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, MAY 22, 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. LANDSCAPE MAINTENANCE CONTRACT
   Staff Recommendation: Approve a three-year contract for landscape maintenance services, not to exceed $25,290 per year, subject to approval of form by District Counsel, with Valley Crest Landscape Maintenance.

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

6. DEPARTMENT REPORT
   Staff Recommendation: For information.

7. CLOSED SESSION
   Conference with Legal Counsel – Anticipated Litigation, Pursuant to Government Code §54956.9 (b), One Case

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

9. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, May 21, 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) 521-5521 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

March 20, 2012
DATE: MAY 22, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: LANDSCAPE MAINTENANCE CONTRACT

SUMMARY
The District currently has a landscape maintenance services contract for the following:

1. The interior and exterior of the District's administrative offices at 4040 Paramount Blvd. in Lakewood,
2. Care and upkeep of designated sustainable landscape at the District's Leo J. Vander Lans Facility at 7380 Willow St. in Long Beach, and
3. Care and upkeep of designated sustainable landscape at two wellhead treatment locations in the City of Torrance.

The existing contract is for a 3-year term, which will expire on June 30, 2012. In April 2012, the District Board of Directors authorized the issuance of Request for Proposals (RFPs) for landscape maintenance services. The District has since issued the RFPs; and on April 30, 2012, received six proposals as summarized below.

**Companies**
- Complete Landscape Care, Inc. $21,240
- Valley Crest Landscape Maintenance $22,992
- Interior Plant Design $24,930
- Alliance Landscape, Inc. $32,544
- Evergreen Landcare $52,272
- CTAI Pacific Greenscape Landscape Service $81,000

A proposal review committee consisting of three District staff members reviewed the 6 proposals; and subsequently selected the top 3 firms for a detailed evaluation, using the following criteria: overall experience, Eco Landscape certified or equivalent, demonstrated ability to perform services, and references. The evaluation results, as summarized below, show Valley Crest Landscape Maintenance being the most qualified for the work.
<table>
<thead>
<tr>
<th>Companies</th>
<th>Overall Exper.</th>
<th>Eco Landscape Cert. or Equiv</th>
<th>Demonst. Ability</th>
<th>Ref.</th>
<th>Total Points</th>
<th>Ranking</th>
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</thead>
<tbody>
<tr>
<td>Interior Plant Design</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Valley Crest Landscape</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Complete Landscape Care, Inc.</td>
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<td>0</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

Valley Crest Landscape Maintenance is located in Gardena, California, with the proposed fee of $22,992 per year, which is approximately $1,600 lower than the existing contract amount.

**FISCAL IMPACT**
The estimated annual cost for Valley Crest Landscape's contract is $22,992 plus a 10% for $2,298 for incidental supplies and plant replacement, totaling $25,290. Sufficient funds are available in the Fiscal Year 2012-13 operating budget; an annual savings of $1,600 can be realized.

**STAFF RECOMMENDATION**
Approve a three-year contract for landscape maintenance services, not to exceed $25,290 per year, subject to approval of form by District Counsel, with Valley Crest Landscape Maintenance.
MEMORANDUM

ITEM NO. 5

DATE: MAY 22, 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 22, 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.