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.
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
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) (54,000)
Net Lease Income $261,000

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.
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.
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

<table>
<thead>
<tr>
<th>RFP Name</th>
<th>RFP Issued</th>
<th>RFP Closed</th>
<th>Responding Entities</th>
<th>Close Date Extended?</th>
<th>New Close Date</th>
<th>Additional Entities Responding to Extension</th>
<th>Winning Entity</th>
<th>Board Approval Date</th>
<th>Staff Involved in RFP Creation</th>
<th>Staff Involved in RFP Extension</th>
<th>Staff Involved in Review &amp; Selection</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Improvement Construction</td>
<td>09/12/05</td>
<td>10/11/05</td>
<td>None, since an extension was offered before the close date</td>
<td>Y</td>
<td>10/24/05</td>
<td>GC Builders, HA Nichols, Torres Construction</td>
<td>All Bids were rejected and the project was rebid</td>
<td>none, Board rejected all bids</td>
<td>Charlene King, Mario Garcia</td>
<td>Charlene King, Mario Garcia</td>
<td>Charlene King, Mario Garcia</td>
<td>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.</td>
</tr>
<tr>
<td>Competitive Bidding - ReBid of above Item</td>
<td>12/01/05</td>
<td>01/04/06</td>
<td>H.A. Nichols, Tobe Construction, G.B Construction</td>
<td>N</td>
<td>n/a</td>
<td>n/a</td>
<td>H.A. Nichols</td>
<td>01/18/06</td>
<td>Charlene King, Mario Garcia</td>
<td>n/a</td>
<td>Charlene King, Mario Garcia</td>
<td>Rebid from the previous bid (see above)</td>
</tr>
<tr>
<td>Design &amp; Development of WRD Web Sites</td>
<td>12/13/06</td>
<td>01/10/07</td>
<td>Immersiv Media, Avum Inc., IT Resources, C Santillan Inc., Los Angeles Studio, Web Solutions</td>
<td>Y</td>
<td>01/26/07</td>
<td>Computer Grafix</td>
<td>Not yet determined</td>
<td>Immersive Media approved by Committee. Not yet Board approved</td>
<td>Tracey Burke</td>
<td>Suja Lowenthal</td>
<td>Tracey Burke, Suja Lowenthal</td>
<td>Extended on 1/22/07 to try to get more firms to respond.</td>
</tr>
</tbody>
</table>
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.

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

* - 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

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 agendized 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.
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.
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.