

**MEETING OF THE FINANCE/AUDIT COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BLVD., LAKEWOOD, CALIFORNIA 90712  
10:30 A.M., MONDAY, DECEMBER 11, 2017**

## **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 A QUORUM**
- 2. PUBLIC COMMENT**  
*Pursuant to Government Code Section 54954.3*
- 3. APPROVE MINUTES OF NOVEMBER 13, 2017**  
*Staff Recommendation:* The Finance/Audit Committee approve the minutes as submitted.
- 4. DIRECTORS' EXPENSES**  
*Staff Recommendation:* The Finance/Audit Committee approve Directors' expenses.
- 5. EXPENSES OVER 90 DAYS**  
*Staff Recommendation:* The Finance/Audit Committee recommends the Board of Directors approve expenses over 90 days.
- 6. DEPARTMENT REPORT**
- 7. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 8. ADJOURNMENT**  
The Finance/Audit Committee will adjourn to the next regular meeting currently scheduled on January 8, 2018 at 10:30 a.m.

Agenda posted by Brandon Mims, Deputy Secretary on December 8, 2017. In compliance with ADA requirements, this document can be made available in alternative formats upon request.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact Brandon Mims, Deputy Secretary 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 Manager of Internal Services at, or prior to, the public hearing. Any written correspondence delivered to the District office before the District's final action on a matter will become a part of the administrative record.



**MEMORANDUM  
ITEM NO. 3**

**DATE: DECEMBER 11, 2017**

**TO: FINANCE/AUDIT COMMITTEE**

**FROM: ROBB WHITAKER, GENERAL MANAGER**

**SUBJECT: APPROVE MINUTES OF NOVEMBER 13, 2017**

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**MINUTES OF NOVEMBER 13, 2017  
MEETING OF THE FINANCE/AUDIT COMMITTEE  
OF THE BOARD OF DIRECTORS  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Finance/Audit Committee of the Board of Directors of the Water Replenishment District of Southern California was held on November 13, 2017 at 10:57 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Vice Chair Sergio Calderon called the meeting to order and presided thereafter. Senior Administrative Specialist Sherri Brown recorded the minutes.

**1. DETERMINATION OF A QUORUM**

A quorum was present, which included:

Committee: Committee Vice Chair Sergio Calderon; Director John D. S. Allen  
Staff: Scott Ota; Liz Betham  
Public: None

**2. PUBLIC COMMENT**

*Pursuant to Government Code Section 54954.3*

At 10:59 a.m., the Committee continued the Finance/Audit Committee meeting to 1:30 p.m. today.

The meeting reconvened at 2:23 p.m. There was no public comment.

**3. APPROVE MINUTES OF THE SPECIAL MEETING OF OCTOBER 16, 2017**

The Finance/Audit Committee unanimously approved the minutes as submitted.

**4. DIRECTORS' EXPENSES**

The Finance/Audit Committee unanimously approved Directors' expenses.

- 5. DEMANDS – SEPTEMBER 2017**  
The Finance/Audit Committee unanimously recommended that the Board of Directors receive and file the Demands.
- 6. TRUST FUND REPORT FOR SEPTEMBER 2017**  
The Finance/Audit Committee unanimously recommended that the Board of Directors approve the monthly Trust Fund Report.
- 7. RESERVES, CASH AND INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 2017**  
The Finance/Audit Committee unanimously recommended that the Board of Directors approve the Reserves, Cash and Investment Report.
- 8. FINANCIAL STATEMENTS – JULY 2017**  
The Finance/Audit Committee unanimously recommended that the Board of Directors approve the Financial Statements.
- 9. FINANCIAL STATEMENTS – AUGUST 2017**  
The Finance/Audit Committee unanimously recommended that the Board of Directors approve the Financial Statements.
- 10. FINANCIAL STATEMENTS – SEPTEMBER 2017**  
The Finance/Audit Committee unanimously recommended that the Board of Directors approve the Financial Statements.
- 11. REIMBURSEMENTS OVER \$100 FOR FISCAL YEAR 2016-17**  
Chief Financial Officer Scott Ota provided a report. The Finance/Audit Committee unanimously recommended that the Board of Directors receive and file the list of reimbursed expenses over \$100 and make available for public inspection in accordance with California Government Code §53065.5.
- 12. FINANCIAL AUDITOR CONTRACT AMENDMENT**  
Mr. Ota provided the report. Discussion followed.  
Upon a motion duly made by Director Allen, seconded by Director Calderon, and unanimously approved, it was  
RESOLVED: The Finance/Audit Committee recommends that the Board of Directors approve the contract amendment for Vasquez & Company.

This item will go on the Consent Calendar of the next Board of Directors meeting.

**13. APPROVE SOLE-SOURCE GROUNDWATER MONITORING EQUIPMENT REPAIR WORK BY ART'S MANUFACTURING AND SUPPLY (AMS)**

Chief Hydrogeologist Ted Johnson provided the report. Discussion followed.

Upon a motion duly made by Director Allen, seconded by Director Calderon, and unanimously approved, it was

RESOLVED: The Finance/Audit Committee recommends that the Board of Directors authorize Art's Manufacturing and Supply, Inc. (AMS) to perform maintenance and repair on their skid mounted, hydraulically driven, double pump sampling system designed for WRD's Groundwater Monitoring Program for a cost not to exceed \$20,000. Due to the unique nature of this vendor and their proprietary equipment, this is a sole-source repair shop for this work.

This item will go on the Consent Calendar of the next Board of Directors meeting.

**14. DEPARTMENT REPORT**

Mr. Ota reported on the upcoming Budget Advisory Committee election processes. Discussion followed.

Mr. Ota will provide an update of the recent financial audit to the Finance/Audit Committee.

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

None.

**16. ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:35 P.M.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Member

Approved in minutes of:  
\_\_\_\_\_



## MEMORANDUM

### ITEM NO. 5

**DATE:** DECEMBER 11, 2017  
**TO:** FINANCE/AUDIT COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** EXPENSES OVER 90 DAYS

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#### SUMMARY

Based on Section 13.2.3 of the District's Administrative Code, "Requests for reimbursement must be submitted within 90 days of the date the expense was incurred...Any reimbursement for a non-excluded expense submitted after 90 days must be approved by the Board of Directors."

Staff would like to present expenses over the 90 day period to the Finance/Audit Committee.

#### FISCAL IMPACT

Staff will give the exact fiscal impact of these expenses at the Committee meeting.

#### STAFF RECOMMENDATION

The Finance/Audit Committee recommends the Board of Directors approve expenses over 90 days.