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 SEPTEMBER 27, 2007
   Staff Recommendation: Approve as submitted.

4. 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.

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

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

7. DEPARTMENT REPORT
   Staff Recommendation: For information.

8. ADJOURNMENT

   Posted by Abigail C. Andon, Deputy Secretary, November 6, 2007.
MINUTES OF SEPTEMBER 27, 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 September 27, 2007 at 10:15 a.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 MEETING OF AUGUST 20, 2007
   The minutes were approved as submitted.

   The agenda items were taken out of order.

5. CODE OF CONDUCT
   The Committee reviewed the draft Code of Conduct document and recommended approval contingent upon the revisions recommended by the Ad Hoc Ethics Committee.

   Discussion followed. The Committee recommended finalizing the document for Board approval.

4. BUILDING LEASE SPACE
   Chief Financial Officer Scott Ota stated the Board discussed the possibility of leasing approximately 3,000 square feet of available space at the District's administration building to various community-based and business-assistance organizations in closed session at its September 21 board meeting.

   Discussion followed on negotiable terms of conditions for possible lease. The Committee requested that the item be agendized for
the next board meeting as a closed session item under real estate negotiations.

6. **RFP/RFQ INTERNAL AUDIT**
   Deferred to next month’s meeting.

7. **FACILITIES MANAGEMENT CONTRACT**
   Mr. Ota stated that staff recently obtained proposals from ten (10) facilities management and janitorial companies that would provide facilities management service to the District. He noted that the District’s current contract for janitorial service often requires additional services that the current contractor could not provide.

   Mr. Ota explained that after a thorough review of the proposals received, staff is recommending a contract with Jan-Pro Cleaning Systems for a term of one year at $1,230/month, plus an allowance of 10% ($1,500) for supplementary work on an as-needed basis as determined by staff.

   Director Robles asked that staff check if Jan-Pro Cleaning Systems is a minority-owned business.

   The Committee concurred with the staff recommendation and requested the item be agendized for board approval.

8. **NUMBER OF BOARD MEETINGS PER MONTH**
   The Committee recommended monthly board meetings, keeping the date on the first Friday of the month. The Committee requested the item be agendized for board approval.

9. **ORGANIZATIONAL CHART**
   Discussion followed on the proposed organizational chart and the Committee recommended the item be discussed at the next board meeting.

10. **DEPARTMENT REPORT**
    None.
11. **ADJOURNMENT**  
With no other business to come before the Committee, the meeting was adjourned at 11:31 a.m.

__________________________  
Chairperson

**ATTEST:**

__________________________  
Director
DATE: NOVEMBER 8, 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: NOVEMBER 8, 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 Competitive Bidding</td>
<td>09/12/05</td>
<td>10/15/05</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>n/a</td>
<td>Charlene King, Mario Garcia</td>
<td>Charlene King, Mario Garcia, Robb Whitaker</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>Tenant Improvement Construction Competitive Bidding - Rebid of above item</td>
<td>12/01/05</td>
<td>01/06/06</td>
<td>HA Nichols, Toho Construction, G.B Construction</td>
<td>N</td>
<td>n/a</td>
<td>HA Nichols</td>
<td>n/a</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>
<td></td>
</tr>
<tr>
<td>Design &amp; Development of WHO Web Sites</td>
<td>12/13/06</td>
<td>01/16/07</td>
<td>Immersiv Media, Avam Inc., IT Resources, C Santillen 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>Tracey Burke, Suja Lowenthal, Robb Whitaker</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: NOVEMBER 8, 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.

Staff has performed an analysis of the District's schedule of events for the ensuing calendar year and has determined that having one Board Meeting per month will not affect the District's ability to conduct business. There are some recurring items that the Board must address each year. These are as follows:

February
• Order Engineering Survey and Report
• Receive and file the annual Regional Groundwater Monitoring Report
March
• Receive and file the annual Midyear Budget Review
• Accept Engineering Survey and Report
• Budget Workshop
April
• Open Public Hearing for Replenishment Assessment
• Budget Workshop
May
• Close Public Hearing for Replenishment Assessment
• Budget Workshop
• Set Replenishment Assessment
June
• Adopt Budget

Due to Water Code restrictions relating to the adoption of the replenishment assessment, staff proposes that the regular Board Meetings be held on either the 3rd or 4th week of each month.
Staff anticipates a potential cost savings of $35,000. This is due to a reduction in attorney fees, per diems, reproduction and mailing costs along with a savings of staff time, as well as other expenses.

Below please find a list of other water agencies that hold regular Board of Directors meetings on a 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

**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: NOVEMBER 8, 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.