

**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
1:00 P.M., MONDAY, APRIL 14, 2014**

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.
- 3. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion.
- 4. MINUTES OF THE MEETING OF DECEMBER 17, 2013**
Staff Recommendation: Approve the minutes as submitted.
- 5. CONSIDERATION OF RESOLUTION NO. 14-982 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO BE HELD ON NOVEMBER 4, 2014**
Staff Recommendation: Adopt Resolution No. 14-982.
- 6. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 7. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 8. ADJOURNMENT**
The Administrative Committee will adjourn to the regular meeting currently scheduled on May 12, 2014 at 1:00 p.m.

Posted by Sheryll Moffat, Administrative Specialist, April 9, 2014.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Chief Financial Officer Scott Ota 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: APRIL 14, 2014
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE

SUMMARY

Discuss any Administrative Code policy overview/revisions with the Committee for possible recommendation to the Board of Directors.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion.

UNAPPROVED
MINUTES

UNAPPROVED
MINUTES

**MINUTES OF DECEMBER 17, 2013
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on December 17, 2013 at 2:28 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. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM

Attendees included:

Committee: Directors Willard H. Murray, Jr. and
Albert Robles

Staff: Jenna Shaunessy

2. PUBLIC COMMENT

None.

3. ADMINISTRATIVE CODE

Manager of Finance and Administration Jenna Shaunessy provided a review of proposed Administrative Code revisions that the Committee has been considering since September 2012, for the benefit of new Committee member Director Robles.

Ms. Shaunessy stated that the proposed revisions relate to the Directors vehicle allowance and communications allowance.

4. MINUTES OF THE MEETING OF AUGUST 12, 2013

The minutes were approved as submitted.

Director Robles excused himself from the meeting.

5. WEBSITE USAGE REPORT

Director Murray stated that since the same report is presented to the External Affairs Committee, the item can be removed as a regular standing item from the agenda of the Administrative Committee meeting.

6. DEPARTMENT REPORT

Ms. Shaunessy referred to the written report of the Department's activities.

7. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

None.

8. ADJOURNMENT

With no other business to come before the Committee, the meeting was adjourned at 3:20 p.m.

Chair

ATTEST:

Member



MEMORANDUM

ITEM NO. 5

Prepared by: Abbie Andom

Reviewed by: J H Shaunessy

Approved by: Robb Whitaker

DATE: APRIL 14, 2014

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION NO. 14-982 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO BE HELD ON NOVEMBER 4, 2014

SUMMARY

In compliance with the provisions of Election Code Section 10400, et. seq., an appropriate resolution must be filed with the County of Los Angeles Board of Supervisors to permit the Registrar-Recorder/County Clerk to render election services to consolidate with the statewide general election scheduled November 4, 2014.

Attached is Resolution No. 14-982.

FISCAL IMPACT

Unavoidable costs of approximately \$1.5 M. This amount has been budgeted.

STAFF RECOMMENDATION

Adopt Resolution No. 14-982.

RESOLUTION NO. 14-982

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF
LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY CLERK
TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT
TO BE HELD ON NOVEMBER 4, 2014**

WHEREAS, the California Elections Code permits special districts electing governing board members to call an election;

WHEREAS, an election in the District is to be held on Tuesday, November 4, 2014, for the purpose of electing three members of the Board of Directors of said District; and

WHEREAS, the Board of Directors believes that it is desirable that said election be conducted with the General District Elections to be held on the same date and that within said District the precincts, polling places and election officers of the election be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles canvass the returns of the election and that said District election be held in all respects as if there were only one election.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

1. That an election is hereby called by the Board of Directors of the Water Replenishment District of Southern California to be held on November 4, 2014 for the purpose of electing three members to the Board of Directors.
2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct the Water Replenishment District of Southern California election with the Tuesday, November 4, 2014, General Election for the purpose of electing members to the Board of Directors of said district.
3. Said Registrar-Recorder/County Clerk is hereby authorized to canvass the returns of the Water Replenishment District of Southern California election.

RESOLUTION NO. 14-982
(Continuation)

4. Said Board of Supervisors is hereby requested to issue instructions to the Registrar-Recorder/County Clerk to take any and all steps necessary for the holding of said election.
5. Water Replenishment District of Southern California shall pay in full its pro rata share of the expenses for the conduct of the election.
6. Water Replenishment District of Southern California shall require each candidate to pay in advance his or her pro rata share of the printing, handling, and mailing costs of his/her candidate statement as a condition to having it included in the voters' sample ballot pamphlet.
7. The word limit for candidate's statements shall be 200 words.
8. That the General Manager is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF MAY, 2014.

Robert Katherman, President

ATTEST:

Albert Robles, Secretary

RESOLUTION NO. 14-982

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
WATER REPLENISHMENT DISTRICT)
OF SOUTHERN CALIFORNIA)

I, ABIGAIL C. ANDOM, Deputy Secretary of the Water Replenishment District of Southern California, do hereby certify that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said District at a regular meeting thereof held on the ____ day of May, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Abigail C. Andom, Deputy Secretary
Water Replenishment District of
Southern California



MEMORANDUM

ITEM NO. 6

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: APRIL 14, 2014
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;
- Arranged various meetings and provided support to the Assistant General Manager;
- March 13, 2014 - attended and prepared minutes for the Finance/Audit Committee Meeting;
- March 15, 2014 – participated in the WRD Annual Groundwater Festival;
- March 18, 2014 – attended and prepared minutes for the Budget Advisory Committee (BAC) Meeting;
- March 20, 2014 - attended and prepared minutes for the Special Water Resources Committee Meeting;
- March 20, 2014 - attended and prepared minutes for the Special Board of Directors Meeting;
- Continued work on various personnel, human resource and legal issues.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.