

**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, AUGUST 13, 2012**

**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 JULY 9, 2012**  
*Staff Recommendation:* Approve as submitted.
  
- 4. ADMINISTRATIVE CODE REVISIONS**  
*Staff Recommendation:* Discuss any Administrative Code revisions and recommend that the Board consider adoption of any such revisions as recommended by the Committee.
  
- 5. RISK ASSESSMENT UPDATE**  
*Staff Recommendation:* For information.
  
- 6. MINOR BUILDING IMPROVEMENTS**  
*Staff Recommendation:* For information
  
- 7. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
  
- 8. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**

## 9. ADJOURNMENT

Posted by Scott Ota, Chief Financial Officer, August 7, 2012.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Scott Ota, Chief Financial Officer 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).

**EXHAUSTION OF ADMINISTRATIVE REMEDIES** – If you challenge a District action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Chief Financial Officer at, or prior to, the public hearing. Any written correspondence delivered to the Chief Financial Officer before the District's final action on a matter will become a part of the administrative record.

**MINUTES OF JULY 9, 2012  
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on July 9, 2012, at 1:30 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Administrative Specialist Sheryll Moffat recorded the minutes.

**1. DETERMINATION OF QUORUM**

Attendees included:

Committee: Directors Willard H. Murray, Jr. and  
Lillian Kawasaki

Staff: Jenna Shaunessy, District Counsel Wendy Tseng and  
Special Counsel Thomas Reed, Hill Farrer & Burrill,  
LLP

**2. PUBLIC COMMENT**

None.

**3. MINUTES OF THE MEETING OF JUNE 11, 2012**

The minutes were approved as submitted.

The agenda items were taken out of order.

**5. CLOSED SESSION**

Conference with Legal Counsel – Anticipated Litigation, Pursuant to  
Government Code §54956.9 (b), One Case

The Committee went into closed session. The Committee  
reconvened in open session.

**4. DEPARTMENT REPORT**

Manager of Finance and Administration Jenna Shaunessy provided  
the Committee with an update of the Department's activities.

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

The committee asked that additional items to the Administrative  
Code be added to the next committee meeting agenda.

**7. ADJOURNMENT**

With no other business to come before the Committee, the meeting was  
adjourned at 2:25 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 Ota

*Approved by:* Robb Whitaker

**DATE:** AUGUST 13, 2012  
**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 that the Board consider adoption of any such revisions as recommended by the Committee.



## MEMORANDUM

ITEM NO. 5

*Prepared by:* J H Shaunessy

*Reviewed by:* Scott Ota

*Approved by:* Robb Whitaker

**DATE:** AUGUST 13, 2012  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** RISK ASSESSMENT UPDATE

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### SUMMARY

Each year, the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) performs a risk assessment as part of their due diligence in an effort to help their customers keep risk to a minimum. An ACWA/JPIA Senior Risk Management Consultant meets with District staff to assess various types of risks, such as technology risks, general safety practices, motor vehicle safety, etc.

An update of the ACWA/JPIA Risk Assessment will be presented and discussed at the meeting.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For information.



## MEMORANDUM

ITEM NO. 6

*Prepared by:* J H Shaunessy

*Reviewed by:* Scott Ota

*Approved by:* Robb Whitaker

**DATE:** AUGUST 13, 2012  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** MINOR BUILDING IMPROVEMENTS

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### SUMMARY

Tile work in the Committee Room will be discussed and samples presented for review at the meeting.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For information.



## MEMORANDUM

### ITEM NO. 7

*Prepared by:* J H Shaunessy

*Reviewed by:* Scott Ota

*Approved by:* Robb Whitaker

**DATE:** AUGUST 13, 2012  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** DEPARTMENT REPORT

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### SUMMARY

Staff has been working on the following projects:

- Continue to provide the California State Auditor, Bureau of State Audits with information relating to District operations and best practices;
- Worked with Counsel on providing information for various litigation cases;
- Maintaining information relating to Tolling Agreements to various groundwater producers;
- In conjunction with District Counsel, preparing responsive documents relating to public records requests in accordance with the California Public Records Act (CPRA);
- Prepared monthly Director's expenses;
- Arranged various travel for staff and Directors;
- Continued work with the Los Angeles County Registrar-Recorder/County Clerk regarding the November election;
- July 23, 2012 attended and prepared minutes for the External Affairs Committee meeting;
- July 25, 2012 attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- July 27, 2012 attended and prepared minutes for the meeting of the Board of Directors;
- August 3, 2012 attended and prepared minutes for the meeting of the Board of Directors;



- August 8, 2012 attended and prepared minutes for the meeting of the Water Resources Committee;
- Continued work on various personnel, human resource and legal issues.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.