

**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, JUNE 10, 2013
(Teleconference Location: 3767 Worsham Avenue, Long Beach, CA. 90808)**

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**
Pursuant to Government Code Section 54953.3. Pursuant to California Government Code Section 54953 (b) (3), any member of the public wishing to address the legislative body may do so at each teleconference location.
- 3. MINUTES OF THE MEETING OF DECEMBER 10, 2012**
Staff Recommendation: Approve the minutes as submitted.
- 4. ADMINISTRATIVE CODE**
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, June 3, 2013

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 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



MEMORANDUM

ITEM NO. 4

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

DATE: JUNE 10, 2013
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE

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. 5

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: JUNE 10, 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;
- March 6, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- March 18, 2013 attended and prepared minutes for the meeting of the External Affairs Committee;
- March 20, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- April 3, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- April 10, 2013 attended and prepared minutes for the meeting of the Finance Committee;
- April 17, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- April 25, 2013 attended and prepared minutes for the meeting of the Audit and Budget Advisory Committee;
- May 1, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- May 10, 2013 attended and prepared minutes for the special public hearing/Board of Directors meeting;
- May 20, 2013 attended and prepared minutes for the meeting of the External Affairs Committee;
- May 22, 2013 attended and prepared minutes for the Special Meeting of the Finance Committee;

- Mailed and emailed flyers for the 1st Budget Workshop on 4/17/13;
- Mailed an emailed flyers for the final Budget Workshop on 5/10/13.
- Arranged various meetings and provided support to the Assistant General Manager;
- Continued work on various personnel, human resource and legal issues.
- Set up travel arrangements for managers and staff as needed.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.