) REQUEST
PROCESS**

Chief Financial Officer Scott Ota stated the Board adopted, at its July 20, 2007 meeting, procedures for staff to follow in handling public records requests. Mr. Ota explained that the procedures provided guidelines and direction to District staff as well as a process on how to tract public records requests.

Discussion followed. The Committee recommended amending the District's public records request form to reflect opportunity for District Counsel review of the materials, request for a deposit, addition of a confidentiality clause, and length of time the request is valid.

4. DIRECTORS' TRAVEL EXPENSES

Director Robles stated the Board in March 2005 adopted a travel expense policy whereby an annual travel budget was assigned

each director. He explained that certain members of the External Affairs Committee and the President were however favored with a higher travel budget amount. President Robles stated that he would like to recommend that the travel amounts to be the same for every director.

Discussion followed on an appropriate annual travel amount. The Committee recommended an annual travel budget of \$7500 for each director to be adjusted by the change in the consumer price index of each year. The change in the travel amounts reflected a cost savings to WRD of approximately \$1,000 annually.

The Committee recommended the proposed directors travel budget be agendized for the next board meeting as a Consent Calendar item.

5. BUILDING LEASE SPACE

Discussion followed on the possibility of leasing approximately 3,000 square feet of available space at the District's administration building. Mr. Ota informed everyone that the Small Business Development Center Network had expressed an interest for a possible lease arrangement.

The Committee requested that the item be agendized for the next board meeting as a closed session item under real estate negotiations.

6. CODE OF ETHICS

Director Kawasaki requested the item be deferred to the next Committee meeting. She asked that the Rules of Decorum be incorporated in the Code of Conduct document and that the latest draft be emailed to the Committee members.

8. STATUS OF ASSISTANT GENERAL MANAGER RECRUITMENT

General Manager Robb Whitaker provided an update to the Committee regarding filling the vacant Assistant General Manager position. Mr. Whitaker stated staff has been working with Alliance Resource Consulting LLC in the development of the job ad and job description and qualifications.

Discussion followed. The Committee recommended an October 1 deadline for submissions.

9. ADMINISTRATIVE CODE REVISIONS

None.

10. DEPARTMENT REPORT

None.

11. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 5:05 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. 4

Prepared by: Scott M. Ota

Reviewed by: Scott M. Ota

Approved by: Robb Whitaker

DATE: SEPTEMBER 27, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: BUILDING LEASE SPACE

SUMMARY

The District's administration building currently has 3,000 square feet of lease space available. Staff has compiled the following information.

- Current Market Lease Rates - The current market lease rates for comparable office space in the area are approximately \$1.75/sq foot to \$1.85/ sq foot for a full service lease, also known as a gross lease; in which the facility owner is responsible for all building expenses and maintenance. Staff is working with a realtor and will keep the Committee up to date on any changes to the market rate.
- Tenant Improvements - The market currently supports tenant improvement allowance of approximately \$16/sq foot - \$18/sq foot. This translates to a tenant improvement allowance of \$48,000 - \$54,000. This is normally given up front to the lessee for improvements prior to occupying the space. In the event that this allowance is not enough for the tenant, additional tenant improvement allowances can be built into the monthly lease rate and amortized over the term of the lease.
- Lease Term - Staff recommends a 5 year lease with a fixed annual adjustment of 3% per year.
- Additional Facility Use – The use of our first floor conference rooms and Board room adds a value of \$.05/sq foot to \$.10/sq for the lessee.
- Parking - Parking is of particular importance for the District. The District has 80 available parking spaces (including 4 ADA parking spaces). The District should reserve 40 spaces for staff and Directors. If WRD provides 10 spaces to the lessee, this provides 30 open spaces for visitors. This will be adequate for normal meeting traffic.

FISCAL IMPACT

The fiscal impact is dependent upon Board policy decisions relating to the lease space. Staff recommends that the Board:

- Match the lower level of the current lease market of \$1.75/sq foot
- Provide for an \$18 / sq foot of tenant improvement allowance at the beginning of the lease term
- Lease term of 5 years
- Promote the added value associated with the use of our first floor conference rooms which normally have an additional cost of about \$.05/sq ft - \$.10/sq ft.

Staff recommendation would result in the following:

Annual Lease Income (\$1.75 sq foot x 3,000 sq feet x 12 months)	\$ 63,000
Income over 5-year Lease Term (\$63,000 x 5 years)	\$ 315,000
Tenant Improvement Allowance (\$18/sq foot x 3,000 sq feet)	<u>(54,000)</u>
Net Lease Income	<u>\$ 261,000</u>

Based on the first year of operation, the District would still have a net income of \$9,000 after initial capital outlay of \$54,000.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 5

Prepared by: Scott Ota

Reviewed by: Robb Whitaker

Approved by: Robb Whitaker

DATE: SEPTEMBER 27, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CODE OF CONDUCT

SUMMARY

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

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Discuss any Code of Conduct revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.



MEMORANDUM

ITEM NO. 6

Prepared by: Ted Johnson

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: SEPTEMBER 27, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: RFP/RFQ INTERNAL AUDIT

SUMMARY

The Administrative Committee directed staff to perform an internal audit of the Requests for Proposals (RFP) or Requests for Qualifications (RFQ) that were released by the District since July 1, 2005 and had either the initial deadline extended or were re-bid. Specific information requested included the following:

1. The date the RFP was originally opened and scheduled to close.
2. The date of the extended submission deadline, or the dates for the re-opened RFP response.
3. The names of the entities who sent in responses during the original submission period.
4. The name of the entities who sent in responses during the extended submission periods.
5. The entity who won the RFP.
6. The staff involved in (a) the creation of the original RFP, (b) the decision to extend the submission deadline, and (c) the review and selection process.
7. A brief summary of the reasons why the submission period was extended or re-opened.

Staff has completed this audit. Of the 23 RFPs or RFQs that were released since July 1, 2005, a total of three had extensions or were re-bid. The attached table presents the requested information on these three occurrences.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.

REQUESTS FOR PROPOSALS OR BIDS SINCE JULY 1, 2005 THAT HAD TIME EXTENSIONS OR WERE REBID

RFP Name	RFP Issued	RFP Closed	Responding Entities	Close Date Extended?	New Close Date	Additional Entities Responding to Extension	Winning Entity	Board Approval Date	Staff Involved in RFP Creation	Staff Involved in RFP Extension	Staff Involved in Review & Selection	Notes
Tenant Improvement Construction Competitive Bidding	09/12/05	10/11/05	None, since an extension was offered before the close date	Y	10/24/05	GC Builders, HA Nichols, Torres Construction	All Bids were rejected and the project was rebid	none, Board rejected all bids	Charlene King, Mario Garcia	Charlene King, Mario Garcia, Robb Whitaker	Charlene King, Mario Garcia	Bid opening date was extended due to the Oct 10th Holiday and the release of Addendum #3 less than 3 days before the original bid due date. Board rejected all bids.
Tenant Improvement Construction Competitive Bidding - Rebid of above item	12/01/05	01/04/06	H.A Nichols, Tobo Construction, G.B Construction	N	n/a	n/a	H.A. Nichols	01/19/06	Charlene King, Mario Garcia	n/a	Charlene King, Mario Garcia	Rebid from the previous bid (see above)
Design & Development of WRD Web Sites	12/13/06	01/10/07	Immersiv Media, Avum Inc., IT Resources, C Santillan Inc., Los Angeles Studio, Web Solutions	Y	01/26/07	Computer Grafix	Not yet determined	Immersive Media approved by Committee. Not yet Board approved	Tracey Burke	Tracey Burke, Suja Lowenthal, Robb Whitaker	Tracey Burke, Suja Lowenthal	Extended on 1/22/07 to try to get more firms to respond.



MEMORANDUM

ITEM NO. 7

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

DATE: SEPTEMBER 27, 2007
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: FACILITIES MANAGEMENT CONTRACT

SUMMARY

Facilities management is sometimes considered to be divided into “hard services” and “soft services”. Hard services include such things as electrical and plumbing work, etc. Soft services include such things as ensuring that the building is cleaned properly. It is the role of a facilities management company to ensure that everything is available and operating properly for staff to do their work.

Currently, the District has a contract for janitorial “soft services” with Apex for \$830/month. Staff often requires additional services that a standard janitorial service does not provide such as cleaning external areas of the building, sweeping the parking lot, simple electrical and plumbing services, etc. Staff has obtained proposals ten (10) facilities management and janitorial companies that will provide additional services as required by the District.

Company Name	Use of “Green” Products?	Years of Experience	Licensed and Bonded?	References	Monthly Cost
Star Brite Bldg Maintenance	YES	18	YES	Good	\$ 1,075
Jan-Pro Cleaning Systems	YES	23	YES	Good	\$ 1,230*
Forbes Facility Maintenance	YES	Not disclosed	YES	Good	\$ 1,440
Van Guard Cleaning Systems	YES	23	YES	Good	\$ 1,495
All-Pro Enterprises, Inc.	YES	20+	YES	Good	\$ 1,758
MNZ Janitorial Services, Inc.	NO	20+	YES	Good	\$ 1,800
Cleaner Image Janitorial, Inc.	NO	Not disclosed	YES	Good	\$ 2,300
Coastline Janitorial Maintenance	YES	Not disclosed	YES	None	\$ 2,400
Taylor Janitorial	NO	Not disclosed	NO	None	\$ 2,900
Keep It Clean	NO	Not disclosed	NO	Poor	\$ 3,900

* - cost includes monthly sweeping of parking lot (cost without parking lot sweeping \$1,055).

Staff took all of the companies on a physical walkthrough of the facility and explained our needs. The current janitorial service cleans our facility three times each week. All bids include cleaning the facility up to three times per week.

FISCAL IMPACT

The fiscal impact of the facilities management contract is about \$1,230/month which includes a monthly sweeping of the parking lot. Total fiscal impact is \$16,260 and is budgeted in the 07/08 budget.

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.



MEMORANDUM

ITEM NO. 8

Prepared by: J H Shaunessy

Reviewed by: S. Ota

Approved by: R. Whitaker

DATE: SEPTEMBER 27, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: NUMBER OF BOARD MEETINGS PER MONTH

SUMMARY

At the request of the President, this item was agendaized to discuss the number of Board meetings held per month by the WRD. Given the number of Committees, both Formal and Ad Hoc, in addition to other meetings required by Board members to conduct District business, it may not be necessary for the full Board to meet twice each month. Furthermore, any urgent District business can be addressed at a Special Board of Directors meeting which can be arranged in as little as 24 hours.

On Friday, September 21, the Board of Directors referred this subject to the Administrative Committee for further discussion.

Below please find a list of a few agencies that hold regular Board of Directors meetings on monthly basis:

- Metropolitan Water District
- Central Basin Municipal Water District
- West Basin Municipal Water District
- Three Valleys Municipal Water District *
- Main San Gabriel Basin Watermaster

* - The Board of Directors of Three Valleys Municipal Water District has decided to postpone all regular board meetings for the summer of 2007.

FISCAL IMPACT

Exact amount is unknown, but potentially up to \$35,000 annually – reduction in attorney fees, per diems, reproduction and mailing costs as well as other expenses.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 9

Prepared by: J H Shaunessy

Reviewed by: S. Ota

Approved by: R. Whitaker

DATE: SEPTEMBER 27, 2007

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ORGANIZATIONAL CHART

SUMMARY

The Administrative Committee would like to discuss the District's organizational chart.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 10

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

DATE: SEPTEMBER 27, 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.