

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712  
2:00 P.M., MONDAY, AUGUST 17, 2015**

**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. REVISION OF THE ADMINISTRATIVE CODE – REVIEW FUNCTION OF ALL AD HOC COMMITTEES**  
*Staff Recommendation:* For discussion.
- 4. AD HOC GRIP COMMITTEE STATUS**  
*Staff Recommendation:* For discussion.
- 5. REVISION OF SECTION 9.6 OF THE ADMINISTRATIVE CODE**  
*Staff Recommendation:* For discussion.
- 6. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 7. ADJOURNMENT**  
The Administrative Committee will adjourn to the regular meeting currently scheduled on September 14, 2015 at 2:00 p.m.

Posted by Deputy Secretary Abbie Andom on August 12, 2015.

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](http://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:* Abbie Andom  
*Reviewed by:* Scott Ota  
*Approved by:* Robb Whitaker

**DATE:** AUGUST 17, 2015  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** REVISION OF THE ADMINISTRATIVE CODE – REVIEW FUNCTION OF ALL AD HOC COMMITTEES

---

**SUMMARY**

The Administrative Committee reviewed the function of ad hoc committees at its August 10, 2015 meeting. Interim District Counsel Leal Trejo was requested to bring the recommended language to the Administrative Code back to the Committee for consideration.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.



**MEMORANDUM**

**ITEM NO. 4**

*Prepared by: Abbie Andom  
Reviewed by: Scott Ota  
Approved by: Robb Whitaker*

**DATE: AUGUST 17, 2015**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: AD HOC GRIP COMMITTEE STATUS**

---

**SUMMARY**

The status of the Ad Hoc GRIP (Groundwater Reliability Improvement Program) Committee will be discussed.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For discussion.



## MEMORANDUM

### ITEM NO. 5

Prepared by: Abbie Andom  
Reviewed by: Scott Ota  
Approved by: Robb Whitaker

**DATE:** AUGUST 17, 2015  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** REVISION OF SECTION 9.6 OF THE ADMINISTRATIVE CODE

---

### SUMMARY

The Administrative Committee reviewed proposed changes to Section 9.6, Use of District Letterhead, of the Administrative Code at its August 10, 2015 meeting. The following recommendation was made for consideration by the Board of Directors.

#### 9.6 *Use of District Letterhead*

*Directors may use the District letterhead for individual communications provided that the following conditions are met:*

- a) *Directors make clear their individual opinions or positions are being represented;*
- b) *Letterhead is not being used as a campaign mail piece to express support or opposition of any political cause or candidate.*

*With respect to all employees of the District, such employees may send to any third party any writing that is printed on District letterhead, any copy or reproduction of District letterhead, or any material bearing the District logo if such writings are sent in the ordinary course of the employee's authorized duties for the District. For purposes of this section, directors are not employees.*

*The use of District letterhead in all instances must comply with the provisions of the Mass Mailing Rule as set forth in California Code of Regulations Section 18901.*

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For discussion.