

**REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
12621 E. 166<sup>TH</sup> STREET, CERRITOS, CALIFORNIA 90703  
2:00 P.M., WEDNESDAY, OCTOBER 12, 2005**

**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" 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 REGULAR ADMINISTRATIVE COMMITTEE MEETING OF SEPTEMBER 8, 2005**  
*Staff Recommendation:* Approve the minutes as submitted.
- 4. TRAINING REPORT**  
*Staff Recommendation:* For information.
- 5. ADMINISTRATIVE CODE REVISIONS**  
*Staff Recommendation:* Discuss any Administrative Code revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.
- 6. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 7. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, October 6, 2005.

UNAPPROVED  
MINUTES

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MINUTES

**MINUTES OF SEPTEMBER 8, 2005  
REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on September 8, 2005 at 2:30 p.m. at the District Office, 12621 E. 166<sup>th</sup> Street, Cerritos, 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 Norm Ryan

Staff: Robb Whitaker, Tina Graham

**2. PUBLIC COMMENT**

None.

**3. MINUTES OF THE REGULAR ADMINISTRATIVE COMMITTEE MEETING OF AUGUST 10, 2005**

The minutes were approved as submitted.

**4. TRAINING REPORT**

At the request of the Committee Chair, Manager of Administration and Human Resources Tina Graham provided an update of training programs WRD employees have participated during the month of August. Ms. Graham also provided a report on training programs department managers had planned for their staff for the current fiscal year.

Discussion also followed on possible training programs board members and staff would benefit from.

**5. ADMINISTRATIVE CODE REVISIONS**

Discussion followed and the Committee recommended the General Manager develop language regarding the District's veto authority on appointments made to the WRD Technical Advisory Committee (TAC) when there is a demonstrated bias created by a conflict of interest.

**6. DEPARTMENT REPORT**

Ms. Graham provided an update of the Department's activities. She informed the Committee that Deshauna Ealey's summer internship ended September 2. Ms. Ealey provided clerical assistance to the Administrative Department for a month. The District also hired Sue Korm, an intern for the Hydrogeology group, who will begin on September 12.

Ms. Graham stated staff has been updating the Administrative Code with the latest revisions and a new printing is scheduled for distribution to directors and staff.

Lastly, Ms. Graham stated that staff has been cataloging the District's Agenda folders in the network server. She explained that some of the files go back to 1996 and include agendas, reports, and minutes for the Board meetings, all committee meetings, and the TAC meetings.

**7. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 3:25 p.m.

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Chairperson

ATTEST:

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Director

**MEMORANDUM**

Prepared by: Emmy Stratton

Reviewed by: Tina Graham

**ITEM NO. 4**

**DATE: OCTOBER 12, 2005**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: TRAINING REPORT**

**SUMMARY**

At the request of the Committee, this report will be a standing agenda item. Shown below is a record of training programs in which WRD employees have participated during the period July 1, 2005 to date. Training programs that have been added since the last report are noted in bold lettering.

DEPT	EMPLOYEE	TRAINING TITLE	DATE
Admin/HR	TINA GRAHAM	HR and the Law/Semester Class	Jul-05
		Sexual Harassment	Jul-05
		Workers' Comp Employers' School	Jul-05
		<b>Limits to Employers Rights to Medical Info</b>	<b>Sep-05</b>
		<b>ADR &amp; Conflict Management</b>	<b>Sep-05</b>
	EMMY STRATTON	PERS ACES	Jul-05
		Sexual Harassment	Jul-05
		Workers' Comp Employers' School	Jul-05
		<b>Limits to Employers Rights to Medical Info</b>	<b>Sep-05</b>
	PAM WAREHAM	PERS ACES	Jul-05
<b>Limits to Employers Rights to Medical Info</b>		<b>Sep-05</b>	
Basin Mgmt/WQ	MARY SELLERS	Excel	Jul-05
	TONY KIRK	ArcGIS 9	Aug-05
	TED JOHNSON	Basin Yield and Overdraft	Sep-05
	MAT KELLIHER	Basin Yield and Overdraft	Sep-05
External Affairs	TRACEY BURKE	Adobe Indesign CS2	Sep-05

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.



**MEMORANDUM**

*Prepared by:* Abbie Andom

*Reviewed by:* Tina Graham

**ITEM NO. 5**

**DATE:           OCTOBER 12, 2005**

**TO:             ADMINISTRATIVE COMMITTEE**

**FROM:          ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT:       ADMINISTRATIVE CODE REVISIONS**

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**SUMMARY**

Changes to the Administrative Code will be presented and discussed at the meeting.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Discuss any Administrative Code revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.



**MEMORANDUM**

*Prepared by:* Abbie Andom

*Reviewed by:* Tina Graham

**ITEM NO. 6**

**DATE:           OCTOBER 12, 2005**  
**TO:             ADMINISTRATIVE COMMITTEE**  
**FROM:          ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT:       DEPARTMENT REPORT**

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**SUMMARY**

Staff will provide an update of department activities.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.