

**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., THURSDAY, OCTOBER 21, 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 MEETINGS OF JULY 12, 2010 AND SEPTEMBER 23, 2010**
Staff Recommendation: Approve as submitted.
- 4. ACWA HEALTH BENEFIT AUTHORITY – HEALTH PLAN COVERAGE**
Staff Recommendation: For discussion.
- 5. CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE**
Staff Recommendation: For discussion.
- 6. SALARY INFORMATION**
Staff Recommendation: For discussion.
- 7. COMMITTEE DELINEATION OF DUTIES**
Staff Recommendation: For discussion.
- 8. PROPOSED CHANGES TO THE ADMINISTRATIVE CODE**
Staff Recommendation: Staff recommends no change to the current language of §10.1.2(a), §10.2.2(a) and §10.3.2 and §10.3.3 of the Administrative Code.
- 9. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 10. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 11. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, October 19, 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 Amond 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

UNAPPROVED
MINUTES

**MINUTES OF JULY 12, 2010
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on July 12, 2010 at 12:33 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and
Lillian Kawasaki

Staff: Robb Whitaker, Scott Ota, Jenna Shaunessy, District
Counsel Jamie Casso, Special Counsel
Bianca Sparks

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF JUNE 14, 2010

The minutes were received and filed.

4. FACILITIES USE POLICY & PERMITTING REQUIREMENTS

District Counsel Jamie Casso stated that the item before the Committee's consideration refers to a proposed policy regarding the use of the District's facilities by members of the public when it is not being used by the District for its official business.

Discussion followed and the Committee asked that the item be continued to the next meeting.

5. COMMITTEE DELINEATION OF DUTIES

The Committee reviewed the list of standing committees the District has and their responsibilities. The Committee recommended that staff review the responsibilities, make changes as appropriate for the Committee's consideration and continue the item to the next meeting.

The agenda items were taken out of order.

8. DEPARTMENT REPORT

Mr. Casso stated that on June 20, 2008, the Board considered changes to the Administrative Code relating to electronic media and internet policy. At the meeting, the Board asked the Administrative Committee to further review the proposed changes and asked the Board members to submit their amendments, if any, to District Counsel. Mr. Casso stated that Counsel has not received any further comments from the Board members and that the Administrative Committee has not considered the item since that time.

Discussion followed and the Committee asked that the item be agendaized for the next meeting.

6. REVIEW OF REIMBURSEMENT OF EXPENSES FOR MEMBERS OF THE BOARD AND DISTRICT EMPLOYEES

General Manager Robb Whitaker stated that at the June 18, 2010 Board meeting, a director request was made for the Administrative Committee to review reimbursement of expenses for members of the Board. Specifically, the request was that the Committee review reimbursement for travel by Board members to conferences where not all directors are invited.

Discussion followed and the Committee's interpretation of the District's Administrative Code, as it relates to Directors Travel, is that directors attending conferences and other similar events not necessarily open to all directors can be reimbursed for travel related expenses provided they are District-related travel.

Discussion also followed on the use of District credit cards.

7. RECRUITMENT FIRM CONTRACT APPROVAL

Mr. Whitaker stated that on June 18, 2010, the Board authorized the General Manager to enter into a contract with Teri Black and Associates, for an amount not to exceed \$27,000, to perform the recruitment search for the Assistant General Manager position. He explained that the District also has an opening for a Water Quality Program Manager which will soon be vacant due to the retirement of a long time District employee.

Mr. Whitaker stated that, due to scheduling issues, the recruitment firm initially awarded the contract will not be able to assist the District in the time line required. Staff has since had discussions with several search firms to fill both positions and would like approval from the Board of Directors to authorize the General Manager to choose from the either the Roberts Consulting Group,

Alliance Resource Consulting, Inc., or Bob Murray and Associates for the search of the Assistant General Manager and Water Quality Program Manager, for an amount not to exceed \$27,000 to fill the Assistant General Manager and Water Quality Program Manager positions.

The Committee concurred with staff's recommendation and requested the item be agendaized for the July 16, 2010 Board meeting under Consent Calendar.

9. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

None.

10. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:45 p.m.

Chair

ATTEST:

Member

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF SEPTEMBER 23, 2010
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on September 23, 2010 at 12:40 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and
Lillian Kawasaki

Staff: Scott Ota, Jenna Shaunessy

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF AUGUST 9, 2010

The minutes were received and filed.

**4. PROPOSED ADMINISTRATIVE CODE AMENDMENTS TO
CHAPTER 12 – ELECTRONIC MEDIA/INTERNET POLICY**

Chief Financial Officer Scott Ota presented the proposed amendments to the District's Electronic Media and Internet Policy. Mr. Ota clarified that the proposed amendments relate only to emails and use of the internet by directors and staff.

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

**5. PROPOSED ADMINISTRATIVE CODE AMENDMENTS TO
CHAPTER 7.3.1 – EXPENSES OVER 90 DAYS**

The Committee reviewed the proposed amendment to Chapter 7.3.1 which would allow reimbursement of non-excluded expenses after the end of the fiscal year (September 30).

Discussion followed. Director Murray recommended the Board approve reimbursement of non-excluded expenses after the end of the fiscal year. Director Kawasaki recommended no changes to the existing policy.

The Committee requested the item be forwarded to the Board with a split recommendation for the October Board meeting.

6. CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE

The Committee reviewed a spreadsheet which lists comparable water districts to determine if the listed agencies adjust their compensation and allowances for the increase or decrease in the annual consumer price index (CPI).

The Committee requested the item be continued to next month's Committee meeting.

7. SALARY INFORMATION

The Committee discussed placing WRD salaries on the WRD website. Director Kawasaki requested that a report be provided on the status of the proposed legislation and what local cities and water districts are doing. Discussion followed and the Committee recommended the item be continued to next month's Committee meeting.

8. COMMITTEE DELINEATION OF DUTIES

The Committee reviewed the responsibilities of each standing committee and the proposed language for the Administrative Code.

The Committee requested the item be continued to next month's Committee meeting. The Committee further requested staff to draft a memo from the Administrative Committee to be addressed to the Board President recommending that creation of ad hoc committees be kept to a minimum and that standing committees be utilized whenever possible.

9. DEPARTMENT REPORT

Mr. Ota provided the Committee with an outline of a proposed Governance Seminar- Best Practices and Effective Leadership for the Board members to attend.

10. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

The next Administrative Committee Meeting will meet on Thursday, October 21 at 12:00 p.m. due to the Columbus Day holiday.

After that, the Committee will meet as scheduled every second Monday of the month at 12:00 p.m.

11. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 2:07 p.m.

Chairperson

ATTEST:

Director



MEMORANDUM

ITEM NO. 4

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: OCTOBER 21, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ACWA HEALTH BENEFIT AUTHORITY - HEALTH PLAN COVERAGE

SUMMARY

Under federal health insurance reform enacted earlier this year, adult children up to age 26 can be covered under their parents' health plan. The law does not include mandatory coverage for dental benefits. Previously, adult dependent children could be covered under their parents' health plan until age 25.

The Association of California Water Agencies (ACWA) Health Benefits Authority (HBA) has informed the WRD that effective January 1, 2011, they have chosen to extend this provision to the dental plan participants, if we, as the employer, chose to do so. ACWA HBA is not mandating that employers extend dental coverage to adult children to age 26 but will allow the extension at the employers' discretion.

FISCAL IMPACT

The District could see increased premiums on average of \$40/month per employee for a period of 12 months (\$480 annually) for employees who have an adult child between 25 and 26 years of age.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 5

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

DATE: OCTOBER 21, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CPI ADJUSTMENT TO COMMUNICATIONS AND VEHICLE ALLOWANCE

SUMMARY

The Administrative Committee requested a review of communications and vehicle allowances of other local water districts, specifically to determine if the agencies adjust these allowances for the increase or decrease in the annual consumer price index (CPI).

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 6

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: OCTOBER 21, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: SALARY INFORMATION

SUMMARY

The Board of Directors asked the Administrative Committee to review the possibility of placing WRD salaries on the WRD's website.

At the September 23, 2010 meeting of the Administrative Committee, the Committee asked staff to find out if there is any pending legislation related to posting of salaries for either District staff or Board of Directors members. The Committee also asked staff to look into local government agencies and report on which of the local agencies are posting their salaries on their websites. Staff will report on this matter at the Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 7

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

DATE: OCTOBER 21, 2010
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: COMMITTEE DELINEATION OF DUTIES

SUMMARY

The Administrative Committee at its July 12, 2010, August 9, 2010 and September 23, 2010 meetings reviewed the responsibilities of each Standing Committee of the Board of Directors as currently outlined in Section 3 of the Administrative Code. Discussion followed and the Committee requested staff to review the responsibilities of each committee, make changes as appropriate for the Administrative Committee's consideration and continue the item to this meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.

Administrative Committee
Updated as of 9/23/10
Committee Delineation of Duties

COMMITTEES OF THE BOARD

Identification of Standing Committees

The Standing Committees of the Board of Directors are:

- Finance Committee
- Administrative Committee
- Groundwater Quality Committee
- Water Resource Committee
- External Affairs Committee

Finance Committee

The Finance Committee shall study, advise and make recommendations with regard to the following:

1. ~~Provide general oversight of the financial activities of the District by reviewing the monthly demands, financial statements, reimbursements and other key financial issues of the District;~~
2. Be the oversight Committee responsible to the Board of Directors for coordinating the annual budget process and monitoring the budget as necessary to ensure that the operations of the District are conducted pursuant to it;
3. Be responsible to the Board for the District's investment policy and monitoring the District's investment portfolio. The committee is to monitor any short, intermediate, and long-term capital needs of the District; ~~and;~~
4. Acts as the Audit Committee relating to the Comprehensive Annual Financial Audit (CAFA) conducted by the District's independent financial auditor; ~~and;~~
- 4.5. ~~Shall not make recommendations to the Board of Directors on any matters which are the purview of other committees.~~

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Tab stops: 0.5", Left

Administrative Committee

The Administrative Committee shall study, advise and make recommendations with regard to the following:

1. Administrative and personnel pPolicies and procedures to be considered by the Board of Directors;
2. Be responsible for the policies and procedures pertaining to the oversight and management of the organization, including but not limited to the District's organization and the flow of the authority and responsibility; and,
3. Periodic independent reviews and studies of the organization, classification of positions and related compensation ranges as outlined in the memorandum of understanding with the employees bargaining unit.

Groundwater Quality Committee

The Groundwater Quality Committee shall study, advise and make recommendations with regard to the following:

1. The operation, protection and maintenance of the District's clean-water quality facilities;
2. Engineering aspects of all clean-water quality projects;
3. The effect on the District of existing and proposed federal, state and local water quality statutes and regulations;
4. Provide input related to the District's Capital Improvement Program as it relates to clean-water quality projects.

Water Resources Committee

The Water Resources Committee shall study, advise, and make recommendations with regard to the following:

1. The operation, protection and maintenance of the District's replenishment water facilities;
2. Policies, sources and means related to the stewardship of the Central and West Coast Groundwater Basins including, but not limited to, importing and distributing water, transferring water and wheeling as required by the District;

3. Policies regarding recycling, reuse and underground storage of water and use thereof;
4. Environmental compliance and requirements and the effect on the District of existing and proposed federal, state and local environmental statutes and regulations;
5. Engineering aspects of all replenishment water projects;
6. Provide input related to the District's Capital Improvement Program as it relates to replenishment water projects; and,
- 6.7. Policies related to the District's conjunctive use efforts including but not limited to California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Tab stops: 0.5", Left

External Affairs Committee

The External Affairs Committee shall study, advise, and make recommendations with regard to the following:

1. Proposals ~~and recommendations of the General Manager, other committees, and board members~~ concerning Local, Regional, State and Federal legislation, or amendments thereto, that may affect the District;
- ~~2. Recommendations for new legislation identified by members of the Board or the General Manager;~~
- ~~3.~~2. Opportunities for members of the Board to assist in outreach activities, including efforts to inform members of the Legislature or the Congress of the District's position with regard to proposed legislation;
- ~~4.~~3. The effectiveness of legislative advocacy efforts ~~by staff and members of the Board;~~
- ~~5.~~4. The development and implementation of school education programs, including the expectations and goals for these programs;
- ~~6.~~5. The effectiveness of the District's external affairs programs and general communications efforts directed at member agencies and the general public; and
- ~~7.~~6. The selection of public information consultants and the scope of their assignments.



MEMORANDUM

ITEM NO. 8

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: OCTOBER 21, 2010

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PROPOSED CHANGES TO THE ADMINISTRATIVE CODE

SUMMARY

On August 20, 2010, the Board of Directors approved changes to the District's Procurement Policies and Procedures, which can be found in Chapter 10 of the District's Administrative Code. The policies and procedures were revised to ensure compliance with best public agency practices.

Based on the Administrative Committee's recommendations, and best practices, the policies and procedures were revised as follows:

1. The policies and procedures are now divided into three stand alone sections: construction contracts; contracts for the purchase of materials, supplies and equipment; and professional services contracts.
2. Each section now contains clear guidelines on when a contract must be put out for a request for proposals (RFP), request for qualifications (RFQ) or bid and the requirements for the procurement process.
3. Provisions concerning when Board approval for a contract is required and when General Manager's approval for a contract is allowed is now included in each section.
4. Each section now contains provisions regarding Board approval for request for proposals and requests for qualifications.

The Chair of the Administrative Committee requested that this item be placed on the Administrative Committee agenda to remove items in §10.1.2(a), §10.2.2(a) and §10.3.2 §10.3.3 which state, "Before advertising for any bid, District staff shall obtain Board approval of the Contract Solicitation." Section 10.3.2 also requires that "Prior to issuing a request for qualifications, District shall obtain Board approval of the request for qualifications."

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends no change to the current language of §10.1.2(a), §10.2.2(a) and §10.3.2 and §10.3.3 of the Administrative Code.



MEMORANDUM

ITEM NO. 9

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

DATE: OCTOBER 21, 2010
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff will provide a written report at the Committee meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.