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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

OCT 10 1995

Daron E. Smith
EXECUTIVE SECRETARY

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October 10, 1995

To: Board of Directors
From: Executive Committee
Subject: Scope and Responsibilities of the Task Force to Review Office Space & Building Sites

RECOMMENDATIONS:

The Executive Committee recommends that the scope and responsibility of the Task Force to Review Office Space & Building Sites be expanded to assume responsibility for reviewing and advising the Executive Committee on the oversight and coordination of the development of the Union Station Headquarters and the real property Asset Management Program, and to work with the appropriate Standing Committees.

Accordingly, the Executive Committee recommends that the Task Force be renamed as the Real Property & Asset Management Ad Hoc Committee, and that a section be added to the Administrative Code to reflect the creation of this eleven member committee.

John V. Foley
John V. Foley, Chairman
Board of Directors

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EXECUTIVE SUMMARY:

Metropolitan's Administrative Code, provides for the creation of special committees to undertake special assignments on behalf of the Board. The Code further provides that these special committees may exist indefinitely at the pleasure of the Board Chair.

The Task Force to Review Office Space & Building Sites was created as a special committee in December 1990. Over time, the role of the Task Force has been expanded, and now supports and supplements the work of other Board Committees through its review of several large-scale property development projects. In particular, the Board Chair has historically assigned the Task Force a coordination role when development projects involve numerous District Divisions, or the site may ultimately support a variety of District work activities.

Over the past several months, many Directors have voiced concerns that Board oversight towards the development of properties either owned, leased or targeted for acquisition by Metropolitan, should be strengthened. As a result of these concerns, the General Manager has established a formal Asset Management Program. It is recommended by the Executive Committee that Board oversight of this Asset Management Program be effected through the Task Force to Review Office Space & Building Sites, and further, that the Task Force be renamed as the Real Property & Asset Management Ad Hoc Committee.