

**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
1:00 P.M., MONDAY, JULY 9, 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 JUNE 11, 2012**
Staff Recommendation: Approve as submitted.
- 4. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 5. CLOSED SESSION**
Conference with Legal Counsel – Anticipated Litigation, Pursuant to Government Code §54956.9 (b), One Case
- 6. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 7. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, July 5, 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 JUNE 11, 2012
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 June 11, 2012, at 2:40 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: Anthony La, Jenna Shaunessy and
Special Counsel Wendy Tseng

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF MARCH 20, 2012

The minutes were approved as submitted.

4. LANDSCAPE MAINTENANCE CONTRACT

Assistant General Manager/Chief Engineer Anthony La stated that a proposal review committee evaluated the request for proposals (RFP) received for landscape maintenance services and considered Valley Crest Landscape Maintenance as the most qualified for the work. Mr. La noted that Valley Crest is a local business enterprise in Gardena and its proposed fee is approximately \$1,600 lower than the existing contract amount.

Discussion followed. The Committee recommended the Board approve a three-year contract for landscape maintenance services with Valley Crest Landscape Maintenance, not to exceed \$25,290 per year, subject to approval of form by District Counsel.

5. ADMINISTRATIVE CODE REVISION – MIDYEAR TRAVEL REALLOCATION

Discussion followed and the Committee recommended the Board approve the revision to the midyear travel reallocation process to remove the provision that the reallocation must take place during a time coinciding with the Board's midyear travel review.

6. DEPARTMENT REPORT

Manager of Finance and Administration Jenna Shaunessy provided the Committee with an update of the Department's activities.

The agenda items were taken out of order.

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

Director Kawasaki asked staff to review the District's procurement policy on small business enterprise; definition of small business, minority owned business, women owned business and local business; appeals procedure for professional services, and definition of good faith effort.

7. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation, Pursuant to Government Code §54956.9 (b), One Case
The Committee went into closed session. The Committee reconvened in open session.

District Counsel Wendy Tseng stated that a report was provided and no action was taken. The item will be continued to the next Committee meeting.

9. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 4:30 p.m.

Chair

ATTEST:

Member



MEMORANDUM

ITEM NO. 4

Prepared by: Scott Ota

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: JULY 9, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Provided the California State Auditor, Bureau of State Audits with information relating to District operations and best practices;
- 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;
- Assisted with planning transportation for External Affairs group tour on June 28, 2012;
- Prepared letter and resolution to the County of Los Angeles relating to the upcoming November elections;
- June 15, 2012 attended and prepared minutes for the meeting of the Board of Directors;
- June 20, 2012 attended and prepared minutes for the Finance Committee meeting;
- June 28, 2012 attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- 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.