

**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
3:00 P.M., WEDNESDAY, MARCH 22, 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 QUORUM**
- 2. PUBLIC COMMENT**
Pursuant to Government Code Section 54953.3.
- 3. APPROVAL OF MINUTES OF DECEMBER 28, 2016**
Staff Recommendation: Approve as submitted.
- 4. ADMINISTRATIVE CODE**
Staff Recommendation: The Administrative Committee recommends that the Board of Directors approve Resolution No. 17-1052 amending Chapter 3 of the Administrative Code.
- 5. ACTION MINUTES ALTERNATIVE**
Staff Recommendation: For discussion and possible action.
- 6. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 7. ADJOURNMENT**
The Administrative Committee will adjourn to the regular meeting currently scheduled for April 26, 2017 at 3:00 p.m.

Agenda posted Sherri Brown, Senior Administrative Specialist, March 17, 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 Board meeting, please contact the Chief Financial Officer 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.

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

DATE: MARCH 22, 2017
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVAL OF MINUTES OF DECEMBER 28, 2016

**MINUTES OF DECEMBER 28, 2016
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 (WRD) was held on December 28, 2016 at 2:18 p.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. President 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: President Willard H. Murray, Jr.; Director Sergio Calderon
Staff: Jenna Shaunessy; H. Francisco Leal

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3
None.

3. MINUTES OF THE SPECIAL MEETING OF NOVEMBER 23, 2016

The Committee unanimously approved the minutes as submitted.

4. ADMINISTRATIVE CODE

Interim District Counsel H. Francisco Leal provided a report addressing questions about consistency of procedural issues within the WRD Administrative Code and Board activities, which was previously requested by the Committee. He and WRD Manager of Finance Jenna Shaunessy reported on some of the Administrative Code issues as follows:

1. Receive and file presentations – These items do not require a vote. The Chair/ President accepts the report and then instructs the Board Secretary to file it.
2. Roll call votes – A roll call vote is always required for the following: all resolutions; all items that are part of a Public Hearing; and, for the Consent Calendar.

3. Consent Calendar – A member may pass on his turn to vote, then may come back to vote after all other members and Chair/ President have cast their votes.

Mr. Leal said that he would like to see a provision added to the Administrative Code, which clearly provides that there must be three affirmative votes out of the five members/a majority of the entire Board for all actions to pass, not a majority of the quorum.

The Chair requested that a provision be added to the Administrative Code that specifically provides that an Ad Hoc Committee must go through a standing Committee and not directly to the Board of Directors. Mr. Leal continued with his report:

4. Call for the Question – This is generally used as a motion to end debate on a pending proposal and bring it to an immediate vote. The motion to call for the question is, itself, not debatable, and even the Board Chairman cannot cut off the debate. If two-thirds of those voting agree to support the call, then, and only then, will the vote be taken on the question itself.
5. Limiting Debate – Limiting debate should have the same rules applied as “call for the question.”
6. When a question is pending, a member may criticize the nature or likely consequences in strong terms; but shall not attack or question the motives of that member.

President Murray instructed the Interim District Counsel to work with Ms. Shaunessy to review the Administrative Code with the purpose of finding ambiguous entries.

Mr. Leal and Ms. Shaunessy will bring back to the Administrative Committee the language for the changes of four specified action items, which are as follows:

1. Add provisions to the Administrative Code regarding the three following items which clearly imparts:
 - a. That there must be three affirmative votes out of the five members/a majority of the entire Board for all actions to pass, not a majority of the quorum.
 - b. Ad Hoc Committee recommendations must go before a standing Committee; not directly to the Board of Directors.
 - c. Each member is to speak only once per item; to speak on an item more than once would require permission from the Chairperson.
2. Remove the entry that reads, “When a question is pending, a member may criticize the nature or likely consequences in strong terms; but shall not attack or question the motives of that member.”

Discussion followed.

The Committee Chair requested a Special Administrative Committee meeting be scheduled in approximately two weeks to discuss the above action items.

5. DEPARTMENT REPORT

Ms. Shaunessy referenced the written staff report.

President Murray reminded staff that the first time an initialism or acronym is used in a document, the words should be written out with the short form placed in

parentheses immediately after. This way, it is clear to the readers exactly what the letters mean. Discussion followed.

6. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:06 P.M.

STAFF RECOMMENDATION

Approve the minutes as submitted.



MEMORANDUM

ITEM NO. 4

DATE: MARCH 22, 2017
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE

SUMMARY

Resolution 17-1052 provides revisions to Chapter 3 of the District Administrative Code. The revisions include an update to the current listing and description of all Standing Committees and the request of the Administrative Committee to revise Section 3.6 as it pertains to Ad Hoc Committee recommendations.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

The Administrative Committee recommends that the Board of Directors approve Resolution No. 17-1052 amending Chapter 3 of the Administrative Code.

RESOLUTION NO. 17-1052

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
AMENDING CHAPTER 3 OF THE ADMINISTRATIVE CODE**

WHEREAS, the Water Replenishment District of Southern California (“District”) desires to amend its Administrative Code; and

WHEREAS, the District desires to amend the Administrative Code on the recommendation of the Administrative Committee to clarify the roles and powers of District Ad Hoc Committees.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District finds that the above recitals are true and correct and hereby adopts the above recitals.
2. The opening paragraph of Chapter 3 shall be amended to read as follows:

Identification of Standing Committees

The Standing Committees of the Board of Directors are as follows:

- Finance Committee
- Administrative Committee
- Water Resources Committee
- Groundwater Quality Committee
- External Affairs Committee
- Capital Improvement Projects Committee

Each committee shall have the power to act whenever a quorum of two voting members is present.

3. A new section 3.55 shall be added to read as follows:

Section 3.55 Capital Improvement Projects Committee

This committee shall advise the Board of Directors on all capital improvement program related projects and issues related to the same.

4. Section 3.6 of Chapter 3 of the District's Administrative Code is hereby repealed and replaced as modified herein, and the new Section 3.6 shall read as follows:

Section 3.6 Ad Hoc Committees

The President of the Board may establish or dissolve ad hoc committees of the Board, consisting of two Board members each, from time to time.

Ad Hoc Committee recommendations shall be limited to recommendations to Standing Committees.

PASSED, APPROVED, AND ADOPTED THIS 16TH day of March 2017 by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

Robert Katherman, President

ATTEST:

Sergio Calderon, Secretary

APPROVED AS TO FORM:

H. Francisco Leal, District Counsel



MEMORANDUM

ITEM NO. 5

DATE: MARCH 22, 2017
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ACTION MINUTES ALTERNATIVE

SUMMARY

At the request of the Committee Chair, staff is continually investigating ways to improve organizational efficiency. The way in which the District records its meeting minutes has been reviewed and compared to other methods.

The District currently utilizes a nearly "Verbatim" method of recording meeting minutes, which is extremely time consuming to perform and produce, and can result in a sometimes confusing overload of nonessential information.

Research into other means of recording meeting minutes points to the efficiency and popularity of "Action" minutes. As the name implies, only actions such as votes or requests for action are recorded and included in the minutes of the meeting. The result is a clean, streamlined, and easy to read summary of the meeting.

Of course, a Director may at any time request his or her statement be taken "for the record", at which point the Secretary will include that statement in the minutes. Otherwise, only actions such as votes and directions to staff will become part of the District's records. Should any Director, upon reviewing the Action minutes, wish to request more detail of any discussion that occurred during the meeting, the District will retain an audio recording of the meeting for a period of time.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action