



MEMORANDUM

ITEM NO. 5

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: FEBRUARY 11, 2013
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;
- January 4, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- January 15, 2013 attended and prepared minutes for the meeting of the Water Resources Committee;
- January 16, 2012 attended and prepared minutes for the meeting of the Finance Committee;
- January 18, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- January 31, 2013 attended and prepared minutes for the meeting of the Groundwater Quality Committee;
- 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.