

UNAPPROVED
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**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. 166th 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.

Chairperson

ATTEST:

Director