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, MAY 14, 2012

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. MINUTES OF THE MEETING OF MARCH 20, 2012
   Staff Recommendation: Approve as submitted.

4. CONSIDERATION OF RESOLUTION NO. 12-831 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO BE HELD ON NOVEMBER 6, 2012
   Staff Recommendation: Adopt Resolution No. 12-931.

5. ADMINISTRATIVE CODE REVISION – MIDYEAR TRAVEL REALLOCATION
   Staff Recommendation: For discussion.

6. RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD’S LABOR MOU
   Staff Recommendation: For discussion.

7. DEPARTMENT REPORT
   Staff Recommendation: For information.

8. DIRECTOR’S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

9. ADJOURNMENT

Posted by Abigaii C. Andom, Deputy Secretary, May 9, 2012.
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.

EXHAUSTION OF ADMINISTRATIVE REMEDIES – If you challenge a District action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Deputy Secretary at, or prior to, the public hearing. Any written correspondence delivered to the Deputy Secretary before the District’s final action on a matter will become a part of the administrative record.
MINUTES OF MARCH 20, 2012
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 March 20, 2012 at 12:45 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, Anthony La, and Special Counsel Wendy Tseng

2. PUBLIC COMMENT
   The Committee welcomed Adrian Diaz, representing Pico Water District, to the meeting.

   The agenda items were taken out of order.

4. DEFERRED COMPENSATION UPDATE
   Special Counsel Wendy Tseng stated that Counsel is currently reviewing the proposed revisions to the deferred compensation contract and will provide a report to the Committee at the next meeting.

   Director Murray requested that the draft language be provided to the Committee in advance of the meeting.

5. PROFESSIONAL CERTIFICATION REVIEW
   Discussion followed, and the Committee recommended that the Board approve the proposed changes to Chapter 14.11 of the Administrative Code clarifying the District's educational rebate program for staff.

6. RECONCILIATION OF ADMINISTRATIVE CODE WITH WRD'S LABOR MOU
   Ms. Tseng presented a matrix that identifies the differences in benefits between management and represented employees, and relevant Employees Association Memorandum of Understanding (MOU) provisions.
Discussion followed and the Committee continued the item to the next Committee meeting.

7. DEPARTMENT REPORT
   General Manager Robb Whitaker referred to the written report of the Department's activities.

   The minutes were approved as submitted.

8. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF
   Director Kawasaki asked if the Committee would consider changing the Administrative Code provision that travel reallocation to grants and sponsorships must be made during open session at a Board meeting during the midyear budget review.

9. ADJOURNMENT
   With no other business to come before the Committee, the meeting was adjourned at 2:10 p.m.

   ______________________________
   Chair

ATTEST:

   ______________________________
   Member
DATE: MAY 14, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION NO. 12-931 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO BE HELD ON NOVEMBER 6, 2012

SUMMARY
In compliance with the provisions of Election Code Section 10400, et. seq., an appropriate resolution must be filed with the County of Los Angeles Board of Supervisors to permit the Registrar-Recorder/County Clerk to render election services to consolidate with the statewide general election scheduled November 6, 2012.

Attached is Resolution No. 12-931.

FISCAL IMPACT
Unavoidable costs of approximately $1.2 M. This amount has been budgeted.

STAFF RECOMMENDATION
Adopt Resolution No. 12-931.
RESOLUTION NO. 12-931

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO BE HELD ON NOVEMBER 6, 2012

WHEREAS, the California Elections Code permits special districts electing governing board members to call an election;

WHEREAS, an election in the District is to be held on Tuesday, November 6, 2012, for the purpose of electing two members of the Board of Directors of said District; and

WHEREAS, the Board of Directors believes that it is desirable that said election be conducted with the General District Elections to be held on the same date and that within said District the precincts, polling places and election officers of the election be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles canvass the returns of the election and that said District election be held in all respects as if there were only one election.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

1. That an election is hereby called by the Board of Directors of the Water Replenishment District of Southern California to be held on November 6, 2012 for the purpose of electing two members to the Board of Directors.

2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct the Water Replenishment District of Southern California election with the Tuesday, November 6, 2012, Statewide General Election for the purpose of electing members to the Board of Directors of said district.

3. Said Registrar-Recorder/County Clerk is hereby authorized to canvass the returns of the Water Replenishment District of Southern California election.
RESOLUTION NO. 12-931
(Continuation)

4. Said Board of Supervisors is hereby requested to issue instructions to the Registrar-Recorder/County Clerk to take any and all steps necessary for the holding of said election.

5. Water Replenishment District of Southern California shall pay in full its pro rata share of the expenses for the conduct of the election.

6. Water Replenishment District of Southern California shall require each candidate to pay in advance his or her pro rata share of the printing, handling, and mailing costs of his/her candidate statement as a condition to having it included in the voters' sample ballot pamphlet.

7. The word limit for candidate's statements shall be 200 words.

8. That the General Manager is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

PASSED, APPROVED, AND ADOPTED THIS ___ DAY OF MAY, 2012.

________________________
Albert Robles, President

ATTEST:

________________________
Willard H. Murray, Jr., Secretary
RESOLUTION NO. 12-931

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
WATER REPLENISHMENT DISTRICT
OF SOUTHERN CALIFORNIA

I, ABIGAIL C. ANDOM, Deputy Secretary of the Water Replenishment District of Southern California, do hereby certify that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said District at a regular meeting thereof held on the ___ day of May, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

________________________________________
Abigail C. Andom, Deputy Secretary
Water Replenishment District of
Southern California
DATE: MAY 14, 2012
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISION - MIDYEAR TRAVEL REALLOCATION

SUMMARY
Chapter 7.2.6 of the Administrative Code - Travel and Transportation Expenses - states that unspent budgeted funds for travel may be re-allocated to the respective Director's event sponsorship and community grant program allocation and that the reallocation must take place during a time coinciding with the Board's annual midyear budget review. The Administrative Committee is being asked to consider recommending removing the language that this election must take place during open session at a Board Meeting.

Chapter 7.2.6 states:

"e) Unspent budgeted funds for items listed in subsection a) above, can be re-allocated to the respective individual Director's event sponsorship and/or community grant program allocation. The reallocation must take place during a time coinciding with the Board's annual midyear budget review. Once the election is made to transfer excess funds from the individual Director's travel budget to the respective individual Director's event sponsorship or community grant program budget each year, the re-allocation is irrevocable. Unspent budgeted funds relating to the 10% contingency as outlined in subsection b) above are not available for reallocation."

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion.
DATE: MAY 14, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

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

SUMMARY
The Administrative Committee has requested to continue discussion 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: MAY 14, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY
Staff has been working on the following projects:

- Prepared the administrative record for the adoption of the annual budget, the public hearing and the setting of the annual replenishment assessment;

- Worked with Counsel on providing information for various litigation cases;

- Maintaining information relating to Tolling Agreements to various groundwater producers;

- In conjunction with District Counsel, preparing responsive documents relating to public records requests in accordance with the California Public Records Act (CPRA);

- Prepared monthly Director's expenses;

- Arranged various travel for staff and Directors;

- Prepared and mailed Budget Workshop notification flyers;

- Scheduled mandatory email training for all District staff

- April 11, 2012 attended and prepared minutes for the Special Water Resources Committee meeting;

- April 19, 2012, conducted an entrance conference with the California State Auditor, Bureau of State Audits;

- April 19, 2012 attended and prepared minutes for the meeting of the Audit and Budget Advisory Committee;

- April 20, 2012 attended and prepared minutes for the meeting of the Board of Directors;

- April 25, 2012 attended prepared minutes for the Special Finance Committee meeting;
• April 27, 2012 attended and prepared minutes for the Special Groundwater Quality Committee meeting;

• May 4, 2012 attended and prepared minutes for the meeting of the Board of Directors;

• May 7, attended and prepared minutes for the Special Water Resources Committee meeting;

• Continued work on various personnel, human resource and legal issues; including the retirement for a long-time WRD employee.

**FISCAL IMPACT**
None.

**STAFF RECOMMENDATION**
For information.