

**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., WEDNESDAY, JANUARY 13, 2016**

**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. MINUTES OF THE MEETING OF DECEMBER 14, 2015**  
*Staff Recommendation:* Approve 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**  
The Administrative Committee will adjourn to the regular meeting currently scheduled on February 8, 2016 at 2:00 p.m.

Posted by Deputy Secretary Abbie Andom on January 11, 2016.

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.

**MINUTES OF DECEMBER 14, 2015  
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 14, 2015 at 4:00 p.m. at the District Office located at 4040 Paramount Boulevard, Lakewood, California 90712. Director Willard H. Murray, Jr. called the meeting to order. Deputy Secretary Abigail C. Andom recorded the minutes.

**1. DETERMINATION OF QUORUM**

Attendees included:

Committee: Directors Willard H. Murray, Jr. and John D. S. Allen  
Staff: Jenna Shaunessy

**2. PUBLIC COMMENT**

None.

**3. MINUTES OF THE MEETING OF NOVEMBER 24, 2015**

The minutes were unanimously approved by the Committee.

**4. ADMINISTRATIVE CODE**

Manager of Finance and Administration Jenna Shaunessy stated that staff has no pending items for discussion.

**5. DEPARTMENT REPORT**

In addition to the written report of the Department's activities, Ms. Shaunessy provided an update on director's compensation as previously requested by the Committee. Discussion followed and the item was continued to a future Committee meeting.

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

The next Administrative Committee is scheduled on Monday, January 11, 2016 at 2:00 p.m.

**7. ADJOURNMENT**

With no other business to come before the Committee, the meeting was adjourned at 4:20 p.m.

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Member



**MEMORANDUM**

**ITEM NO. 4**

*Prepared by: J H Shaunessy*

*Reviewed by: Scott Ota*

*Approved by: Robb Whitaker*

**DATE: JANUARY 13, 2016**  
**TO: ADMINISTRATIVE COMMITTEE**  
**FROM: ROBB WHITAKER, GENERAL MANAGER**  
**SUBJECT: ADMINISTRATIVE CODE**

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**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. 5

*Prepared by: J H Shaunessy*

*Reviewed by: Scott Ota*

*Approved by: Robb Whitaker*

**DATE:** JANUARY 13, 2016  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** DEPARTMENT REPORT

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### SUMMARY

Staff has been working on the following projects:

- Arranged various meetings and provided support to the General Manager and Assistant General Manager;
- December 3, 2015 – attended and prepared minutes for the Board of Directors meeting;
- December 3, 2015 – attended and prepared minutes for the Special Finance/Audit Committee meeting;
- December 7, 2015 – attended and prepared minutes for the Special Water Resources Committee meeting;
- December 7, 2015 - attended and prepared minutes for the External Affairs Committee meeting;
- December 10, 2015 – attended and prepared minutes for the Capital Improvement Projects (CIP) Committee meeting;
- December 14, 2015 - attended and prepared minutes for the Administrative Committee meeting;
- December 17, 2015 – attended and prepared minutes for the Board of Directors meeting;
- December 23, 2015 – attended and prepared minutes for the Special Finance/Audit Committee meeting;
- December 29, 2015 – attended and prepared minutes for the Capital Improvement Projects (CIP) Committee meeting;

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

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

For information.