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., TUESDAY, DECEMBER 13, 2011

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" or "For discussion" 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. INSURANCE STATEMENTS OF QUALIFICATIONS
   Staff Recommendation: For discussion.

4. RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD'S LABOR MOU
   Staff Recommendation: For discussion.

5. DEPARTMENT REPORT
   Staff Recommendation: For information.

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

7. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, December 12, 2011.

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.
MEMORANDUM

ITEM NO. 3

DATE: DECEMBER 13, 2011

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: INSURANCE STATEMENTS OF QUALIFICATIONS

SUMMARY
The District currently contracts with the Association of California Water Agencies (ACWA) Joint Powers Insurance Authority (JPIA). The agreement is entered into by Members pursuant to the provisions of the California Government Code §§ 990, 990.4, §90.8 and 6500 et seq., in order to provide comprehensive and economical public liability, workers’ compensation, unemployment, health, accident and/or dental, and property coverage, or coverage for other risks to which the Board of Directors may agree.

The WRD utilizes the ACWA JPIA risk-sharing pools which are a cost-effective form of risk management available only to public entities. The coverages provided by this risk-sharing arrangement are unique to water agencies. Additionally, not all water agencies are accepted into the JPIA. Prospective members must demonstrate a commitment to effective risk management programs.

In a pooled insurance program, all members share premiums and losses. The quality of agency management, the control of losses, and sound safety programs are vitally important to every member of the Pool. Periodically, the JPIA has a formal assessment performed by a JPIA Risk Management Consultant. This assessment helps to ensure that members of the Pool are conforming to the JPIA’s requirements which keeps premium and losses to a minimum. The WRD recently had an assessment of our policies and procedures which were deemed in compliance with JPIA’s requirements.

At the Administrative Committee’s direction, staff sent a letter to ACWA notifying them of our intent to withdraw from the JPIA Liability Property and Workers Compensation Programs (see attached acknowledgment letter). Based on Article 22(d) (1), the WRD must confirm its final decision on withdrawal no later than 90 days prior to the end of the pooled joint protection program’s policy year. The soonest the District can withdraw from each pooled insurance program is as follows:

- Liability Insurance – 10/1/12
- Property Insurance Program – 4/13/13
- Workers’ Compensation – 7/1/13
The Finance Committee recommended and the Board of Directors approved the issuance of a request for qualifications. Staff has received Statements of Qualification and has distributed them to the Committee Members.

Committee members have agendized this item for further discussion.

**FISCAL IMPACT**
None at this time.

**STAFF RECOMMENDATION**
For discussion.
DATE: DECEMBER 13, 2011

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD'S LABOR MOU

SUMMARY
District Counsel will provide an oral report to the Committee regarding the reconciliation of the WRD Administrative Code and the Memorandum of Understanding (MOU) between the District and the Employees Association.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion.
DATE:        DECEMBER 13, 2011
TO:          ADMINISTRATIVE COMMITTEE
FROM:        ROBB WHITAKER, GENERAL MANAGER
SUBJECT:     DEPARTMENT REPORT

SUMMARY
Staff has been working on the following projects:

- Worked with Counsel on providing information for litigation relating to Proposition 218;
- Completed recruitment process for the Assistant General Manager position;
- Creating lawsuit directory to maintains copies of all important documents relating to the proceedings involving the WRD;
- Preparing and tracking information relating to Tolling Agreements to various groundwater producers;
- Updated liability insurance information relating to the District’s field vehicles;
- Prepared monthly Director’s expenses;
- Provided documentation for the MOU negotiation process;
- Arranged various travel for staff and Directors;
- November 23, 2011 attended and prepared minutes for the Groundwater Quality Committee meeting;
- December 7, 2011 attended and prepared minutes for the meeting of the Water Resources Committee;
- December 9, 2011 attended and prepared minutes for the meeting of the Board of Directors;
- Continued work on various personnel, human resource and legal issues.
FISCAL IMPACT
None

STAFF RECOMMENDATION
For information.