



## **COMMITTEE REPORT**

**Committee:** Administrative Committee

**Meeting Date:** November 20, 2013

**Present:** Dan Arrighi (Chair), C. Anderson, J. Byerrum, B. Carrera, G. Galindo, C. Gott, D. Michalko, L. Noriega, R. Rich, P. Scanlon,

**Staff Present:** T. Zampiello and K. Gardner

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### **I. Organizational Update**

The Executive Officer, Tony Zampiello, reported over the past year, he has worked closely with Lisa Ohlund (Management Consultant) and staff on defining operational needs and setting goals going forward. He distributed a copy of a Business Plan and Organizational Chart for discussion. He noted how each position fits within the Watermaster organization and typical duties of each.

FOR INFORMATION ONLY – NO ACTION REQUIRED

### **II. Draft Employee Handbook**

The Assistant Executive Officer, Kelly Gardner reported that staff has been working with Marie Toma (Human Advantage - Human Resources Consulting) on updating the Employee Handbook. She provided a revised outline summarizing key changes in the handbook. The next step in the process is to have the document reviewed from a legal perspective. As a member of ACWA/JPIA, Watermaster can utilize their legal staff for this review.

Following discussions among the Committee, staff was asked to submit the completed document to ACWA/JPIA for legal review with the goal of presenting it at in the January Watermaster Board Meeting for adoption and implementation.

FOR INFORMATION ONLY – NO ACTION REQUIRED

### **III. Restated Judgment**

The Assistant Executive Officer reported she has been working with Nossaman staff to incorporate the 2012 Judgment Amendments into a formal Restated Judgment. All amendments have been incorporated and will be forwarded to the

Attorney for a final review. Once completed, staff will provide notification of availability to all Parties, and printed copies as requested.

FOR INFORMATION ONLY – NO ACTION REQUIRED

**IV. Discussion regarding Resolution supporting ACWA's Water Action Plan for California**

The Executive Officer distributed copies of the sample resolution provided by ACWA in support of its Statewide Water Action Plan for California.

The Committee asked ACWA representative Greg Galindo to provide a brief overview. He stated that discussions he has had regarding this matter are all favorable in supporting the plan. It is aimed at protecting groundwater statewide; no negative impacts to Southern California, or the Main San Gabriel Basin are anticipated.

**COMMITTEE RECOMMENDATION:** That staff prepare a resolution of support for the January meeting.

**V. Other**

Mr. Jim Byerrum reported that the Water Quality Authority took action at its Board meeting to support Ms. Kathleen Tiegs for Vice-President of ACWA. He suggested that the Committee authorize the Executive to cast his votes in favor of Ms. Tiegs. The consensus of the members present was to support Mr. Byerrum's suggestion. The Executive Officer noted that given the timing of the election and the authority he holds as Watermaster's representative, he will vote as suggested on December 4<sup>th</sup> at the ACWA election.