MEETING OF THE EXTERNAL AFFAIRS COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CALIFORNIA 90712
11:00 A.M., MONDAY, APRIL 9, 2018

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" 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 THE SPECIAL MEETING OF JANUARY 8, 2018
Staff Recommendation: The External Affairs Committee approve the minutes as submitted.

4. LEGISLATIVE REPORT
Staff Recommendation: For discussion and possible action.

5. AUTHORIZE AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT FOR MEDIA TRAINING AND OUTREACH SUPPORT WITH MILAGRO STRATEGY GROUP
Staff Recommendation: The External Affairs Committee recommends the Board of Directors approve Amendment No. 2, subject to approval as to form by District Counsel, with Milagro Strategy Group for an additional contract amount not to exceed $20,000 and expiring on December 31, 2019.

6. APPROVE 2018 SOUTHEAST YOUTH PROGRAM SPONSORSHIP FOR THE CALIFORNIA LATINO LEADERSHIP INSTITUTE
Staff Recommendation: The External Affairs Committee recommends the Board of Directors approve a sponsorship participation with the California Latino Leadership Institute for an amount not to exceed $5,000.

7. CALIFORNIA LEAGUE OF CITIES SPONSORSHIP
Staff Recommendation: The External Affairs Committee recommends the Board of Directors approve a sponsorship participation with the California League of Cities’ Women’s Caucus for an amount not to exceed $7,500.
8. DEPARTMENT REPORT
   **Staff Recommendation:** The External Affairs Committee receive and file the report.

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

10. ADJOURNMENT
   The External Affairs Committee will adjourn to the next regularly scheduled meeting of May 14, 2018.

   Agenda posted by Senior Administrative Specialist Sherri Brown on April 5, 2018. In compliance with ADA requirements, this document can be made available in alternative formats upon request.

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In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact the Manager of Internal Services 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: APRIL 9, 2018

TO: EXTERNAL AFFAIRS COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE MINUTES OF THE MEETING OF JANUARY 8, 2018

MINUTES OF JANUARY 8, 2018
MEETING OF THE EXTERNAL AFFAIRS COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

A meeting of the External Affairs Committee of the Board of Directors of the Water Replenishment District of Southern California was held on January 8, 2018 at 11:16 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Director Willard H. Murray, Jr. 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 Chair Willard H. Murray, Jr.; Directors
John D. S. Allen, Albert Robles and Sergio Calderon
President Robert Katherman was excused.
Staff: Ken Ortega; Pete Brown; Angie Mancillas; Lyndsey Bloxom; Kim
Badescu; Jen Swart; Monica Sijder
Public: Rick Taylor – Dakota Communications

2. PUBLIC COMMENT
Pursuant to Government Code Section 54954.3
None.

3. APPROVE MINUTES OF THE MEETING OF NOVEMBER 23, 2016
Upon a motion duly made by Director Allen, seconded by
Director Robles, and unanimously approved, with President
Katherman absent, it was

RESOLVED: The External Affairs Committee
unanimously approved the minutes as submitted.
4. APPROVE STAFF PARTICIPATION IN WATER EDUCATION FOUNDATION WATER LEADERS CLASS

Manager of Communication and Education Services Pete Brown provided the overview and request to pay the tuition for a staff member to attend the class.

Upon a motion duly made by Director Robles, seconded by Director Calderon, and unanimously approved, with President Katherman absent, it was

RESOLVED: The External Affairs Committee recommended that the Board of Directors authorize the General Manager to approve tuition for the 2018 Water Education Foundation’s Water Leaders Class in an amount not to exceed $3,950.

5. LEGISLATIVE REPORT

Bob Reeb of Reeb Government Relations, LLC updated the Committee on the State legislative year by conference call. Discussion followed.

Mr. Reeb stated that the legislature reconvened into the second year of its two year session on January 3rd. He reported that a change in leadership for the Pro Tem California Senate is anticipated for this upcoming spring. He said he will bring back to staff and the Committee any information regarding the proposed budget for the Fiscal Year 2018-19 which will be released by Governor Brown via press conference on January 10th. He said that February 16th is the deadline to introduce a bill, and that WRD’s bill is on track. Discussion followed. The Committee unanimously agreed that a letter of support be sent from the WRD Board members.

Mr. Brown reported that there will be a lobbying tour for the WRD Board members after February 19th, and that possible dates are March 6-7 or April 3-4. He will report back to the Committee with more date options. He provided a brief report on behalf of Julie Chlopecki of Pacific Atlantic Partners. Discussion followed.

Directors Allen and Robles stated that they plan to go to Washington, D. C. sometime in February.

6. SOCIAL MEDIA UPDATE

Mr. Brown and staff presented an overview of the WRD social media outreach efforts and a snapshot of 2017 social media outreach results. Discussion followed. He reported that staff will escalate social media efforts and KNX radio spots, especially prior to the WRD Groundwater Festival, scheduled for May 12th. Discussion followed.

7. DEPARTMENT REPORT

Mr. Brown provided dates and locations for upcoming conferences for WRD Director’s possible participation. Rick Taylor of Dakota Communications reported that a WRD Wiki page is being created, and the draft will be submitted to the Committee for review. Discussion followed.
Mr. Brown stated that the Goldsworthy Ribbon Cutting Ceremony is scheduled for Tuesday, January 30th at 11:00 a.m.; with media available at the site at 10:30 a.m.

Director Allen announced the Pico Rivera 60th Anniversary celebration will be held on January 28, 2018, and asked that staff draft a letter of recognition to be submitted for the dedication ceremony. Discussion followed.

Assistant General Manager Ken Ortega provided an update of the Groundwater Reliability Improvement Program’s Advanced Water Treatment Facility (GRIP AWTF) progress and staff provided a time lapse view of the GRIP AWTF construction.

8. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF
None.

9. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned at 12:50 P.M.

______________________________
Chair

ATTEST:

______________________________
Member

Approved in minutes of:

______________________________
MEMORANDUM
ITEM NO. 4

DATE: APRIL 9, 2018
TO: EXTERNAL AFFAIRS COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: LEGISLATIVE REPORT

SUMMARY
Verbal reports on current legislation will be provided by Sacramento and Washington D.C. advocates, respectively.

2018 State Legislative Calendar

APRIL
April 2 – Legislature Reconvenes from Spring Recess.
April 27 – Last day for policy committees to hear and report to fiscal committees on fiscal bills introduced in their house.

MAY
May 11 – Last day for policy committees to hear and report to the floor on non-fiscal bills introduced in their house.
May 18 – Last day for policy committees to meet prior to June 4.

JUNE
June 1 - Last day for each house to pass bills introduced in that house.
June 4 - Committee meetings may resume.
June 15 - Budget Bill must be passed by midnight.
June 28 - Last day for a legislative measure to qualify for the Nov. 6 General Election ballot.
June 29 - Last day for policy committees to hear and report fiscal bills to fiscal committees

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For discussion and possible action.
MEMORANDUM
ITEM NO. 5

DATE: APRIL 9, 2018
TO: EXTERNAL AFFAIRS COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: AUTHORIZE AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT FOR MEDIA TRAINING AND OUTREACH SUPPORT WITH MILAGRO STRATEGY GROUP

SUMMARY
The Milagro Strategy Group has been an instrumental resource in providing media and/or presentation skills training sessions for WRD board members and designated staff.

WRD entered into a consulting agreement with Milagro Strategy Group on February 12, 2016 for an amount not to exceed $9,990.

WRD entered into Amendment No.1 on April 25, 2017 to increase the project fee to provide additional Media Training to WRD staff and Directors. Milagro provided additional Spanish media outreach services that resulted in beneficial media coverage from local Spanish media outlets.

New staff members that have recently joined WRD require media training and the District anticipates additional Spanish outreach support for the recently named Albert Robles Center for Water Recycling and Environmental Learning. Staff recommends an additional $20,000 project fee with a contract expiring on December 31, 2019.

FISCAL IMPACT
Funds will be provided from the GRIP Outreach budget.

STAFF RECOMMENDATION
The External Affairs Committee recommends the Board of Directors approve Amendment No. 2, subject to approval as to form by District Counsel, with Milagro Strategy Group for an additional contract amount not to exceed $20,000 and expiring on December 31, 2019.

ATTACHMENT:
- DRAFT – Amendment No. 2 to Contract No. 878 with Milagro Strategy Group
AMENDMENT NO. 2 TO CONTRACT NO. 878
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
AND
MILAGRO STRATEGY GROUP

This Amendment No.2 to Contract No. 878, is made and entered into this ____ day of ____, 2018 (“Effective Date”), by and between the Water Replenishment District of Southern California (hereinafter “District”), and Milagro Strategy Group, (hereinafter “Consultant”). The District and Consultant are collectively referred to herein as the “Parties”.

I. RECITALS

A. WHEREAS, On February 12, 2016, a certain agreement, hereinafter referred to as “Agreement”, was executed between the District and Consultant for media relations training to WRD staff and Board members; and

B. WHEREAS, On April 25, 2017, the District and Consultant entered into a subsequent agreement (“Amendment No.1”) to extend the term of the Agreement and increase the budgetary amount; and

C. WHEREAS, the District and Consultant desire to enter into this Amendment No. 2 in order to extend the term of the Agreement and increase the budgetary amount, as set forth below.

II. AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth, it is agreed the aforesaid Agreement, a copy of which is attached hereto as Exhibit “A”, and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided.

1. Term of Agreement: The term of the Agreement shall be extended to December 31, 2019 (the “Expiration Date”).

2. Fee: The existing budgetary amount shall be increased by an amount not to exceed Twenty Thousand Dollars ($20,000.00).

3. Remaining Portions of the Agreement: Except as otherwise expressly set forth in this Amendment No. 2, all other provisions of the Agreement as amended to date shall remain in full force and effect between the District and Consultant.
IN WITNESS WHEREOF, the parties have caused this Amendment No.2 to be executed as of the Effective Date.

MILAGRO STRATEGY GROUP, ("CONSULTANT")

____________________________
Signature

____________________________
Print Name

____________________________
Title

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

____________________________
Signature
John D.S. Allen

____________________________
Print Name
President, Board of Directors

____________________________
Signature
Willard H. Murray, Jr.

____________________________
Print Name
Secretary, Board of Directors

Approved As To Form
LEAL, TREJO APC

Attorneys for the Water Replenishment District of Southern California
EXHIBIT A

CONTRACT NO. 878
CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (this “Agreement”) is made and entered into as of this 12th day of February 2016, by and between the Milagro Strategy Group (“Consultant”) and the Water Replenishment District of Southern California (“Client”).

RECITALS

A. Consultant and Client desire to enter into a business relationship pursuant to which Consultant will provide professional consulting services in the area of public/media relations, media and presentation skills training support to the Water Replenishment District of Southern California.

B. Consultant is willing to enter into such business relationship with Client and provide the services described herein, pursuant to the terms and conditions set forth herein.

AGREEMENT

In consideration of the above recitals and the mutual covenants, agreements, representations and warranties contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties hereto, and subject to the following terms and conditions, the parties agree as follows:

1. Services. Consultant shall provide Consulting Services to the Water Replenishment District of Southern California in exchange for the compensation described in paragraphs 3 and 4 below.

2. Term. The term of this Agreement shall commence on February 12, 2016 and shall continue thereafter until either Consultant or Client upon thirty (30) days prior written notice elects to terminate this Agreement (“Term”).

3. Consideration and Payments. In consideration of the Consulting Services to be provided by Consultant pursuant to this Agreement, Consultant(s) shall be paid a project fee not to exceed $9,990.00 in exchange for time spent on providing media and/or presentation skills training sessions for WRD board members and designated staff. Consultant shall submit a written, signed invoice and a description of the services rendered and the time spent performing media consulting services to the Water Replenishment District of Southern California. Client shall pay Consultant the amounts due pursuant to submitted reports within thirty (30) days. Client will
also reimburse Consultant for typical out of pocket business expenses related to this agreement including, faxes, copies, phone expenditures, parking and mileage at $.56 per mile, etc.

4. **Status As Independent Contractor.** The parties are entering into this Agreement as independent contractors and no employment relationship, partnership, joint venture or other association shall be deemed created by this Agreement. Client shall pay Consultant directly, without deductions of any kind whatsoever, all monies which may become due and payable hereunder, as, when, and to the extent those payments become payable pursuant to the terms hereof. The parties shall fully indemnify each other from and against all liabilities, obligations, damages, assessments, penalties, interest, costs (including, without limitation, any attorneys’ fees) in connection with any third party claims arising out of or related to a breach of this Agreement by the other.

5. **General Provisions.**

5.1 **Notices.** All notices, demands or other communications which are required or are permitted to be given hereunder shall be in writing and shall be deemed to have been sufficiently given upon personal delivery or on the third business day following due deposit in the United States mail, postage prepaid, and sent certified mail, return receipt requested, correctly addressed or sent via facsimile transmission or hand delivered to the addresses of the parties as follows:

**If to Consultant:**
Robert Alaniz  
Milagro Strategy Group  
556 S. Fair Oaks Ave. Suite 101-412  
Pasadena, CA 91105

**If to Client:**
Robb Whitaker  
CEO  
Water Replenishment District of Southern  
4040 Paramount Blvd.  
Lakewood, CA 90712

Either party may give written notice of a change of address by certified mail, return receipt requested, and after notice of such change has been received, any notice shall be given to such party in the manner above described at such new address.

5.2 **Execution in Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

5.3 **Waiver and Amendment.** This Agreement may be amended, supplemented, modified and/or rescinded only through an express written instrument signed by both parties or their respective successors and assigns. Either party may specifically and expressly waive in writing any portion of this Agreement or any breach hereof, but no such waiver shall constitute a further or continuing waiver of any preceding or succeeding breach of
the same or any other provision. The consent by one party to any act for which such consent was required shall not be deemed to imply consent or waiver of the necessity of obtaining such consent for the same or similar acts in the future.

5.4 Severability. Each provision of this Agreement is intended to be severable. If any covenant, condition or other provision contained in this Agreement is held to be invalid, void or illegal by any court of competent jurisdiction, such provision shall be deemed severable from the remainder of this Agreement and shall in no way affect, impair or invalidate any other covenant, condition or other provision contained in this Agreement. If such condition, covenant or other provision shall be deemed invalid due to its scope or breadth, such covenant, condition or other provision shall be deemed valid to the extent of the scope or breadth permitted by law.

5.5 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California, including all matters of construction, validity, performance and enforcement.

5.6 Assignability. Neither this Agreement nor any interest herein shall be assignable (voluntarily, involuntarily, by judicial process or otherwise), in whole or in part, by Client without the prior written consent of the Consultant. Any attempt at such an assignment without such consent shall be void and, at the option of Consultant, shall be an incurable breach of this Agreement resulting in the immediate termination of this Agreement. This Agreement and all or any portion of Consultant’s interest herein shall be assignable, without the consent of Client, to any entity in which Consultant holds an ownership interest of at least twenty-five percent (25%). Upon any such assignment, Consultant shall notify Client in writing of the identity and address for notice purposes of such assignee.

5.7 Successors and Assigns. Each of the terms, provisions and obligations of this Agreement shall be binding upon, shall inure to the benefit of, and shall be enforceable by the parties and their respective legal representatives, executor(s), heirs, and permitted successors and assigns.

5.8 Interpretation. The language in all parts of this Agreement shall be in all cases construed simply according to its fair meaning and not strictly for or against any party. Whenever the context requires, all words used in the singular will be construed to have been used in the plural, and vice versa, and each gender will include any other gender. The captions of the sections and subsections of this Agreement are for convenience only and shall not affect the construction or interpretation of any of the provisions of this Agreement.

5.9 Integration. This Agreement sets forth the entire agreement between the parties with regard to the subject matter of this Agreement. All agreements, covenants, representations and warranties, express or implied, oral and written, of the parties with regard to the subject matter of this Agreement are contained in this Agreement, in the exhibits to this Agreement, and the documents referred to or implementing the provision of this Agreement. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by either party to the other with respect to the subject matter of this Agreement.
All prior and contemporaneous conversations, negotiations, covenants and warranties with respect to the subject matter of this Agreement are waived, merged in this Agreement and superseded by this Agreement. This is an integrated agreement.

5.10 **Further Assurances.** In addition to the documents and instruments to be delivered as provided in this Agreement, each of the parties shall, from time to time at the request of the other party, execute and deliver to the other party such other documents and shall take such other action as may be necessary or proper to more effectively carry out the terms of this Agreement.

6.11 **Confidentiality.** This Agreement and all services provided under this Agreement, is between Consultant and Client and is subject to, and protected by, attorney client privilege and/or the work product privilege. In the course of performing Consulting Services, the parties recognize that Consultant may come in contact with or become familiar with information which Client or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information pertaining to Client’s operations, clients, personnel and protocols, which information may be of value to outside interests. Consultant agrees to keep all such information proprietary and confidential and not to discuss or divulge it to anyone other than appropriate Client personnel or their designees as directed. Violation of this confidentiality is considered a breach of the attorney-client or work product privileges and/or a breach of contract under which Consultant’s services may be terminated by Client.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first set forth above.

**CLIENT:**

[Signature]

Title: **General Manager**

Date: **June 9, 2016**

Water Replenishment District of Southern California

**CONSULTANT:**

[Signature]

Title: **Senior Partner**

Date: **February 12, 2016**

Milagro Strategy Group
MEMORANDUM
ITEM NO. 6

DATE: APRIL 9, 2018
TO: EXTERNAL AFFAIRS COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE 2018 SOUTHEAST YOUTH PROGRAM SPONSORSHIP FOR THE CALIFORNIA LATINO LEADERSHIP INSTITUTE

SUMMARY
The California Latino Leadership Institute (CLLI) was founded in 2014 as a statewide 501 (c) (3) nonprofit organization. The Mission of CLLI is to develop diverse and entrepreneurial public, corporate and community leaders creating a better future for California. The Vision of CLLI is to educate, train and prepare leaders who can address challenges facing California, leading to empower the next generation.

The upcoming 2018 Southeast Youth Workforce Development and Civic Engagement Program will target the Water Replenishment District’s cities of Vernon, Cudahy, Huntington Park, Maywood, Bell and South Gate.

Youth development programs are a priority for CLLI in addressing Southeast poverty issues and assisting the underserved and economically disadvantaged residents. The Southeast Youth Workforce Development and Civic Engagement Program is focused on creating inclusive environments for learning skills that address: soft skills development, conflict negotiation, team building, workforce career “tool kits” and mentoring. The Youth Program includes a one of a kind rigorous paid ($1000 stipend) summer Internship within a Southeast community agency for 16 Southeast residents who are local high school juniors and seniors, ages 16 to 1-18. Each participant is provided with an individual tool kit (valued at $1500) which includes: one Dell lap top computer, computer bag, Microsoft operating system and maintenance service for one-year, digital head shot, two custom team uniform shirts, and personal binder with reading materials.

CLLI is requesting a sponsorship for the program in the amount not to exceed of $5,000. WRD funds will be used to cover the hard costs for Southeast Fellows’ tool kits, internship stipends, graduation, transportation and field trip costs.

FISCAL IMPACT
None. The FY 2017-18 budget has sufficient funding for the sponsorship amount under the Non-RA Expense account.

STAFF RECOMMENDATION
The External Affairs Committee recommends the Board of Directors to approve a sponsorship participation with the California Latino Leadership Institute for an amount not to exceed $5,000.
MEMORANDUM
ITEM NO. 7

DATE: APRIL 9, 2018
TO: EXTERNAL AFFAIRS COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: CALIFORNIA LEAGUE OF CITIES SPONSORSHIP

SUMMARY
September 12-14, 2016 in Long Beach, CA, WRD will be a sponsor of the Legislative Reception for the Women’s Caucus of the California League of Cities. The Women’s Caucus is a non-partisan diversity caucus organized within the League of California Cities. The Women’s Caucus endorses and supports the League of California Cities (LCC) mission to restore and protect local control for cities through education and advocacy and to support policies that directly promote the development and redevelopment of safe and healthy cities. This event will provide WRD an opportunity to highlight our work on WIN and educate officials about the progress of GRIP. WRD will also participate in a League-sponsored local development workshop on April 19, 2018 in the City of Lakewood. Sponsorship funding is in the 2017-18 budget. Amount for both events not to exceed $7,500.

FISCAL IMPACT
None. The FY 2017-18 budget has sufficient funding for the sponsorship amount.

STAFF RECOMMENDATION
The External Affairs Committee recommends the Board of Directors approve a sponsorship participation with the California League of Cities’ Women’s Caucus for an amount not to exceed $7,500.
DATE: APRIL 9, 2018

TO: EXTERNAL AFFAIRS COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY
Staff will report any significant department activities that are not agendized and require no action on the part of the Committee.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
The External Affairs Committee receive and file the report.