

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
10:00 A.M., THURSDAY, MAY 28, 2009**

**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 MARCH 17, 2009 AND APRIL 10, 2009**  
*Staff Recommendation:* Approve as submitted.
- 4. ADMINISTRATIVE CODE REVISIONS – PROVISIONS ADDED TO THE EXPENSE REIMBURSEMENT POLICY – CHAPTERS 7 AND 13**  
*Staff Recommendation:* For discussion.
- 5. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO CHAPTER 9 OF THE WRD ADMINISTRATIVE CODE RELATING TO DISTRICT MANAGEMENT**  
*Staff Recommendation:* For discussion.
- 6. PROCUREMENT POLICIES AND PROCEDURES**  
*Staff Recommendation:* For discussion.
- 7. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 8. DIRECTOR'S REPORTS, INQUIRIES AND REVIEW OF DIRECTIONS TO STAFF**
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, May 22, 2009.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Deputy Secretary Abigail Andom at (562) 921-5521 for assistance to enable the District to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 4040 Paramount Boulevard, Lakewood, California 90712.

Agendas and minutes are available at the District's website, [www.wrd.org](http://www.wrd.org).

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF MARCH 17, 2009  
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 March 17, 2009 at 12:32 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 Rob Katherman

Staff: Scott Ota, Jenna Shaunessy,  
District Counsel Jamie Casso

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF THE MINUTES OF FEBRUARY 26, 2009**

The minutes were approved as submitted.

**4. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO  
CHAPTER 7 AND CHAPTER 13 OF THE WRD  
ADMINISTRATIVE CODE RELATING TO POLICY AND  
PROCEDURES FOR REIMBURSEMENT OF EXPENSES FOR  
MEMBERS OF THE BOARD OF DIRECTORS AND DISTRICT  
EMPLOYEES**

Discussion followed on proposed changes to Chapter 7 and parts of Chapter 13. The Committee recommended further discussion on the remaining parts of Chapter 13 at the next Committee meeting.

**5. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO  
CHAPTER 9 OF THE WRD ADMINISTRATIVE CODE RELATING  
TO DISTRICT MANAGEMENT**

The item was continued to the next Committee meeting.

**6. DEPARTMENT REPORT**

None.

**7. DIRECTOR'S REPORTS, INQUIRIES AND REVIEW OF  
DIRECTIONS TO STAFF**

The next Administrative Committee meeting was scheduled Wednesday, April 8 at 12:00 p.m.

**8. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 2:35 p.m.

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Chairperson

ATTEST:

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Director

UNAPPROVED  
MINUTES

UNAPPROVED  
MINUTES

**MINUTES OF APRIL 10, 2009  
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 April 10, 2009 at 9:20 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 Rob Katherman

Staff: Robb Whitaker, Scott Ota,  
District Counsel Jamie Casso

**2. PUBLIC COMMENT**

None.

**3. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO  
CHAPTER 7 AND CHAPTER 13 OF THE WRD  
ADMINISTRATIVE CODE RELATING TO POLICY AND  
PROCEDURES FOR REIMBURSEMENT OF EXPENSES FOR  
MEMBERS OF THE BOARD OF DIRECTORS AND DISTRICT  
EMPLOYEES**

As a review, District Counsel Jamie Casso presented the proposed changes to Chapter 6 of the Administrative Code. The Committee concurred with the changes and recommended the Board amend Chapter 6 of the Administrative Code.

Discussion followed on proposed changes to Chapter 7 and parts of Chapter 13. The Committee recommended further discussion on the remaining parts of Chapter 13 at the next Committee meeting.

**4. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO  
CHAPTER 9 OF THE WRD ADMINISTRATIVE CODE RELATING  
TO DISTRICT MANAGEMENT**

The item was continued to the next Committee meeting.

**5. DEPARTMENT REPORT**

District Counsel Jamie Casso stated that President Robles had made a request of the Administrative Committee to review quorum requirements for the External Affairs Committee since the External Affairs Committee is a committee of the whole Board. Mr. Casso

explained that President Robles would like to recommend that a quorum be met with only two Board members in attendance. Discussion followed and the Committee requested that the item be agendaized for discussion at the June 19 Board meeting.

**6. DIRECTOR'S REPORTS, INQUIRIES AND REVIEW OF DIRECTIONS TO STAFF**

None.

**7. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 10:50 a.m.

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Chairperson

ATTEST:

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Director



**MEMORANDUM**

**ITEM NO. 4**

*Prepared by: Abbie Andom  
Reviewed by: Scott M Ota  
Approved by: Robb Whitaker*

**DATE: MAY 28, 2009**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: ADMINISTRATIVE CODE REVISIONS - PROVISIONS ADDED TO THE  
EXPENSE REIMBURSEMENT POLICY – CHAPTERS 7 AND 13**

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**SUMMARY**

The Committee will discuss proposed additions to the Expense Reimbursement Policy in Chapters 7 and 13.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.

# PROVISIONS ADDED TO THE EXPENSE REIMBURSEMENT POLICY – CHAPTERS 7 AND 13

## 7.2.5 Educational Expenses

Members of the Board of Directors and District employees may receive reimbursement for education expenses of the Director or employee if the expenses are actually incurred in the performance of official duties and are necessary to the performance of those duties. The District will reimburse for the costs of necessary books and tuition incurred by the Director or employee while attending a seminar, conference or a course directly related to the officials' performance of his or her official duties. Examples of courses necessary to Director's or employee's performance of official duties may include governmental courses, communication courses and other courses necessary to improve Director's or employee's skill, knowledge, information levels and ability to perform their official tasks and better serve constituents. The Director or employee shall be reimbursed in the following manner: one half of the total cost of educational expenses at the time he or she registers for the course and the remaining one half of the total cost the time he or she successfully passes the educational course. For the purposes of reimbursement of educational expenses, the minimum passing grade is "C" or its equivalent. If the Director or employee leaves the District voluntarily within 12 months of completion of such education courses, the Director or employee is not eligible for educational reimbursement and the educational reimbursement amount will be deducted from final compensation.

In the event a Director or employee is required to enroll and attend a review course for purposes of receiving a license or a continuing education course or seminar for the purpose of maintaining a license, e.g., membership in the State Bar, certificate for engineering services or certified public accountant, the District may reimburse the cost of such courses, seminars or examinations upon presentation by the Director or employee of their successful completion of the licensing examination or receipt of the certificate of completion of the continuing education seminar. Only those licenses or completion of continuing education seminars that are actual and necessary for the Director or employee to perform their official District duties shall be reimbursed.



## **7.2.8 Attendance at Conferences and Business Meetings**

Directors shall be entitled to reasonable expenses incurred and per diem for traveling to approved conferences, beginning one day prior to the start of the conference/business meetings and no later than one day following the conclusion of the conference.

Members of the Board of Directors and employees should arrange for conference and organized educational activity registration fees to be paid in advance of the conference by the District. If such advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances, as approved by General Manager or designee, members of the Board of Directors and employees may be reimbursed for the actual cost of a conference or organized educational activity registration fee.

## **7.5 Board of Directors Approval of Expenses**

### **7.5.1 Expenses in Excess of the Rates of This Chapter**

Pursuant to Government Code Section 53232.2, any expenses in excess of the rates and policies specified in this Chapter, shall be approved by the Board of Directors, at a public meeting before such expense is incurred.

### **7.5.2 Other Expenses**

All other actual and necessary expenses incurred in the performance of official duties that are not described in this Chapter, shall not be reimbursed unless approved by the Board of Directors, at a public ~~meeting~~ ~~hearing~~ before the expense is incurred. Members of the Board of Directors or employees shall be responsible for any expenses incurred in excess of the rates set forth in this Chapter and which were not approved by the Board at a public ~~hearing~~ ~~meeting~~ prior to incurring the expense.

### **7.5.3 Claims Submitted After 90 days**

Claims for reimbursement submitted after 90 days of incurring the expense, must be approved by the Board of Directors.

### **7.5.4 Government Code Section 53065.5 Report**

Pursuant to Government Code Section 53065.5, the District, in an annual, semi-annual or quarterly report, shall disclose any expense reimbursement paid to a District Director or employee for

any individual expenditure exceeding One Hundred Dollars (\$100.00).

**7.6 Brief Report to Board Members**

Members of the Board of Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors immediately following the event for which reimbursement is sought. Reports may be made orally or in writing. If more than one member of the Board of Directors attends the event, the report from one of the members that mentions the other's presence is sufficient.

**7.8 No Shows and Late Cancellations**

This section applies when a member of the Board of Directors or employee fails to attend a conference or general business meeting, after incurring expenses for that event, including but not limited to conference fees, prepaid hotel charges, and airline charges. If a Director or employee is unable to attend a planned trip, including a conference, seminar or general business meeting, it is the Director's or employee's responsibility to ensure that any prepaid fees are refunded to the District. For any fees not fully refunded, the Director or employee shall attach a written explanation to the Expense Reimbursement Form addressing the reason(s) he or she was unable to attend.

The cancellation, charges or registration fees shall be deducted from the Director's or employee's compensation, unless the Board of Directors approves the payment of the cancellation, charges or registration fees incurred by the Director or employee, when he or she was unable to attend the scheduled event for any of the following reasons: illness, medical, family or other similar emergency.

**7.9 Consultants Reimbursement Policy**

The District shall not reimburse any contractor and/or consultant nor shall any consultant and/or contractor bill the District for any business meals with, including but not limited to, lobbyists, attorneys and District officials and/or official of other public agencies.

## 7.10 Reimbursement Policy Violations

Pursuant to Government Code Section 53232.4, violations of the reimbursement and expense policies, as set forth in this Chapter, including falsifying expense reports may result in any or all of the following: (1) loss of reimbursement privileges; (2) demand for restitution to the Districts; (3) civil penalties for misuse of public resources pursuant to Government Code Section 8314; (4) prosecution for misuse of public resources pursuant to Penal Code Section 424. Additionally, violations of the reimbursement and expense policies may result in any other applicable state and federal penalties, including criminal prosecution.

1200465.1



**MEMORANDUM**

**ITEM NO. 5**

*Prepared by: Abbie Andom  
Reviewed by: Scott M Ota  
Approved by: Robb Whitaker*

**DATE: MAY 28, 2009**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO CHAPTER 9 OF  
THE WRD ADMINISTRATIVE CODE RELATING TO DISTRICT  
MANAGEMENT**

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**SUMMARY**

The Committee will discuss possible revisions to Chapter 9 of the District's Administrative Code relating to District Management.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.



## **MEMORANDUM**

**ITEM NO. 6**

*Prepared by:* Abbie Andom

*Reviewed by:* Scott M Ota

*Approved by:* Robb Whitaker

**DATE: MAY 28, 2009**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: PROCUREMENT POLICIES AND PROCEDURES**

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### **SUMMARY**

The Committee Chair requested a review of the District's Procurement Policies and Procedures.

### **FISCAL IMPACT**

None.

### **STAFF RECOMMENDATION**

For discussion.