

**MINUTES OF DECEMBER 10, 2012
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 December 10, 2012, at 12:19 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California, 90712. 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

2. PUBLIC COMMENT

None.

3. ADMINISTRATIVE POLICY CODE/OVERVIEW/REVISIONS

Manager of Finance and Administrative Jenna Shaunessy distributed several hand-outs outlining the seventeen Financial and Information Technology Awards that the District has received. She said that the District has received the Government Finance Officers Association (GFOA) Award for eight consecutive years beginning with fiscal year 2003-04. She said that for fiscal year 2011-12 the District applied for and achieved an even higher honor from the Government Finance Officers Association – “The Distinguished Budget Presentation Award” which reflects the commitment of the governing body and staff in meeting the highest principles of governmental budgeting. Additionally the WRD has applied for and received the Meritorious Award for Budgeting given by the California Society of Municipal Officers (CSMFO) for the past 7 years beginning in 2004-05.

Ms. Shaunessy said that the District’s Chief Financial Officer, Scott Ota, was nominated for the Los Angeles Business Journal’s CFO of the Year Awards.

Ms. Shaunessy concluded stating that the District has also received three “Quality in IT Practices” awards from the Municipal Information Systems Association of California (MISAC) beginning in 2010.

Chairman Murray asked that Ms. Shaunessy present this report to the Board of Directors.

The Committee directed staff as part of the next External Affairs Committee meeting to discuss sending, via email, a recap of the District's accomplishments of 2012 to the WRD's distribution list early in January 2013.

4. DEPARTMENT REPORT

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

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

The next regularly scheduled meeting is Monday, January 14, 2013.

6. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 12:44 p.m.

Chair

ATTEST:

Member