

**MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
12:00 P.M., MONDAY, JUNE 13, 2011**

**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" or "For discussion" 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 MEETING OF MAY 9, 2011**  
*Staff Recommendation:* Approve as submitted.
- 4. MASS MAILING RESTRICTIONS**  
*Staff Recommendation:* For discussion.
- 5. ADMINISTRATIVE CODE REVISIONS**  
*Staff Recommendation:* For discussion.
- 6. DIRECTORS' TRAVEL AND TRANSPORTATION EXPENSES**  
*Staff Recommendation:* At the request of the Board of Directors, review Section 7.2.6 of the Administrative Code.
- 7. DEPARTMENT REPORT**
- 8. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 9. ADJOURNMENT**

Posted by Abigail C. Andom, Deputy Secretary, June 7, 2011.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Deputy Secretary Abigail Andom at (562) 921-5521 for assistance to enable the District to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 4040 Paramount Boulevard, Lakewood, California 90712.

Agendas and minutes are available at the District's website, [www.wrd.org](http://www.wrd.org).

UNAPPROVED  
MINUTES

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MINUTES

**MINUTES OF MAY 9, 2011  
MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on May 9, 2011 at 12:35 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, 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  
Lillian Kawasaki  
Staff: Scott Ota, Jenna Shaunessy,  
Special Counsel David Alvarez and  
Special Counsel Wendy Tseng of Leal & Trejo  
Guest: Gilbert Vasquez and Cristy Caneida of Vasquez &  
Company

**2. PUBLIC COMMENT**

None.

The agenda items were taken out of order.

**5. COMMITTEE DELINEATION OF DUTIES**

Manager of Administration and Finance Jenna Shaunessy stated that, as part of the District's annual independent financial audit and implementation of corporate governance best practices, Vasquez and Company had recommended that an Audit Committee be created as part of the District's standing committees and an Audit Committee Charter be implemented.

Ms. Shaunessy introduced Gilbert Vasquez and Cristy Canieda of Vasquez & Company, the District's independent financial auditor. Mr. Vasquez stated that the auditors recommended the creation of an Audit Committee to further formalize the District's continued pursuit of transparency and accountability. Furthermore, a formal Audit Committee will allow the auditors to work directly with members of the Board periodically throughout the audit process.

Discussion followed on whether the proposed Audit Committee should be a separate standing committee of the Board or if the

audit function can be added to the existing Finance Committee and rename it the Finance/Audit Committee.

The Committee had a split recommendation for the Board's consideration. Director Murray recommended adding the audit function to the existing Finance Committee and renaming the standing committee the Finance/Audit Committee.

Director Kawasaki recommended a separate and distinct standing Audit Committee whose sole purpose will be to interface with the independent financial auditors on an annual basis during the audit process.

**6. PROPOSED AUDIT COMMITTEE CHARTER**

Ms. Shaunessy stated that along with the proposed Audit Committee, the auditors recommended that an accompanying Audit Charter is needed to document the responsibilities of the Audit Committee.

The Committee reviewed the draft Audit Charter. The Committee referred the item to the Finance Committee for a final recommendation to the Board of Directors.

**4. MASS MAILING RESTRICTIONS**

Special Counsel David Alvarez referred the Committee to a memorandum addressing the Committee's inquiries about mass mailings, general provisions of the Political Reform Act, and the District's Administrative Code.

Discussion followed and the Committee requested the item be continued to next month's meeting.

**7. ADMINISTRATIVE CODE REVISIONS**

Discussion followed and the Committee requested the item be continued to next month's meeting.

**8. LANDSCAPING CONTRACT**

The Committee recommended the Board approve a three-year contract for landscape maintenance services with Interior Plant Design at \$24,000 per year with a 2% increase for years two and three.

**9. POLICY AND PROCEDURE MANUAL**

Chief Financial Officer Scott Ota stated that the WRD Policy and Procedure Manual provides general guidelines on policies and procedures the Board of Directors has established that are not specifically addressed

in the WRD Administrative Code. He noted that the Manual is intended to be a companion to the Administrative Code.

**10. DEPARTMENT REPORT**

Ms. Shaunessy referred to the written report and provided an update on the Department's activities.

Director Kawasaki stated that she would like to recommend a California Environmental Quality Act (CEQA) training for staff.

The Committee also requested staff to revisit the possibility of full cost recovery regarding production of documents for public records requests.

**11. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**

Director Kawasaki requested that reallocation of travel budget to grants and sponsorships budget be agendaized for the next Committee meeting. She also asked that the Committee review the director's travel budget, and an update on Confidentiality Agreement.

**12. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 2:45 p.m.

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Chair

ATTEST:

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Member



## MEMORANDUM

### ITEM NO. 4

*Prepared by: J H Shaunessy*

*Reviewed by: Scott M Ota*

*Approved by: Robb Whitaker*

**DATE: JUNE 13, 2011**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: MASS MAILING RESTRICTIONS**

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### SUMMARY

This item is being continued from the February 14, 2011, March 14, 2011 and May 9, 2011 meetings of the Administrative Committee. The members of the Committee have asked legal counsel to prepare and discuss the firm's opinions related to the California Fair Political Practices Commission's rule on mass mailing restrictions as well as provide the results of Board Member questions related to the topic. District Counsel will continue to present his findings at the Administrative Committee meeting. A draft Resolution No. 11-904 is attached for the Committee's review and consideration.

### FISCAL IMPACT

None

### STAFF RECOMMENDATION

For discussion.

## RESOLUTION NO. 11-904

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA AMENDING SECTIONS 9.5 AND 9.6 OF CHAPTER 9 OF THE ADMINISTRATIVE CODE RELATING TO DISTRICT MANAGEMENT

**WHEREAS**, the Administrative Code provides for and authorizes the Board of Directors of the Water Replenishment District of Southern California (“District”) to amend the Administrative Code from time to time; and

**WHEREAS**, the proposed amendments to Sections 9.5 and 9.6, entitled “Public Information Materials” and “Use of District Letterhead” respectively, of Chapter 9, “District Management” of the Administrative Code were considered by the Administrative Committee at its May 09, 2011 and June 13, 2011 meetings; and

**WHEREAS**, the Administrative Committee, after review and consideration, recommended the approval of this Resolution relating to District management of public information materials and use of District letterhead.

#### **NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT DOES RESOLVE AS FOLLOWS:**

1. Section 9.5 of Chapter 9, entitled “Public Information Materials,” of the District’s Administrative Code, is hereby amended to read in its entirety as follows:

#### **9.5 Public Information Materials**

All District publications will conform to the guidelines of the Fair Political Practices Commission (FPPC) and California State Law, as amended from time to time. Neither the Board nor any employee of the District shall cause a District publication to be mailed to any Division of the District.

All publications must be reviewed and approved by District legal counsel for compliance with California Code of Regulations Section 18525, the FPPC guidelines, State law, and be approved by the General Manager prior to printing and distribution.

2. Section 9.6 of Chapter 9, entitled “Use of District Letterhead,” of the District’s Administrative Code, is hereby amended to read in its entirety as follows:

#### **9.6 Use of District Letterhead**

No Director of the District may send, authorize another person to send, to any third party any writing that is printed on District letterhead, any copy or reproduction of District letterhead, or any material bearing the District logo unless the Board previously authorizes such in writing. With respect to all employees of the District other than directors, such employees may send, or authorize another person to send, to any third party any writing that is printed on District letterhead, any copy or reproduction of District letterhead, or any material bearing the District logo if such writings are sent in the

course of the employee's performing his or her authorized duties for the District.

Directors may use the District letterhead for individual communications, with the following restrictions:

- a) Letterhead is not printed or mailed at District expense;
- b) Letterhead is not being used to endorse any political candidate;
- c) Letterhead is not being used as a campaign mail piece to express support or opposition of any political cause;
- d) A mailing is limited to 199 pieces in a single calendar month.

**PASSED, APPROVED AND ADOPTED THIS** \_\_\_<sup>th</sup> day of \_\_\_\_\_ 2011 by the following vote:

AYES:  
NOTES:  
ABSENT:  
ABSTAIN:

**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

\_\_\_\_\_  
Sergio Calderon, President

ATTEST:

\_\_\_\_\_  
Robert Katherman, Secretary

\_\_\_\_\_  
DATE



## MEMORANDUM

### ITEM NO. 5

*Prepared by:* Scott M. Ota

*Reviewed by:* Scott M. Ota

*Approved by:* Robb Whitaker

**DATE: JUNE 13, 2011**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: ADMINISTRATIVE CODE REVISIONS**

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### SUMMARY

This item is being continued from the May 9, 2011 meeting of the Administrative Committee. The Board of Directors asked that the Administrative Committee oversee a reconciliation of the Memorandum of Understanding between the Board of Directors of the Water Replenishment District of Southern California and the Employees Association of the Water Replenishment District of Southern California, American Federation of State, County and Municipal Employees, AFL-CIO, Chapter 1902 and the District Administrative Code.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For discussion.





## **MEMORANDUM**

### **ITEM NO. 6**

*Prepared by:* J H Shaunessy

*Reviewed by:* Scott M. Ota

*Approved by:* Robb Whitaker

**DATE: JUNE 13, 2011**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: DIRECTORS' TRAVEL AND TRANSPORTATION EXPENSES**

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### **SUMMARY**

Section 7.2.6 of the District's Administrative Code provides written documentation of the rules governing Travel and Transportation Expenses for the Board of Directors and District staff. Within section 7.2.6, the Directors' travel budget is allocated into two separate categories; travel for legislative purposes to Sacramento and Washington, D.C. and travel for all other purposes.

At the April 1, 2011 meeting, the Board of Directors requested that the Administrative Committee review the District's Administrative Code Section 7.2.6 as it relates to the separation of Travel and Transportation Expenses into the two distinct categories of legislative and other travel.

### **FISCAL IMPACT**

No fiscal impact.

### **STAFF RECOMMENDATION**

At the request of the Board of Directors, review section 7.2.6 of the Administrative Code.



## MEMORANDUM

### ITEM NO. 7

*Prepared by: J H Shaunessy*

*Reviewed by: Scott Ota*

*Approved by: Robb Whitaker*

**DATE: JUNE 13, 2011**

**TO: ADMINISTRATIVE COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: DEPARTMENT REPORT**

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### SUMMARY

Staff has been working on the following projects:

- Worked with Litigation Counsel regarding request for document submissions to opposing attorney relating to Proposition 218 lawsuit
- Worked with Interim District Counsel on seven California Public Records Requests (CPRA) from Sedgwick on behalf of Central Basin
- Began work on independent California Public Records Act Request (CPRA) from Central Basin
- Coordinated CEQA training with Alston & Bird for WRD staff
- Met with an ACWA/JPIA representative relating to an asset inspection and cost appraisal of District assets resulting in possible savings to the District
- Worked with ACWA/JPIA representative for the District's annual Risk Assessment (an independent assessment than the asset review list above)
- Placed final advertisement for the Assistant General Manager position with the executive recruiting firm and met to determine timeline of hiring and review process
- Placed advertisements for the Senior Hydrogeologist position recently left vacant by the retiring the previous employee
- Human Resources work related to the retirement of a long-time District employee
- Prepared monthly Director's expenses
- Attended and prepared minutes for the External Affairs Committee meeting on 5/16/11.

- Attended and prepared minutes for the Finance Committee meeting on 5/18/11.
- Attended and prepared minutes for Board of Directors meeting on 5/20/11
- Attended and assisted the Ad Hoc Redistricting Committee meetings on 5/23/11 and 5/25/11
- Attended and prepared minutes for Groundwater Quality Committee meeting on 5/25/11
- Attended and prepared minutes for the Water Resources Committee meeting on 6/1/11
- Scheduled CPR, First Aid and Defibrillator training for August 30, 2011
- Continued work on various personnel, human resource and legal issues

**FISCAL IMPACT**

None

**STAFF RECOMMENDATION**

For information.