

**SPECIAL 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., TUESDAY, OCTOBER 9, 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. 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.
- 4. REVIEW OF VEHICLE ALLOWANCE**  
*Staff Recommendation:* For discussion.
- 5. DEPARTMENT REPORT**  
*Staff Recommendation:* For information.
- 6. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 7. ADJOURNMENT**

Posted by Scott Ota, Chief Financial Officer, October 2, 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.



**MEMORANDUM**

**ITEM NO. 3.**

*Prepared by: J H Shaunessy  
Reviewed by: Scott Ota  
Approved by: Robb Whitaker*

**DATE:           OCTOBER 9, 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. 4**

*Prepared by: J H Shaunessy*

*Reviewed by: Scott Ota*

*Approved by: Robb Whitaker*

**DATE:           OCTOBER 9, 2012**

**TO:             ADMINISTRATIVE COMMITTEE**

**FROM:          ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT:       REVIEW OF VEHICLE ALLOWANCE**

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**SUMMARY**

Administrative Committee will review the Board vehicle allowance.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.



## MEMORANDUM

### ITEM NO. 5

*Prepared by: J H Shaunessy*

*Reviewed by: Scott Ota*

*Approved by: Robb Whitaker*

**DATE:           OCTOBER 9, 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:

- Arranged various meetings and provided support to the General Manager;
- September 18, 2012 attended and prepared minutes for the meeting of the Special Board of Directors;
- September 19, 2012 attended and prepared minutes for the meeting of the Water Resources Committee;
- September 19, 2012 attended and prepared minutes for the meeting of the Finance Committee;
- September 21, 2012 attended and prepared minutes for the meeting of the Board of Directors;
- September 26, 2012 attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- October 3, 2012 attended and prepared minutes for the meeting of the Water Resources Committee;
- October 5, 2012 attended and prepared minutes for the meeting of the Board of Directors;
- Assisted with the bid opening for the Leo J. Vander Lans Water Treatment Facility Expansion Project;
- Arranged for annual vaccinations

- Continued 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.