

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
3:00 P.M., MONDAY, AUGUST 10, 2015**

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**
Pursuant to Government Code Section 54953.3.
- 3. MINUTES OF THE MEETING OF APRIL 20, 2015**
Staff Recommendation: Approve as submitted.
- 4. EVALUATION OF INTERIM GENERAL COUNSEL**
Staff Recommendation: For discussion.
- 5. REVISION OF THE ADMINISTRATIVE CODE – REVIEW FUNCTION OF ALL AD HOC COMMITTEES**
Staff Recommendation: For discussion.
- 6. AD HOC GRIP COMMITTEE STATUS**
Staff Recommendation: For discussion.
- 7. REVISION OF SECTION 9.6 OF THE ADMINISTRATIVE CODE**
Staff Recommendation: For discussion.
- 8. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 9. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 10. ADJOURNMENT**
The Administrative Committee will adjourn to the regular meeting currently scheduled on September 14, 2015 at 2:00 p.m.

Posted by Deputy Secretary Abbie Andom on August 3, 2015.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Chief Financial Officer Scott Ota 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 Chief Financial Officer at, or prior to, the public hearing. Any written correspondence delivered to the Chief Financial Officer before the District's final action on a matter will become a part of the administrative record.

UNAPPROVED
MINUTES

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**MINUTES OF APRIL 20, 2015
SPECIAL 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 April 20, 2015 at 2:25 p.m. at the District Office located at 4040 Paramount Boulevard, Lakewood, California 90712. Director Willard H. Murray, Jr. called the meeting to order. Administrative Specialist Sheryll Moffat recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and John D. S. Allen

Staff: Ken Ortega, Scott Ota, Jenna H. Shaunessy, Abigail Andom

2. PUBLIC COMMENT

None.

3. MINUTES OF THE MEETING OF MARCH 9, 2015

The minutes were unanimously approved by the Committee.

The agenda items were taken out of order.

5. CONTRACT FOR ASSET MANAGEMENT MASTER PLAN AND PHASE 1 PILOT PROJECT

Assistant General Manager Ken Ortega said that back in February the Board approved the release of a Request for Proposals (RFP) for the procurement of a consultant to prepare the Asset Management Master Plan and Phase 1 Pilot project. He stated that a total of four (4) proposals were received and that two firms were short listed and subsequently interviewed. The two (2) short listed and interviewed firms and they were AECOM and GHD. The proposals were reviewed by four District staff members and GHD was considered the most qualified firm based on their knowledge and extensive experience with similar projects. He distributed staff's evaluation of the four proposals and said that in addition, GHD was also the most cost effective proposer.

He said that staff is recommending that a contract be awarded to GHD for the development of an Asset Management Master Plan and Phase 1 Pilot project. The Committee unanimously recommended that the Board award a professional services contract with GHD for the development of an Asset Management Master Plan and Phase 1 Pilot project, subject to approval of form by District Counsel, for the amount of \$264,369, plus a 10 percent contingency for unforeseen conditions, not to exceed a total of \$290,800.

4. ADMINISTRATIVE CODE

Chief Financial Officer Scott Ota said that Deputy Secretary Abigail Andom had completed a draft Election Procedures Manual. Ms. Andom distributed copies of the manual saying that it is a guide for staff to outline the District's role in general elections as well as the role of the Los Angeles County Registrar-Recorder/County Clerk's office. The committee received and filed the Election Manual and recommended the Board approve to also receive and file.

6. DEPARTMENT REPORT

Ms. Shaunessy referred to the written report of the Department's activities.

7. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

None.

8. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:45 p.m.

Chair

ATTEST:

Member



MEMORANDUM

ITEM NO. 4

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: AUGUST 10, 2015

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: EVALUATION OF INTERIM GENERAL COUNSEL

SUMMARY

A Request for Proposal (RFP) for General Counsel Services was placed on the April 16, 2015 Board of Director's agenda at the President's recommendation. Upon discussion the Board elected to postpone the issuance of the RFP in order to conduct an evaluation of the Interim District Counsel's performance to be concluded within thirty (30) days. After the evaluation the Board will reconsider the issuance of the Request for Proposal.

Evaluation materials will be presented at this meeting by Interim General Counsel for discussion.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 5

Prepared by: Abbie Andom

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: AUGUST 10, 2015

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: REVISION OF THE ADMINISTRATIVE CODE – REVIEW FUNCTION OF ALL AD HOC COMMITTEES

SUMMARY

The Committee Chair requested a review of the function of all ad hoc committees.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 6

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: AUGUST 10, 2015

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: AD HOC GRIP COMMITTEE STATUS

SUMMARY

The status of the Ad Hoc GRIP (Groundwater Reliability Improvement Program) Committee will be discussed.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 7

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: AUGUST 10, 2015
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: REVISION OF SECTION 9.6 OF THE ADMINISTRATIVE CODE

SUMMARY

A representative from Leal Trejo, LLP will give a report to the Committee regarding Section 9.6 of the Administrative Code for possible recommendation to the Board of Directors.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 8

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: AUGUST 10, 2015

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Arranged various meetings and provided support to the General Manager and Assistant General Manager;
- April 2, 2015 – attended and prepared minutes for the Board of Directors meeting;
- April 6, 2015 – attended and prepared minutes for the External Affairs Committee meeting;
- April 7, 2015 - attended and prepared minutes for the Joint Water Resources/Groundwater Quality Committee meeting
- April 9, 2015 - attended and prepared minutes for the Special Water Resources Committee meeting;
- April 9, 2015 – attended and prepared minutes for the Finance/Audit Committee meeting;
- April 14, 2015 – attended and prepared minutes for the Technical Advisory Committee meeting;
- April 16, 2015 - attended and prepared minutes for the Board of Directors meeting;
- April 20, 2015 - attended and prepared minutes for the Special Administrative Committee meeting;
- April 23, 2015 – attended and prepared minutes for the special meeting of the Groundwater Quality Committee;
- May 1, 2015 – attended and prepared minutes for the special meeting of the Board of Directors;

- May 4, 2015 - attended and prepared minutes for the meeting of the External Affairs Committee;
- May 7, 2015 – attended and prepared minutes for the special meeting of the Board of Directors;
- May 12, 2015 – attended and prepared minutes for the meeting of the Water Resources Committee;
- May 19, 2015 – attended and prepared minutes for the meeting of the Technical Advisory Committee (TAC);
- May 20, 2015 – attended and prepared minutes for the meeting of the Special Finance Committee;
- May 21, 2015 – attended and prepared minutes for the meeting of the Board of Directors;
- May 26, 2015 – attended and prepared minutes for the special meeting of the Board of Directors;
- May 28, 2015 – attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- June 2, 2015 – attended and prepared minutes for the special meeting of the External Affairs Committee;
- June 9, 2015 – attended and prepared minutes for the special meeting of the Water Resources Committee;
- June 15, 2015 – attended and prepared minutes for the special meeting of the Finance/Audit Committee;
- June 18, 2015 – attended and prepared minutes for the meeting of the Board of Directors;
- June 25, 2015 – attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- July 2, 2015 – attended and prepared minutes for the special meeting of the Board of Directors;
- July 6, 2015 – attended and prepared minutes for the meeting of the External Affairs Committee;
- July 9, 2015 – attended and prepared minutes for the meeting of the Finance/Audit Committee;

- July 14, 2015 – attended and prepared minutes for the special meeting of the Water Resources Committee;
- July 16, 2015 – attended and prepared minutes for the meeting of the Board of Directors meeting.
- July 30, 2015 – attended and prepared minutes for the special meeting of the Groundwater Quality Committee;
- Continued work on various personnel, human resource and legal issues.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.