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.
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. 166th Street, Cerritos, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andon 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 Korn, 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.

__________________________
Chairperson

ATTEST:

__________________________
Director
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.

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

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.
DATE: OCTOBER 12, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISIONS

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

SUMMARY
Staff will provide an update of department activities.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.