

**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, DECEMBER 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. ADMINISTRATIVE POLICY CODE OVERVIEW/REVISIONS**
Staff Recommendation: For discussion.
- 4. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 5. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 6. ADJOURNMENT**

Posted by Scott Ota, Chief Financial Officer, November 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.



MEMORANDUM

ITEM NO. 3

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: DECEMBER 10, 2012

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE POLICY CODE OVERVIEW/REVISIONS

SUMMARY

Discuss any Administrative Policy Code Overview/Revisions with the Committee for possible recommendation to the Board of Directors.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.

MEMORANDUM

ITEM NO. 4.

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: DECEMBER 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;
- November 16, 2012 attended and prepared minutes for the meeting of the Special Board of Directors;
- November 13, 2012 attended and prepared minutes for the meeting of the Water Resources Committee;
- November 19, 2012 attended and prepared minutes for the meeting of the External Affairs Committee;
- November 20, 2012 attended and prepared minutes for the meeting of the Administrative Committee;
- November 28, 2012 attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- November 9 & 26, 2012 attended and prepared minutes for the special meetings of the Finance Committee;
- Arranged various meetings and provided support to the Assistant General Manager;
- Continued work on various personnel, human resource and legal issues.
- Rescheduled Holiday Luncheon to January 10, 2013.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.