



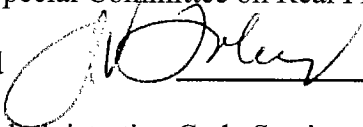
MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

6D

August 18, 1998

To: Board of Directors (Organization and Personnel Committee--Action)
(Special Committee on Real Property Management--Action)

From: Chairman of the Board 

Subject: Modifications to the Administrative Code Sections 2471 and 2571

RECOMMENDATION(S)

It is recommended that the Board approve the attached modifications to Administrative Code §2471 and §2571 which incorporate the oversight of business development to the jurisdiction of the Organization and Personnel Committee and Special Committee on Real Property Management.

REPORT

Metropolitan's initial policy on Business Development was approved by the Board of Directors in May 1996. For a time, the Executive Committee provided governance.

A "corporate" Business Development Office was established in 1997 within the Office of the General Manager to manage Metropolitan's revenue generating programs with the exception of real property leases. The governance of Business Development activity was assigned to the Organization and Personnel Committee.

The Special Committee on Real Property Management continued to govern the real estate activity and the revenue generating programs concerning the leases of property and the development of opportunities relating to real property.

The attached modifications to Administrative Code §2471 and §2571 reflect the current responsibilities of these two committees.

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Attachment(s)

Article 7

ORGANIZATION AND PERSONNEL COMMITTEE

Sec.

2470. Time of Regular Meetings

2471. Duties and Functions

§ 2470. Time of Regular Meetings.

The regular meetings of the Organization and Personnel Committee shall be held on the Monday preceding regular Board meetings beginning at 12:30 p.m.

Organization and Procedures of the Board - July 19, 1976. Section 211.7.1 repealed and Section 2470 adopted by M.I. 36464 - January 13, 1987, effective April 1, 1987; amended by M.I. 36563 - April 14, 1987; amended by M.I. 37432 - December 13, 1988; amended by M.I. 39500 - March 10, 1992; amended by M.I. 40004 - January 12, 1993.

§ 2471. Duties and Functions.

The Organization and Personnel Committee shall study, advise and make recommendations with regard to:

- (a) The form of the District's organization and the flow of authority and responsibility;
- (b) Periodic independent reviews and studies of the organization, the classification of positions, job duties, salaries, and salary ranges;
- (c) Relations between the District and its employees including all matters affecting wages, hours, pension plans and other employee benefits, and other terms and conditions of employment;
- (d) Areas of special concern to the District and its employees, including, but not limited to, equal employment opportunity, affirmative action, and work rules pertaining to the health and safety of employees;
- (e) Policies and rules regarding the employment, discipline and discharge of District officers and employees;
- (f) The selection of management and personnel consultants and the determination of the scope of their assignments;

(g) The terms and conditions of employment of all consultants, advisors, and special counsel;

(h) The selection of candidates for consideration by the Executive Committee to serve as Department Heads and the selection of other individuals to serve in positions requiring Board approval;

(i) Proposed amendments to the Metropolitan Water District Act affecting the organization and personnel policies of the District.

(j) Policies, rules and proposals regarding business development opportunities, excluding real property transactions.

Organization and Procedures of the Board - July 19, 1976; Section 211.7.2 amended and paragraphs (h) and (i) [formerly Sections 211.7.2.8 and 211.7.2.9] added by M.I. 32924 - September 18, 1979. Section 211.7.2 repealed and Section 2471 adopted by M.I. 36464 - January 13, 1987, effective April 1, 1987; paragraph (h) amended by M.I. 40010 - January 12, 1993.

Article 7

SPECIAL COMMITTEE ON REAL PROPERTY MANAGEMENT

Sec.

2570. Membership

2571. Duties and Functions

2572. Relations with Standing Committees

§ 2570. Membership.

The Special Committee on Real Property Management shall consist of fifteen directors, selected at large by the Chair of the Board.

Previous Section 2570 repealed by M.I. 40715 - March 8, 1994. M.I. 41599 - October 10, 1995; previous Section 2593 renumbered to Section 2570 and amended by M.I. 42193 - December 10, 1996; amended by M.I. 42631 - September 9, 1997.

§ 2571. Duties and Functions.

(a) The Special Committee on Real Property Management shall study, advise and make recommendations with regard to:

- (1) Policies for the acquisition of rights-of-way;
- (2) The purchase, sale, and leasing of land and buildings, including the performance of oversight and coordination of the District's various office space needs including, but not limited to, the development of Union Station Headquarters; and business development opportunities for real property.
- (3) The incidental use of land in farming operations and otherwise;
- (4) The operation and maintenance of buildings;
- (5) The acquisition and operation of office and garage facilities;
- (6) The selection of appraisers and the determination of the scope of their assignments;
- (7) The fixing of purchase price, and the initiation and conduct of condemnation and other proceedings relating to the purchase or sale of land or interests in property and related negotiations;

(8) Proposed amendments to the Metropolitan Water District Act affecting the acquisition, ownership and sale of land by the District;

(9) Such matters as may come to its attention as a result of inspection trips of the District's properties, which the committee shall endeavor to make at least once a year.

(10) The purchase, management and disposition of personal property assets such as equipment and vehicles.

(11) Business development opportunities relating to real property.

(b) The Special Committee on Real Property Management shall hold the hearing and make the recommendation to the Board of Directors as to whether to adopt a resolution of necessity to acquire property by eminent domain, as set forth in Section 8207(a).

Previous Section 2571 repealed by M.I. 40715 - March 8, 1994. M.I. 41599 - October 10, 1995; previous Section 2593 renumbered to Section 2571 and amended by M.I. 42193 - December 10, 1996.

§ 2572. Relations with Standing Committees.

The reports of the Special Committee on Real Property Management relating to adoption of resolutions of necessity to acquire property by eminent domain shall be made to the Legal and Claims Committee and the Board of Directors. Other matters requiring action by the Board of Directors shall be reported directly to the Board. On matters not requiring action by the Board of Directors, the Special Committee on Real Property Management shall make reports to the Executive Committee.

Previous Section 2572 repealed by M.I. 40715 - March 8, 1994. M.I. 41599 - October 10, 1995; previous Section 2593 renumbered to Section 2572 and amended by M.I. 42193 - December 10, 1996; amended by M.I. 42503 - July 8, 1997.

[Previous Article 7 sections 2570-2572 repealed by M.I. 40715 - March 8, 1994]