

**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, SEPTEMBER 10, 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. REVIEW OF PER DIEM, COMMUNICATIONS AND VEHICLE ALLOWANCE**
Staff Recommendation: For discussion.
- 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 29, 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.

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:

Member

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MEMORANDUM

ITEM NO. 4.

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: SEPTEMBER 10, 2012

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 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: SEPTEMBER 10, 2012
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: RISK ASSESSMENT UPDATE

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.

8



MEMORANDUM

ITEM NO. 6

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: SEPTEMBER 10, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: REVIEW OF PER DIEM, COMMUNICATIONS AND VEHICLE ALLOWANCE

SUMMARY

The Chair of the Administrative Committee has requested a review of the Board per diem, communications and vehicle allowances.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.



MEMORANDUM

ITEM NO. 7

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: SEPTEMBER 10, 2012
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Arranged various meetings and provided support to the General Manager;
- 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 14, 2012 attended and prepared minutes for the meeting of the Water Resources Committee;
- August 15, 2012 attended and prepared minutes for the meeting of the Finance Committee;
- August 17, 2012 attended and prepared minutes for the meeting of the Board of Directors;
- August 20, 2012 attended and prepared minutes for the External Affairs Committee meeting;
- Begin recruitment process for the Senior Analyst position. This is in order to replace a recent retiree;
- Arranged various meetings and provided support to the Assistant General Manager;

- Continued work on various personnel, human resource and legal issues.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.