

**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, JUNE 14, 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 MARCH 25, 2010**
Staff Recommendation: Approve as submitted.
- 4. TIME EXTENSION FOR PROFESSIONAL SERVICES AGREEMENT WITH M. ARTHUR GENSLER JR. & ASSOCIATES, INC.**
Staff Recommendation: Extend the termination date of the Professional Services Agreement with Gensler to December 31, 2012, with no additional cost to the District.
- 5. PUBLIC AGENCY RETIREMENT SERVICES (PARS) AMENDMENT #2**
Staff Recommendation: Extend the contract with Public Agency Retirement Services (PARS), subject to approval of form by District Counsel, to August 31, 2013.
- 6. SELECTION OF EXECUTIVE SEARCH FIRM**
Staff Recommendation: Enter into a contract with Teri Black and Company, subject to approval of form by District Counsel, for an amount not to exceed \$27,000.
- 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, June 11, 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.

**UNAPPROVED
MINUTES**

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**MINUTES OF MARCH 25, 2010
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 25, 2010 at 12:48 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: Robb Whitaker, Scott Ota, Jenna Shaunessy,
District Counsel Jamie Casso, Special Counsel
Deborah Fox, and Special Counsel Bianca Sparks

2. PUBLIC COMMENT

None.

3. APPROVAL OF THE MINUTES OF DECEMBER 8, 2009

The Committee approved the minutes as submitted.

The agenda items were taken out of order.

5. CEQA POLICY

Discussion followed regarding the possibility of a California Environmental Quality Act (CEQA) policy for applicable District projects. Direction was provided to Special Counsel on the matter and the Committee asked that the item be continued to the next meeting.

4. PROCUREMENT POLICIES AND PROCEDURES

Manager of Finance and Administration Jenna Shaunessy stated that the proposed revisions to the WRD Procurement Policies and Procedures divides the policies into three sections: Construction Contracts, Materials, Supplies and Equipment, and Professional Services Contracts. Ms. Shaunessy explained that each section is meant to stand-alone to do away with back and forth cross-referencing.

Discussion followed preferences to minority and women owned businesses, local preference provision, sole source contracts, and design-build provisions.

The Committee recommended the Board be informed of any action to negotiate the scope of work for anything over \$10,000 for request for qualifications, Section 10.3.3. The Committee also requested additional information on "good faith efforts."

The Committee requested the item be agendaized for Board approval at its April 16, 2010 Board meeting.

6. ETHICS COMPLIANCE

Discussion followed on lobbyist reporting and filing of Form 700.

7. DEPARTMENT REPORT

None.

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

None.

9. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:50 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. 4

Prepared by: Paul Fu

Reviewed by: Ted Johnson

Approved by: Robb Whitaker

DATE: JUNE 14, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: TIME EXTENSION FOR PROFESSIONAL SERVICES AGREEMENT WITH M. ARTHUR GENSLER JR. & ASSOCIATES, INC.

SUMMARY

In October 2008, the WRD Board of Directors acted to move forward in obtaining a LEED certification for the WRD Administration Building (Building). WRD contracted M. Arthur Gensler Jr. & Associates, Inc. (Gensler) to oversee and submit the application for LEED certification. The scope of work is divided into two phases: (1) initial LEED assessment and (2) commissioning for LEED certification. The Consultant completed the initial LEED assessment in Spring 2009 and suggested that a LEED's silver rating is achievable.

As a prerequisite for LEED certification, the Building must achieve a certain Energy Star rating, calculated based on the actual energy usage of the past 12 months. Prior to 2009, the Building was equipped with a very old air conditioning (AC) system that did not meet the Energy Star requirements. With a new AC system installed and configured in the first quarter of 2009, a 12-month record of the Building's energy usage must be accumulated before an Energy Star rating can be assigned. WRD registered with the USGBC in March 2009 to initiate the LEED process and started the energy usage monitoring for the building.

After collecting several months of energy usage data, the Consultant analyzed the data and recommended several energy efficiency improvements needed to achieve the Energy Star rating for LEED certification of the Building. All of the recommended energy improvements, such as occupancy sensors and door gap seals, have been implemented with the exception of solar panels.

The Professional Services Agreement with Gensler expires on June 30, 2010, but there are remaining funds under the agreement and additional services for Gensler to provide. Therefore, Staff is seeking to extend the termination date of the contract to December 31, 2012.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Extend the termination date of the Professional Services Agreement with Gensler to December 31, 2012, with no additional cost to the District.



MEMORANDUM

ITEM NO. 5

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

DATE: JUNE 14, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PUBLIC AGENCY RETIREMENT SERVICES (PARS) AMENDMENT #2

SUMMARY

Public Agency Retirement Services (PARS), is a tax-qualified plan to provide retirement benefits for Board Members who are not active CalPERS members. This is a qualified plan and pension trust established to hold the assets on behalf of the District. Currently, Phase II Systems administers the District's PARS Plan. This agreement will expire on August 31, 2010.

PARS is a DBA (doing business as) of Phase II Systems which was the original name of the organization when it was founded. PARS is the only trust administrator specializing in public agency retirement services. The cost of service is \$500 per month plus an annual asset fee which is calculated at the end of each plan year.

FISCAL IMPACT

There is no increase in fees. This is a budgeted item. The amendment only extends the term of the agreement until August 31, 2013.

STAFF RECOMMENDATION

Extend the contract with Public Agency Retirement Services (PARS), subject to approval of form by District Counsel, to August 31, 2013.

**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
PARS RETIREMENT ENHANCEMENT PLAN**

AGREEMENT FOR ADMINISTRATIVE SERVICES

AMENDMENT TWO

The Agreement for Administrative Services dated November 21, 2003 (“Agreement”) between Phase II Systems, a California corporation, doing business as Public Agency Retirement Services (hereinafter “PARS”) and the Water Replenishment District of Southern California (“Agency”) is hereby amended, as follows:

1. Paragraph 17, Term of Agreement, is hereby amended to read as follows:

“Term of Agreement. This Agreement shall remain in effect for the period beginning September 1, 2010 and ending August 31, 2013 (“Term”). This Agreement will continue unchanged for successive twelve-month periods following the Term unless either party gives written notice to the other party of the intent to terminate prior to ninety (90) days before the end of the Term.”

2. All other terms and conditions under the Agreement shall remain the same.

Water Replenishment District
of Southern California

By: _____

Name: Sergio Calderon

Title: Board President

Dated: _____

Public Agency Retirement Services

By: _____

Name: Tod Hammeras

Title: Chief Financial Officer

Dated: _____

By: _____

Name: Willard H. Murray, Jr.

Title: Board Secretary

Dated: _____



MEMORANDUM

ITEM NO. 6

*Prepared by: J H Shaunessy
Reviewed by: Robb Whitaker
Approved by: Robb Whitaker*

DATE: JUNE 10, 2010
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: SELECTION OF EXECUTIVE SEARCH FIRM

SUMMARY

WRD has obtained quotes for services to assist the District in the recruitment for the open Assistant General Manager position. Staff has had discussions with the firms related to the District's needs. The following table shows the consulting firm along with the related recruitment fee and reimbursement of expenses such as advertising, interviewing, background checks, telephone, postage and photocopying.

<u>Consulting Firm Name</u>	<u>Recruitment Fee</u>	<u>Reimbursable Expenses</u>
Roberts Consulting Group	\$ 27,000	Included in Fee
Alliance Resource Consulting, Inc.	\$ 17,000	Not to exceed \$5,000
Teri Black & Company	\$ 18,000	Not to exceed \$9,000
Bob Murray & Associates	\$ 17,000	Not to exceed \$7,500

Based on the telephone quotes and discussions with the consulting firms, staff recommends using Teri Black & Company. They have recently undertaken a similar search for an Assistant General Manager for West Basin Municipal Water District.

FISCAL IMPACT

Not to exceed \$27,000. This item is included in the budget.

STAFF RECOMMENDATION

Enter into a contract with Teri Black and Company, subject to approval of form by District Counsel, for an amount not to exceed \$27,000.