



## AGENDA

### ADMINISTRATION COMMITTEE and SPECIAL MEETING OF THE BOARD OF DIRECTORS

**WEST BASIN MUNICIPAL WATER DISTRICT**  
**January 7, 2019 – 11:00 AM**

**West Basin Municipal Water District**  
**17140 S. Avalon Blvd.**  
**Carson, CA 90746**

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Carol Kwan, Chair | Donald Dear, Member | Harold Williams, Alternate

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\* The Administration Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board, who are not assigned to the Administration Committee, may attend and participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Administration Committee will not vote on matters before the Committee.

**1. CALL TO ORDER**

**2. DETERMINATION OF QUORUM**

**3. PUBLIC COMMENT**

**4. PRESENTATIONS**

**5. ACTION CALENDAR**

A. Approval of Minutes

**Recommendation:**

That the Board approves the:

December 7, 2018 – Special Board Meeting Minutes

December 20, 2018 – Special Board Meeting Minutes.

B. Annual Board Reorganization

**Recommendation:**

That the Board elects the following Board officers and reconfirms the appointed officers:

President Nomination:

Vice President Nomination:

Treasurer Nomination:

Secretary Nomination:

Deputy Treasurer Appointment:

Deputy Secretary Appointment:

6. **INFORMATION CALENDAR**
7. **CLOSED SESSION**
8. **DIRECTORS COMMENTS/FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**
10. **NEXT SCHEDULED MEETING** The next Special meeting is scheduled to be held on February 4, 2019.

NOTE: At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

Notice of this agenda and materials may be found at the District's Office located at 17140 S Avalon Boulevard, Carson, California and on the District's website at [www.westbasin.org](http://www.westbasin.org). For further information or questions, please contact the Board Secretary at (310) 660-6229. Disability-related aids, language translation or other services are available to enable persons with a disability to participate in this meeting, consistent with the federal Americans with Disabilities Act of 1990 and can be provided by the Board Secretary upon request. Should you require special accommodations to participate in the meeting due to a disability, please contact the Board Secretary at least 72 hours in advance of the meeting at (310) 660-6229.



**AGENDA NO. 5.A**

**ADMINISTRATION COMMITTEE  
January 7, 2019**

**ACTION**

**Approval of Minutes**

**Summary:**

The minutes for West Basin Municipal Water District (West Basin) Board of Directors (Board) meetings are an integral part of the public meeting process. Minutes provide a history of the actions taken at Board meetings which is informative for not only members of the public, but for other stakeholders as well.

The following minutes have been attached for the Board's consideration:  
December 7, 2018 – Special Board Meeting Minutes; and  
December 20, 2018 – Special Board Meeting Minutes.

**Benefit to West Basin:**

The preparation of minutes is necessary to record the actions of the Board which promotes transparency for West Basin.

**Strategic Business Plan Implementation:**

Goal 3: Customer Service – West Basin is committed to providing value by understanding and meeting the needs of our customers and the communities we serve.

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

**Fiscal Impact:**

Not applicable.

**Environmental Compliance:**

Not applicable.

**Committee History:**

This item will be reviewed by the Administration Committee on January 7, 2019.

**Recommendation:**

That the Board approves the:  
December 7, 2018 – Special Board Meeting Minutes  
December 20, 2018 – Special Board Meeting Minutes.

**List of Attachments**

BOARD MINUTES - DECEMBER 7, 2018  
BOARD MINUTES - DECEMBER 20 2018

ADMINISTRATION COMMITTEE  
January 7, 2019

Agenda No. 5.A

**Prepared by:** Geyzza Vazquez, Office Assistant II  
**Submitted by:** Julie Frazier-Mathews, Administrative Services Manager  
**Reviewed by:** Patrick Sheilds, General Manager



**MINUTES**

**COMMUNICATIONS COMMITTEE and SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**WEST BASIN MUNICIPAL WATER DISTRICT  
December 7, 2018 – 10:00 AM**

**West Basin Municipal Water District  
17140 S. Avalon Blvd.  
Carson, CA 90746**

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Gloria Gray, Chair | Carol Kwan, Member | Scott Houston, Alternate

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\* The Communications Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board, who are not assigned to the Communications Committee, may attend and participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Communications Committee will not vote on matters before the Committee.

**1. CALL TO ORDER**

Director Kwan called the meeting to order at 10:07 a.m.

**2. DETERMINATION OF QUORUM**

Attendee Name	Title	Status
Gloria D. Gray	Chair	Present
Carol W. Kwan	Member	Present
Scott Houston	Alternate	Present

**3. PUBLIC COMMENT**

There were no requests to address the Board.

**4. PRESENTATIONS**

There were no presentations to the Board.

**5. ACTION CALENDAR**

**6. INFORMATION CALENDAR**

- A. Board Installation Ceremony Update
- B. MWD Chair Reception Event Update

Attachment: Board Minutes - December 7, 2018 (Approval of Minutes)

## C. Water Harvest 2018 Summary

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

## D. Water for Tomorrow Program Update

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Carol W. Kwan, Member
<b>SECONDER:</b>	Scott Houston, Alternate
<b>AYES:</b>	Carol W. Kwan, Scott Houston
<b>ABSENT:</b>	Gloria D. Gray

## E. Education Programs Report

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

## F. Conservation Programs Update

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

## G. November Media Update

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

## H. Water Bottle Filling Station Program Update

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

I. Legislative Update

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

J. Video Streaming of Board Meetings

<b>RESULT:</b>	<b>MOVE TO BOARD RECEIVE AND FILE CALENDAR [UNANIMOUS]</b>
	<b>Next: 12/20/2018 1:00 PM</b>
<b>MOVER:</b>	Gloria D. Gray, Chair
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Gloria D. Gray, Carol W. Kwan, Scott Houston

7. **CLOSED SESSION**

The Board recessed to Closed Session at 10:14 a.m.  
The Board reconvened to Regular Session at 10:49 a.m.

- A. Conference with Legal Counsel: Pursuant to Government Code Section §54956.9 - Potential Litigation: Two Cases  
The Board met with Legal Counsel pursuant to Government Code Section §54956.9 - Potential Litigation: Two Cases, instruction was given to staff, no formal action was taken.

8. **DIRECTORS COMMENTS/FUTURE AGENDA ITEMS**

9. **ADJOURNMENT**

The meeting adjourned at 1:10 p.m.

10. **NEXT SCHEDULED MEETING** The next Regular meeting is scheduled to be held on January 10, 2019.

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President

\_\_\_\_\_  
Secretary

Attachment: Board Minutes - December 7, 2018 (Approval of Minutes)



## MINUTES

### SPECIAL BOARD MEETING

**WEST BASIN MUNICIPAL WATER DISTRICT**  
December 20, 2018 – 1:00 PM

**West Basin Municipal Water District**  
17140 S. Avalon Blvd.  
Carson, CA 90746

Donald Dear, President | Scott Houston, Vice President  
Gloria Gray, Treasurer | Harold Williams, Secretary | Carol Kwan, Member

**1. CALL TO ORDER**

Director Dear called the meeting to order at 1:18 p.m.

**2. DETERMINATION OF QUORUM**

Attendee Name	Title	Status
Donald L. Dear	President	Present
Scott Houston	Vice President	Present
Gloria D. Gray	Treasurer	Present
Harold C. Williams	Secretary	Present
Carol W. Kwan	Member	Present

**3. PLEDGE OF ALLEGIANCE**

Steve O'Neill, Legal Counsel led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

There were two requests for public comment to address the Board.

1. John Monsen of the National Parks Conservation Association addressed the Board and shared materials regarding the proposed Cadiz Groundwater Mining Project.

2. Antoine Vuillermet of Suez shared that this was his last Board meeting he would be attending and thanked the Board for 7 1/2 great years of working with the Board and West basin.

**5. PRESENTATIONS**

There were no presentations to the Board.

**6. ITEMS TOO LATE TO BE AGENDIZED**



7. CONSENT CALENDAR

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

- A. Approval of Minutes
- B. Edward C. Little Water Recycling Facility Clean-In-Place Waste Discharge Project (Equipment Rental, CP-10005)
- C. Agenda Management License Renewal
- D. Amendment to Xerox Copier Purchase Orders
- E. Fiscal Year 2018-19 Community Outreach Event

8. ACTION CALENDAR

- A. Recycled Water Distribution System Cathodic Protection System Improvements Project (CIP - 10062)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Scott Houston, Vice President
<b>SECONDER:</b>	Harold C. Williams, Secretary
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

9. INFORMATION CALENDAR

10. RECEIVE AND FILE

- 1. Ocean Water Desalination Project Environmental Impact Report Preparation Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

- 2. Water Facility Operations Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

- 3. Recycled Water Customer Program Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

- 4. Greater Los Angeles County (GLAC) Integrated Regional Water Management Program (IRWMP) Quarterly Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

Attachment: Board Minutes - December 20 2018 [Revision 1] (Approval of Minutes)

## 5. December 2018 Capital Improvement Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 6. Metropolitan Water District Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 7. Water Harvest 2018 Summary

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 8. Water for Tomorrow Program Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 9. Education Programs Report

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 10. Conservation Programs Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 11. November Media Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 12. Water Bottle Filling Station Program Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 13. Legislative Update

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Scott Houston, Vice President
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 14. Video Streaming of Board Meetings

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Scott Houston, Vice President
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 15. Annual Financial Audit &amp; Comprehensive Annual Financial Report

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

## 16. Monthly Financial Report

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Harold C. Williams, Secretary
<b>SECONDER:</b>	Carol W. Kwan, Member
<b>AYES:</b>	Dear, Houston, Gray, Williams, Kwan

11. **GENERAL MANAGER'S ACTIVITIES REPORT**
12. **GENERAL COUNSEL'S REPORT**
13. **AD HOC COMMITTEE UPDATES**
14. **AB1234 REPORTING COMPLIANCE**
15. **CLOSED SESSION**

A. Conference with Legal Counsel: Pursuant to Government Code Section §54957 - Personnel Evaluation: General Manager

District Counsel reported the Board met with Legal Counsel pursuant to Government Code Section §54957 - Personnel Evaluation: General Manager. An evaluation of the General Manager was conducted pursuant to that discussion and pursuant to Section 2.2 of the General Manager's contract an adjustment to the General Manager's salary to reflect the evaluation discussed. As to this matter with a motion by Director Kwan, and seconded by Director Gray, the Board unanimously voted to approve an 8% enhancement to the General Manager's salary retroactive to August 26, 2018, with all other benefits of the contract remaining unchanged. The required annual review would follow thereafter as per the terms of the contract.

B. Report of Legal Counsel: Pursuant to Government Code Section §54956.9 - Pending Litigation: SDCWA v Metropolitan Water District of So California; LADWP v Metropolitan Water District of So California; and Porter v West Basin

The Board met with Legal Counsel pursuant to Government Code Section §54956.9 - Pending Litigation: SDCWA v Metropolitan Water District of So California; LADWP v Metropolitan Water District of So California; and Porter v West Basin, as to those matters with a motion by Director Gray, and seconded by Director Kwan, the Board approved an amended agreement with the firm Olivarez Madruga Lemieux O'Neill, LLP. The Board also approved an amended task order with the same firm.

C. Conference with Legal Counsel: Pursuant to Government Code Section §54956.9 - Potential Litigation: One Case

The Board met with Legal Counsel pursuant to Government Code Section §54956.9 - Potential Litigation: One Case, a discussion was had by the Board, instruction was given to Counsel.

16. **DIRECTORS COMMENTS/FUTURE AGENDA ITEMS**

17. **ADJOURNMENT**

The meeting was adjourned at 4:39 p.m.

18. **NEXT SCHEDULED MEETING** The next regular meeting is scheduled to be held on January 28, 2019.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**AGENDA NO. 5.B****ADMINISTRATION COMMITTEE  
January 7, 2019****ACTION****Annual Board Reorganization****Summary:**

The election of officers of the Board of Directors will facilitate the appointment of committees and assignment of representatives to affiliate organizations as well as the operations of West Basin Municipal Water District (West Basin).

The Administrative Code Section 2-1.202 Officers of the Board States, "the Board shall reorganize in January of each year at its first regular meeting by electing one of its members as President. At the same time, the Board may also select a Vice president who shall be a Board member, a Treasurer and Secretary who may be members of the Board, and a Deputy Treasurer and Deputy Secretary who will be District staff members."

In order for the Board to make a change in the election policy of the Presidency, the Board must refer the matter to the Administration Committee for review and recommendation to the Board.

The current lists of officers are as follows:

1. Donald L. Dear, President
2. Scott Houston, Vice President
3. Gloria D. Gray, Treasurer
4. Harold C. Williams, Secretary
5. Carol W. Kwan, Member

**Benefit to West Basin:**

The election of a President is required by Government Code Section 71273 in January of odd numbered years. West Basin has set a policy to elect a President in January of each year.

**Strategic Business Plan Implementation:**

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

**Fiscal Impact:**

Not applicable.

**Environmental Compliance:**

Not applicable.

**Committee History:**

This item will be reviewed by the Administration Committee on January 7, 2019.

ADMINISTRATION COMMITTEE  
January 7, 2019

Agenda No. 5.B

**Recommendation:**

That the Board elects the following Board officers and reconfirms the appointed officers:

President Nomination:

Vice President Nomination:

Treasurer Nomination:

Secretary Nomination:

Deputy Treasurer Appointment:

Deputy Secretary Appointment:

**Prepared by:** Julie Frazier-Mathews, Administrative Services Manager  
**Submitted by:** Julie Frazier-Mathews, Administrative Services Manager  
**Reviewed by:** Patrick Sheilds, General Manager