

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
12:00 P.M., MONDAY, MARCH 1, 2010**

**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. MINUTES OF THE MEETING OF DECEMBER 8, 2009**  
*Staff Recommendation:* Approve as submitted.
- 4. PROCUREMENT POLICIES AND PROCEDURES**  
*Staff Recommendation:* For discussion.
- 5. CEQA POLICY**  
*Staff Recommendation:* For discussion.
- 6. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 7. DIRECTOR'S REPORTS, INQUIRIES AND REVIEW OF DIRECTIONS TO STAFF**
- 8. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, February 25, 2010.

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

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**MINUTES OF DECEMBER 8, 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 December 8, 2009 at 2:50 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 OCTOBER 19, 2009**

The Committee approved the minutes as submitted.

**4. VEHICLE ALLOWANCE**

Discussion followed and the Committee requested the item be continued to next month's meeting.

**5. CEQA POLICY**

Discussion followed and Director Kawasaki stated that she would like to meet with Special Counsel Deborah Fox regarding the possibility of a California Environmental Quality Act (CEQA) policy for applicable District projects. Director Kawasaki stated that she will report back to the Committee the results of her meeting.

**The agenda items were taken out of order.**

**7. DECENNIAL ADJUSTMENT OF DIVISION BOUNDARIES**

The Committee requested the item be continued to the June 2010 Administrative Committee meeting.

**6. PROCUREMENT POLICIES AND PROCEDURES**

District Counsel Jamie Casso presented the proposed revisions to the WRD Procurement Policies and Procedures. Discussion followed and the Committee requested the item be continued to next month's meeting.

**8. DEPARTMENT REPORT**

None.

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

The next Administrative Committee Meeting was scheduled for Wednesday, January 20, 2010 at 10:30 a.m.

**10. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 4:15 p.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: MARCH 1, 2010**

**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 to ensure that they are compliant with best public agency practices and applicable statutory restrictions. The Committee has been reviewing suggested revisions to the policies and procedures at its September 3, October 19, and December 8, 2009 meetings. At the direction of the Committee, District Counsel further revised WRD's Procurement Policies and incorporated portions of MWD's procurement policies. Copies of the proposed Procurement Policies and Procedures will be provided at the meeting.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For discussion.



## MEMORANDUM

### ITEM NO. 5

*Prepared by: Abbie Andom*

*Reviewed by: Scott M Ota*

*Approved by: Robb Whitaker*

**DATE: MARCH 1, 2010**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: CEQA POLICY**

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### SUMMARY

The Administrative Committee requested a review of the District's compliance with the California Environmental Quality Act ("CEQA") for applicable projects.

The Committee requested District Counsel review MWD's Administrative Code - CEQA compliance policy. That policy provides timelines for MWD's General Manager to follow in ensuring CEQA compliance for MWD projects. MWD's policy, in pertinent part, states:

Division XI

MISCELLANEOUS

Chapter Sec.

1 Environmental Matters 11100

2 Other Matters 11200

3 Purpose and Effect of Adoption of Administrative Code 11300 Chapter 1 ENVIRONMENTAL MATTERS Sec.

11100. Time Limitation for Completion of Certain Documentation § 11100. Time Limitation for Completion of Certain Documentation.

(a) The maximum time limit for completion of environmental impact reports for District projects described in subdivision (c) of Public Resources Code Section 21065 shall be one year.

(b) The maximum time limit for completion of negative declarations for District projects described in subdivision (c) of Public Resources Code Section 21065 shall be 105 days.

(c) The time limits provided for in Sections 11100(a) and 11100(b) shall be measured from the date on which an application requesting approval of a project subject to such limits is received and accepted as complete by the General Manager.

(d) The General Manager is delegated the authority to adopt lists and criteria by which to determine the completeness of applications.

(e) Reasonable extensions of the aforesaid time periods may be made by the General Manager in the event Title 14 California Administrative Code Section 15109 or other applicable law permits additional time.

(f) This chapter is only applicable to projects for which the District is a lead agency as defined in Division 13 of the Public Resources Code and Division 6, Chapter 3 of 14 California Administrative Code.

At the December 8, 2009 Committee meeting, Director Kawasaki stated that she will meet with Special Counsel Deborah Fox regarding the possibility of a CEQA policy for applicable District projects. The report will be provided at the meeting.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.