

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
2:00 P.M., THURSDAY, NOVEMBER 8, 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 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. Andom, Deputy Secretary, November 6, 2007.

UNAPPROVED
MINUTES

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MINUTES

**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 agendaized 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 agendaized 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 agendaized 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



MEMORANDUM

ITEM NO. 4

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

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.



MEMORANDUM

ITEM NO. 5

Prepared by: Ted Johnson

Reviewed by: Scott Ota

Approved by: Robb Whitaker

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

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	01/18/06	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, Sujia Lowenthal, Robb Whitaker	Tracey Burke, Sujia Lowenthal	Extended on 1/22/07 to try to get more firms to respond.



MEMORANDUM

ITEM NO. 6

Prepared by: J H Shaunessy

Reviewed by: Scott M. Ota

Approved by: Robb Whitaker

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.



MEMORANDUM

ITEM NO. 7

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

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.