

**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, NOVEMBER 16, 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. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion.
- 4. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 5. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 6. ADJOURNMENT**
The Administrative Committee will adjourn to the regular meeting currently scheduled on December 14, 2015 at 2:00 p.m.

Posted by Deputy Secretary Abbie Andom on November 9, 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.

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: NOVEMBER 16, 2015
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.



MEMORANDUM

ITEM NO. 4

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: NOVEMBER 16, 2015
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 and Assistant General Manager;
- September 29, 2015 – attended and prepared minutes for the Special Finance/Audit Committee meeting;
- October 1, 2015 - attended and prepared minutes for the Board of Directors meeting;
- October 5, 2015 – attended and prepared minutes for the External Affairs Committee meeting;
- October 7, 2015 - attended and prepared minutes for the Joint Water Resources Committee and Ad Hoc GRIP Committee meeting;
- October 14, 2015 – attended and prepared minutes for the Special Water Resources Committee meeting;
- October 15, 2015 – attended and prepared minutes for the Board of Directors meeting;
- October 15, 2015 – attended and prepared minutes for the Special Finance/Audit Committee meeting;
- October 19, 2015 – attended and prepared minutes for the Administrative Committee meeting;
- October 22, 2015 – attended and prepared minutes for the Groundwater Quality Committee meeting;
- October 28, 2015 – attended and prepared minutes for the Special GRIP Committee meeting;

- Continued work on various personnel, human resource and legal issues.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.