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 54954.3.

3. **CONTRACT AMENDMENT NO. 1 WITH NSGIS FOR ON-CALL SUPPORT SERVICES**
   *Staff Recommendation:* The Administrative Committee recommends that the Board of Directors approve Amendment No. 1, subject to approval as to form by District Counsel, with NorthSouth GIS LLC for ongoing support services for an additional amount not to exceed $10,000.

4. **2019 - 2020 RENEWAL ESRI ARCGIS LICENSE**
   *Staff Recommendation:* The Administrative Committee recommends that the Board of Directors renew the Maintenance License Agreement for ArcGIS Software with ESRI, Inc. for the term 2/1/2019 to 6/30/2020 at a cost of $15,083.

5. **SELECTION OF AN ELECTRONIC PROCUREMENT SOFTWARE SYSTEM**
   *Staff Recommendation:* The Administrative Committee authorizes WRD staff to negotiate a scope, fee, and schedule with Bonfire, or subsequent ranked firm should it be necessary, for their E-Procurement software system.

6. **AUTHORIZED PURCHASE OF PHONE SYSTEM FOR THE ALBERT ROBLES CENTER**
   *Staff Recommendation:* The Administrative Committee recommends that the Board of Directors authorize staff to purchase the proposed phone system for an amount of $17,100.
7. **AUTHORIZE PURCHASE OF MICROSOFT OFFICE 365 SOFTWARE LICENSES**
   *Staff Recommendation:* The Administrative Committee recommends that the Board of Directors authorize staff to purchase the proposed licenses for $8,040.

8. **UPDATE ON CLASS AND COMPENSATION STUDY**
   *Staff Recommendation:* The Administrative Committee receive and file the report.

9. **EMPLOYEE RELATIONS PROGRAM - OCTOBER 2018 UPDATE**
   *Staff Recommendation:* The Administrative Committee receive and file the report.

10. **REQUEST TO ISSUE A PURCHASE ORDER TO CDWG FOR FY 18-19 BUDGETED INFORMATION TECHNOLOGY PURCHASES**
    *Staff Recommendation:* The Administrative Committee recommends that the Board of Directors issue a purchase order to CDWG in the amount $158,000.

11. **DEPARTMENT REPORT**
    *Staff Recommendation:* The Administrative Committee receive and file the report.

12. **DEPARTMENT REPORT**

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

14. **ADJOURNMENT**

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Agenda posted on 10/21/2018. In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact Brandon Mims, Board 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. **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 Deputy Secretary 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.
DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CONTRACT AMENDMENT NO. 1 WITH NSGIS FOR ON-CALL SUPPORT SERVICES

SUMMARY

The District’s former online Interactive Well Search Tool (IWST) was built on an Esri ArcIMS platform and accessed data through regularly updated Microsoft Access databases. The ArcIMS platform was no longer supported by Esri - had the platform failed, it would have been difficult to quickly repair or replicate.

In December 2016, the District adopted the Enterprise Asset Management Master Plan and Phase 1 Pilot Project which includes an Information Management Master Plan. The plan identifies the need to develop a new Interactive Online GIS Mapping and Analysis Application that will:

- Expand the functionality of the current tool to provide more users (WRD staff, pumpers, partners, and the public) easily accessible map-based tools to obtain information, do simple analyses, and create basic maps and reports.
- Integrate with other platforms being developed for Asset Management, including SQI Server databases, CMMS, SCADA, OnBase, and the WRD Portal.
- WRD partners can download publicly available WRD data at any time without having to contact WRD staff.

Both consulting services and software were necessary in the development of an upgraded Interactive Online GIS Mapping and Analysis Application. Once complete, the new application needed to:

- Combine the current Interactive Well Search Tool and the Google Earth KMZ used by WRD staff.
• Replace static data with direct links to the most current data in our SQL Server database.
• Provide WRD staff with an easily accessible visual information tool that could be accessed on multiple types of devices (PC’s, tablets, and phones).
• Develop multiple user/security levels.

In October 2017, WRD entered into a two year Professional Services Agreement with North South GIS LLC (NSGIS) through an RFP procurement process. WRD engaged with NSGIS to build a replacement for the old WRD Interactive Well Search Tool using Latitude Geographics Geocortex software. NSGIS configured the application to WRD specifications, including designing six custom search types and four custom reports. The application was launched in August 2018 (http://gis.wrd.org/).

Due to several customization changes, the original budget including contingency funds were fully utilized. WRD still needs assistance with changes and updates to the application (e.g. a software update that was released during the configuration and new water quality constituents need to be added). WRD staff recommends that an amendment to the contract for an additional $10,000 in funds is need which would allow WRD to engage NSGIS for a flexible on-call support service.

**FISCAL IMPACT**

The total cost of the amendment is $10,000. Funds are available in the Administrative Department Budget in Project Number 0100000 GL Code 5631 (Technical Consultants). The balance after the proposed expenditure will be $90,000.

**STAFF RECOMMENDATION**

The Administrative Committee recommends that the Board of Directors approve Amendment No. 1, subject to approval as to form by District Counsel, with NorthSouth GIS LLC for ongoing support services for an additional amount not to exceed $10,000.
September 15, 2017

Water Replenishment District of Southern California
4040 Paramount Blvd.
Lakewood, CA 90712

Proposal for Phase I Implementation of New Well Search Web Site and Infrastructure

Background

Water Replenishment District of Southern California (WRD) awarded NorthSouth GIS (NSGIS) the RFQ for Development of Online GIS Viewer and Interactive Well Search Tool. The scope of Phase 1 of this project includes Task 1: update, improve, and expand the functionality of the existing web map application.

Approach

NSGIS’s approach to this task is to begin WRD’s technology upgrade gradually, without assuming all risks and unknowns at once. To this effect we will leave the database in its current state to the extent possible, as originally proposed by WRD. We will focus on the Essentials implementation and deployment of a new well search and reports site to mimic the existing one, including the requested enhancement and with whichever additional improvements that come “out of the box” with Essentials. In a couple of areas, we recommend some modification to the requested scope in order to meet WRD's current budget: consume a LARIAC base map service directly from the County, rather than to the costlier task of storing and caching a copy locally; simplifying the hydrographs to display one well for a user defined time period, and postponing the robust monitoring of user traffic on the site until a later phase.

Scope

The following scope has been developed to follow the requirements as described by WRD in Task 1 of its July 21st, 2017, scope:

1) Project Kickoff

NSGIS shall meet with WRD at the Lakewood office to review the scope of work, deliverables, and project schedule. NSGIS will prepare Draft and Final meeting minutes along with a revised project schedule and a list of deliverables.

   a) Task: Attend meeting and take careful notes
   b) Task: Deliver Draft Meeting Notes for review, then Final Meeting Notes
   c) Task: Deliver Scope for Project, including Schedule and List of Deliverables

<table>
<thead>
<tr>
<th>Component 1 Tasks</th>
<th>Estimated Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Meeting</td>
<td>5</td>
<td>$910</td>
</tr>
<tr>
<td>b. Deliver Notes</td>
<td>8</td>
<td>$1,353</td>
</tr>
<tr>
<td>c. Deliver Scope for Project</td>
<td>15</td>
<td>$2,705</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>28</strong></td>
<td><strong>$4,968</strong></td>
</tr>
</tbody>
</table>
2) Architect and Install System

NSGIS shall design and implement the system architecture required to support the needs of WRD initially for the Well Search application but also for the fundamental needs of the organization for current and future functionality. The architecture shall include ArcGIS Enterprise Standard (which includes ArcGIS Server), Geocortex Essentials Standard, and a Reverse Proxy Server.

a) Task: Test the robustness of the current server for multiple hits and speed of processing and recommend upgrades, including confirmation of SSL and appropriate server and/or domain certificates. Advise client on registering updated well search site with Google Analytics for monitoring usage rates.

b) Task: Install Geocortex Essentials version 4.7, including Geocortex Essentials Manager, Geocortex Workflow Designer, Geocortex Report Designer, Geocortex Viewer for HTML5 version 2.8

c) Task: Install ArcGIS Enterprise Standard and ArcGIS Enterprise Standard Web Adapter

d) Task: Install and Configure Reverse Proxy

<table>
<thead>
<tr>
<th>Component 2 Tasks</th>
<th>Estimated Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Test server</td>
<td>20</td>
<td>$3,640</td>
</tr>
<tr>
<td>b. Install Geocortex</td>
<td>5</td>
<td>$885</td>
</tr>
<tr>
<td>c. Install ArcGIS Server</td>
<td>5</td>
<td>$885</td>
</tr>
<tr>
<td>d. Install and config Reverse Proxy</td>
<td>15</td>
<td>$2,755</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>45</strong></td>
<td><strong>$8,165</strong></td>
</tr>
</tbody>
</table>

3) Prepare and Publish ArcGIS Server Map Services

NSGIS will review the existing application and document the data layers, searches, and tools that are available in the application to design and build logical map documents and publish the data to create new ArcGIS Server services. These services will provide the geospatial data to the Well Search application and can also serve other desktop and/or web clients in the future. As suggested by WRD during a phone call on 8/31/2017, NSGIS will rely on WRD to prepare the data, develop the map symbology, and publish the map services. Some additional NSGIS budget has been included to provide any additional data preparation and map services preparation as needed by the Geocortex Essentials sites and/or the Geocortex Essentials Workflows to support the reports. NSGIS will identify Internet-sourced basemaps, including those from Esri and the LARIAC 5 service from LA County.

a) Task: Further data manipulation or preparation as needed by the Geocortex Essentials sites or the Geocortex Essentials Workflow reports.

b) Task: Further map services manipulation or preparation as needed by the Geocortex Essentials sites or the Geocortex Essentials Workflow reports.

c) Task: Identify appropriate basemaps including Esri and LARIAC 5 map services.

<table>
<thead>
<tr>
<th>Component 3 Tasks</th>
<th>Estimated Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Further Data Manipulation</td>
<td>10</td>
<td>$1,770</td>
</tr>
<tr>
<td>b. Further Map Manipulation</td>
<td>10</td>
<td>$1,770</td>
</tr>
<tr>
<td>c. Basemaps</td>
<td>5</td>
<td>$885</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>25</strong></td>
<td><strong>$4,425</strong></td>
</tr>
</tbody>
</table>

4) Configure Geocortex

NSGIS will configure Geocortex Essentials using the industry standard approach of parent/child sites, making it easy to support unique data and functionality to specific user groups while promoting security across the sites and viewers and a unified look and feel. NSGIS will perform QA testing on each tool to confirm the viewers perform as expected.

a) Task: Deploy Essentials “Base” site, “Internal Users” site, and “External Users” site, using Geocortex Essentials Site Inheritance, allowing for robust security (along with the use of the reverse proxy and web application server SSL) and refined control of which users have access to which data and reports.

Note to WRD: Creating two sites and adding a security certificate (“HTTPS”) are slight diversions from the requested scope which NSGIS believes will result in better security, and
will require the purchase of an SSL certificate by WRD under NSGIS guidance (cost will be under $300).

b) Task: Configure Out-of-the-Box Essentials Functionality, including
   i) More intuitive user interface, including map tips, map themes, measurement tools, print and export, etc.
   ii) More robust legend that only shows features visible at the current map scale
   iii) Robust selections, including:
       1) View and interact with selection results in List view or Table view
       2) Adding and subtracting from the current set
       3) Generating buffers and selecting features from the intersection of those buffers
       4) Zoom to entire selection, zoom to all selected features of just one type, or zoom to a single feature
       5) Saving selections for future interactions within map viewer
       6) Export entire selection or all the selected features of just one type to .XLSX, .CSV, or Esri Shapefile (.SHP)

<table>
<thead>
<tr>
<th>Component 4 Tasks</th>
<th>Estimated Hours</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Deploy Sites</td>
<td>10</td>
<td>$1,770</td>
</tr>
<tr>
<td>b. Configure Sites</td>
<td>20</td>
<td>$3,540</td>
</tr>
<tr>
<td>Subtotal</td>
<td>30</td>
<td>$5,310</td>
</tr>
</tbody>
</table>

5) Develop Custom Workflows and Print Template

NSGIS will develop custom Geocortex Essentials Workflows and Geocortex Essentials Report Designer reports to support and improve the well searches and reports. NSGIS will perform QA testing on each tool to confirm the expected results are returned.

Note to WRD: The example hydrographs and descriptions provided describe a quite robust and complex report which would likely require more time than is currently available in this budget. For Phase 1, we are recommending that the hydrograph reports be produced for a single well; in a future Phase, these can be enhanced to include more wells and functionality.

a) Task: Develop an Essentials Workflow to search and select wells by City, well owner, well name, WRD ID, LA County Number, or State Number (internal only)

b) Task: Develop an Essentials Workflow and output PDF report using Essentials Report Designer to report and display a hydrograph (concentration versus time) and table of Water Quality for a single well including well name, sample date, chemical name, concentration, units, and source of data based on selected constituent of interest.

c) Task: Develop an Essentials Workflow and output PDF report using Essentials Report Designer to report and display a hydrograph (groundwater elevation versus time) and table of Water Levels for a single well over a user-defined period, including well name, date of measurement, reference point elevation, depth to water, groundwater elevation, and source of data.

d) Task: Develop an Essentials Workflow and output PDF report using Essentials Report Designer to report and display a table of Well Construction Information for a single well including well names, latitude/longitude, date drilled, depth of well, diameter of well, top of perforations, bottom of perforations, aquifers penetrated, location accuracy, and source of data.

e) Task: Develop an Essentials Workflow and output PDF report using Essentials Report Designer to report and display a hydrograph (acre-feet versus year) and table of Well Production Information for a single well over a user-defined period showing historical pumping amounts of the well(s) by year, including well name(s), year, and acre-feet of production.

f) Task: Develop a more user-friendly and attractive custom print template.

<table>
<thead>
<tr>
<th>Component 5 Tasks</th>
<th>Estimated Hours</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Wells Searches</td>
<td>18</td>
<td>$2,923</td>
</tr>
<tr>
<td>b. Water Quality Report</td>
<td>25</td>
<td>$4,145</td>
</tr>
<tr>
<td>c. Water Levels Report</td>
<td>25</td>
<td>$4,145</td>
</tr>
<tr>
<td>d. Well Construction Report</td>
<td>18</td>
<td>$2,923</td>
</tr>
<tr>
<td>e. Well Production Info Report</td>
<td>25</td>
<td>$4,145</td>
</tr>
</tbody>
</table>
6) Documentation, Training, and Support

NSGIS will develop system administration that describes the web application environment, current data storage, maintenance procedures, and new user generation, which will be submitted as a draft for approval and then returned with edits as a final draft. NSGIS will also develop end user documentation, available as a downloadable PDF, and embed it into the WRD Well Search viewers. The WRD Well Search viewers will also include informative tool tips for all tools. In addition, NSGIS will provide 26 hours of off-site support for the viewers and searches.

a) Task: Development system administration documentation, including descriptions of the web application system environment, deployed web application, current data storage, maintenance procedures, and new user generation.

b) Task: Develop and deploy end-user documentation
   i) As a downloadable PDF
   ii) Integrated into Essentials viewer for each tool

c) Task: Develop and provide end-user training

<table>
<thead>
<tr>
<th>Component 6 Tasks</th>
<th>Estimated Hours</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Develop system admin doc</td>
<td>30</td>
<td>$5,410</td>
</tr>
<tr>
<td>b. Develop end user-doc</td>
<td>30</td>
<td>$4,870</td>
</tr>
<tr>
<td>c. Develop and deliver training</td>
<td>10</td>
<td>$1,330</td>
</tr>
<tr>
<td>d. Off-site support</td>
<td>26</td>
<td>$4,646</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>96</strong></td>
<td><strong>$16,256</strong></td>
</tr>
</tbody>
</table>

Resources

Cassandra Gray, Senior GIS Analyst, will lead the team as Project Manager and perform the bulk of the installation, configuration, and documentation work. Daniel Elroi, President and CEO, will act as Senior GIS Consultant and provide vision and guidance as needed. Eric Patrick, GIS Services Manager, will act as GIS Implementation Architect and oversee the project. Doug Yates, GIS Solutions Manager, will act as GIS Implementation Architect, planning and developing the desired application’s implementation, including the well search workflows and reports. Jay Wagester, Senior GIS Developer, will design and develop the custom well search workflows. Melanie Rosenberg, Intermediate GIS Analyst, will provide software testing and QA for deployment of the GIS Viewer. Marcelo Braghin, GIS Implementation Architect, will development Python scripts, if required to complete the above described scope.

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. GIS Consultant</td>
<td>$207</td>
</tr>
<tr>
<td>GIS Consultant, GIS Systems Architect</td>
<td>$187</td>
</tr>
<tr>
<td>Software Architect</td>
<td>$177</td>
</tr>
<tr>
<td>Project Manager, GIS Implementation Architect</td>
<td>$177</td>
</tr>
<tr>
<td>Sr. GIS Developer</td>
<td>$163</td>
</tr>
<tr>
<td>Sr. GIS Analyst, GIS Implementation Specialist</td>
<td>$157</td>
</tr>
<tr>
<td>Intermediate GIS Developer</td>
<td>$133</td>
</tr>
<tr>
<td>Intermediate GIS Analyst</td>
<td>$133</td>
</tr>
<tr>
<td>Jr. GIS Analyst, Jr. GIS Developer</td>
<td>$108</td>
</tr>
</tbody>
</table>
Budget

NSGIS proposes to perform the above tasks on a time and materials basis for a total budget of $69,947 invoiced monthly based on hours worked by role at the rates specified here. This includes time budgeted for project management.

<table>
<thead>
<tr>
<th>Component</th>
<th>Estimated Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Kickoff</td>
<td>28</td>
<td>$4,968</td>
</tr>
<tr>
<td>2. Architect and Install</td>
<td>45</td>
<td>$8,165</td>
</tr>
<tr>
<td>3. Prep and Publish Maps</td>
<td>25</td>
<td>$4,425</td>
</tr>
<tr>
<td>4. Configure Geocortex</td>
<td>30</td>
<td>$5,310</td>
</tr>
<tr>
<td>5. Develop Workflows, Print Temp.</td>
<td>116</td>
<td>$19,165</td>
</tr>
<tr>
<td>6. Document., Training &amp; Support</td>
<td>96</td>
<td>$16,256</td>
</tr>
<tr>
<td>Project Management</td>
<td>65</td>
<td>$11,658</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>374</strong></td>
<td><strong>$69,947</strong></td>
</tr>
</tbody>
</table>

Schedule

If NSGIS is given the green light to start by the first week of December 2017, and assuming reasonable collaboration with WRD, we believe that we can deliver an initial viewer with some requested features by early February, a draft version of the site for review and testing by early March, make final adjustments to the site in late March and perform training and hand-off in April. We anticipate wrapping up the project by the end of April 2018.

Respectfully,

Daniel Elroi
President & CEO
NorthSouth GIS LLC
PROPOSAL FOR ON-CALL SUPPORT SERVICES

Background

Water Replenishment District of Southern California (WRD) awarded NorthSouth GIS (NSGIS) the RFQ for Development of Online GIS Viewer and Interactive Well Search Tool. This project has been completed to WRD’s satisfaction, resulting in a fully functional viewer and well search tools. NSGIS now proposes to provide on-call support for this implementation on a time and materials basis.

Approach

NSGIS’s approach to this task is to provide remote on-call support to WRD as needed within the duration of the contract and not to exceed value of the task order. This support will be provided by NSGIS resources already familiar with the recently delivered implementation. Support requests can be initiated via the easy to use NSGIS support ticket system at: https://support.nsgis.com.

Support is offered during core NSGIS business hours of Monday – Friday, 9:30AM-6:30PM Pacific Time.

The following response times are expected for new support requests:

- 30 minutes: automated acknowledgement of receipt from the service request system
- 1 business day: contact from an NSGIS support staff to provide a schedule for addressing the request

NSGIS will make every effort to respond to urgent/critical requests more quickly.

Support requests will be charged in 0.25 hour increments at the billable rates shown in the rates table below.

When a support request is received from WRD, the request will be forwarded to an appropriately skilled support staff who will respond to the requestor notifying that they have received the request and are acting upon it.

If the request can be completed within four hours of labor and is not likely to disrupt production systems, the support staff will make the requested changes and notify the requestor that it has been completed. If the request is likely to require more than four hours of effort, NSGIS will provide an estimate for the task and then await client approval before proceeding.
Scope

The following scope is proposed to support the recently implemented GIS viewer and well search tools:

NSGIS shall provide up to $10,000.00 of remote support to WRD per the terms described above under “Approach” at the following rates:

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. GIS Consultant</td>
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</tr>
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<tr>
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</tr>
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<td>Intermediate GIS Developer</td>
<td>$133</td>
</tr>
<tr>
<td>Intermediate GIS Analyst</td>
<td>$133</td>
</tr>
<tr>
<td>Jr. GIS Analyst, Jr. GIS Developer</td>
<td>$108</td>
</tr>
</tbody>
</table>

It is expected that support will be provided by staff familiar with WRD’s implementation, and primarily consist of the following personnel:

Cassandra Gray, Senior GIS Analyst, will lead the team as Project Manager and in most cases will be doing the technical work associated with each request. Eric Patrick and Doug Yates will act as GIS Implementation Architects for requests requiring architectural considerations. Jay Wagester, Senior GIS Developer, will design and develop Geocortex workflows, such as modifications to well search workflows. Other NSGIS resources may be used as needed, other to ensure the qualified resource with the lowest rate is used, or to provide specialized expertise or staff redundancy if needed.

Budget

NSGIS proposes to perform the above tasks on a time and materials basis for a total budget of $10,000.00 invoiced monthly based on hours worked by role at the rates specified here. This includes time budgeted for project management. As this is an on-call proposal, no additional cost break down is possible at this time.

Schedule

As this is on-call proposal, there is no specific schedule beyond the duration of the executed contract and task order issued by WRD and the consumption of the budget, whichever occurs first.

Respectfully,

Daniel Elroi
President & CEO
NorthSouth GIS LLC
SUMMARY

The Water Replenishment District of Southern California (WRD) established a Geographic Information Systems (GIS) program in 1996 to provide mapping and spatial analysis support and later, build an online GIS Wells Interactive Search Tool. WRD uses Esri ArcGIS software and the platform for their GIS program.

In order to maintain the current GIS program, support the Asset Management program, and develop a new online application, the District needs to renew its annual license maintenance agreement for the term of February 1, 2018 through January 31, 2019 by maintaining the current terms, conditions and pricing structure of the Agreement. The cost of renewal is $10,700 and includes:

-1 ArcGIS Desktop Advanced Concurrent License
-3 ArcGIS Desktop Basic Concurrent License
-1 ArcGIS Spatial Analyst for Desktop Extension License
-1 3D Analyst for Desktop Extension License
-1 ArcGIS Enterprise for Server Standard Up-to-Four Cores Maintenance

FISCAL IMPACT

The total cost of the renewal is $15,083. Funds are available in the Administrative Department Budget in Project Number 0100000 GL Code 5620 (Office Expense). The balance after the proposed expenditure will be $14,017.
STAFF RECOMMENDATION

The Administrative Committee recommends that the Board of Directors renew the Maintenance License Agreement for ArcGIS Software with ESRI, Inc. for the term 2/1/2019 to 6/30/2020 at a cost of $15,083.
Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level:

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit:

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.
**Quotation**

**Date:** 10/01/2018  
**Quotation Number:** 25868717

---

**Send Purchase Orders To:**  
Environmental Systems Research Institute, Inc.  
380 New York Street  
Redlands, CA 92373-8100  
Attn: Erin McCollum

**Please include the following remittance address on your Purchase Order:**  
Environmental Systems Research Institute, Inc.  
P.O. Box 741076  
Los Angeles, CA 90074-1076

---

**Water Replenishment District of Southern California**  
4040 Paramount Blvd  
Lakewood CA 90712  
Attn: Josi Jenneskens

**Customer Number:** 110960  
For questions regarding this document, please contact Customer Service at 888-377-4575.

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|      |     | ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance  
|      |     | Start Date: 02/02/2019  
|      |     | End Date: 06/30/2020 |

**Quotation is valid for 90 days from document date.**

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization’s budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state’s taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**Issued By:** Erin McCollum  
**Ext:** 3987

To expedite your order, please reference your customer number and this quotation number on your purchase order.
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<td></td>
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<tr>
<td></td>
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<td></td>
<td>End Date: 06/30/2020</td>
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Item Subtotal: 15,082.69
Estimated Tax: 0.00
Total USD: 15,082.69

DUNS/CEC: 06-313-4175  CAGE: 0AMS3
IF YOU WOULD LIKE TO RECEIVE AN INVOICE FOR THIS MAINTENANCE QUOTE YOU MAY DO ONE OF THE FOLLOWING:

- RESPOND TO THIS EMAIL WITH YOUR AUTHORIZATION TO INVOICE
- SIGN BELOW AND FAX TO 909-307-3083
- FAX OR EMAIL YOUR PURCHASE ORDER TO 909-307-3083/Service@esri.com

REQUESTS VIA EMAIL OR SIGNED QUOTE INDICATE THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION AND THAT YOUR ORGANIZATION DOES NOT REQUIRE A PURCHASE ORDER.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at http://www.esri.com/~ /media/Files/Pdfs/legal/pdfs/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri’s standard terms and conditions found at http://www.esri.com/~ /media/Files/Pdfs/legal/pdfs/ma-full/ma-full.pdf apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri’s GSA Federal Supply Schedule. Supplemental terms and conditions found at http://www.esri.com/legal/supplemental-terms-and-conditions apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri’s offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. The quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD__________ plus sales tax, if applicable.

Please check one of the following:

_____ I agree to pay any applicable sales tax.

_____ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

________________________________________      _________________________
Signature of Authorized Representative      Date

________________________________________      _________________________
Name (Please Print)                            Title

[Signature]
DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: SELECTION OF AN ELECTRONIC PROCUREMENT SOFTWARE SYSTEM

SUMMARY

In an ongoing effort to improve WRD’s internal workflow processes there has been a need for an online bidding and contracts management system (E-Procurement) which would provide the options and capabilities to assist in streamlining the procurement and contract lifecycle processes within WRD. Much of WRD’s current processes for managing procurement solicitations and contracts are decentralized and manually tracked. With an E-Procurement system it will greatly assist in automating many areas of the current process into a more organized, time-efficient, and streamlined manner, which will include improving areas such as better tracking management of vendor profile registrations and insurances, sending vendors automatic bid notifications based on the vendor’s registered business profile, the tracking and notifications of contracts and insurances before expiration, and the ease of use in navigating through a centralized software platform.

On July 3, 2018, the Board of Directors (Board) approved WRD staff to release a Request for Proposal (RFP) for an Electronic Procurement (E-Procurement) Software System. The RFP was subsequently posted on July 5, 2018 on the District’s website and issued to a list of thirty (30) firms that provided E-Procurement software capabilities. On August 3, 2018, the District received five proposals which were evaluated by a selection committee consisting of two WRD staff members and one staff member from West Basin Municipal Water District.

Proposals were evaluated based on criteria listed within the RFP which included, to name a few, project team and qualifications, project understanding and approach, relevant experience, and performance on similar projects. Four firms were shortlisted...
and invited, on August 29, 2018, for a one and a half hour interview and demonstration of their E Procurement software where key considerations during the E Procurement demonstration included project team dynamics, product appearance and ease of use, evaluation process, vendor interface, and product functionality and power. The ranking of the four shortlisted firms are summarized in the table below:

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Rank</th>
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</thead>
<tbody>
<tr>
<td>Bonfire Interactive Ltd.</td>
<td>1</td>
</tr>
<tr>
<td>Biddingo.com</td>
<td>2</td>
</tr>
<tr>
<td>PlanetBids, Inc.</td>
<td>3</td>
</tr>
<tr>
<td>CobbleStone Software</td>
<td>4</td>
</tr>
</tbody>
</table>

Based on the results of the evaluations, Bonfire Interactive Ltd. (Bonfire) is considered to be the best match for WRD. Bonfire provides an “off the shelf” web-based software platform with an intuitive product interface and functionality that will allow the District the ability to easily manage vendors, bids, the evaluation process, contracts, and insurances in a centralized manner. In addition the product interface will also give vendors the ability to easily register within the platform as well as easily monitor their bids and proposals.

WRD staff would like to enter into negotiations with the highest ranked firm, Bonfire, in order to finalize the scope, schedule, and fees associated with the setup and training of the software system. After the negotiation phase, WRD staff will present the recommended scope, fee, and schedule to the Administrative Committee for consideration and direction.

**FISCAL IMPACT**

Sufficient funding for this expenditure is available within the Administrative Budget. WRD staff is requesting that $20,000 (Materials and Equipment - SCADA Software Annual Maintenance) within G/L Code: 5681 be transferred to G/L Code: 5634 (Other Consultants – E-Procurement Software System) within the Administrative Budget. Funding for the second and third year will be budgeted in the District’s annual budget.

**STAFF RECOMMENDATION**

The Administrative Committee authorizes WRD staff to negotiate a scope, fee, and schedule with Bonfire, or subsequent ranked firm should it be necessary, for their E-Procurement software system.
MEMORANDUM
ITEM NO. 6

DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: AUTHORIZE PURCHASE OF PHONE SYSTEM FOR THE ALBERT ROBLES CENTER

SUMMARY
Construction of the Albert Robles Center (ARC) is nearing completion, and one of the owner supplied systems that WRD needs to provide and install for the facility is the phone system. WRD currently utilizes a Mitel (previously ShoreTel) voice-over-IP (VoIP) phone system at its Lakewood facility that was installed and is supported by Xtelesis Corporation. This phone system has the ability to be extended to other sites and operate as one larger phone system.

WRD asked Xtelesis to provide a quote to purchase, install and configure a compatible phone VoIP system at ARC. The proposed purchase is procured pursuant to the NASPO Value Point Cooperative Purchasing Organization. The state of California has a Participating Addenda with NASPO that explicitly allows other non-state entities within California to enter into piggyback contracts with participating companies to take advantage of negotiated governmental pricing rates.

FISCAL IMPACT
The total cost of the purchase is $17,100. Funds are available in the Administrative Department Budget in project number 000 GL Code 5681 (Materials & Equipment). The balance after the proposed expenditure will be $237,176.

STAFF RECOMMENDATION
The Administrative Committee recommends that the Board of Directors authorize staff to purchase the proposed phone system for an amount of $17,100.
MEMORANDUM
ITEM NO. 7

DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: AUTHORIZE PURCHASE OF MICROSOFT OFFICE 365 SOFTWARE LICENSES

SUMMARY

WRD currently uses Microsoft Office 2013 for its productivity software, for which mainstream support from Microsoft ended as of April, 2018. Office 365, Microsoft's cloud-based service platform has been used by WRD for email purposes for the last two years. Office 365 has proven to be reliable and robust, and brings with it many advantages of the cloud, including universal access and the ability to take advantage of Microsoft's considerable infrastructure. Office 365 also offers the ability to purchase the Office desktop software, allowing more integration with its cloud offerings and gives WRD staff the ability to install the software on multiple computers and devices. In addition, this ensures WRD always has access to the latest version. Staff asked Liftoff LLC, its partner of record for Office 365, to provide a quote for the necessary licenses. Staff recommends adding Office licenses to its Office 365 subscription. Because this addition would put the total FY 18-19 expenditures above $10,000, board authorization is required.

FISCAL IMPACT

The total cost of the purchase is $8,040. Funds are available in the Administrative Department Budget in project number 000 GL Code 5681 (Materials & Equipment). The balance after the proposed expenditure will be $254,276.

STAFF RECOMMENDATION

The Administrative Committee recommends that the Board of Directors authorize staff to purchase the proposed licenses for $8,040.
DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: UPDATE ON CLASS AND COMPENSATION STUDY

SUMMARY

In response to ongoing discussion between the Board of Directors, Management and Union about District employee compensation, the Administrative Committee directed staff to develop and circulate a Request for Qualifications (RFQ) for a consultant to conduct a Class and Compensation Study at its October 2017 Committee Meeting. The RFQ was released on November 20, 2017 and circulated from November 21, 2017 to December 21, 2017. Proposals were received from the following consultant firms:

- Koff and Associates
- NFP, Madison Dearborn Partners
- Reward Strategy Group
- Segal Waters Consulting

An evaluation committee, comprised of Union and Management employees was developed to evaluate the proposals. The committee met over several weeks to ensure the selected consultant would be responsive to both Union and Management objectives. The top proposals were also circulated to Bargaining Union Members by the Union Executive Board. Proposals were ranked using the District’s standard evaluation process and Segal Waters Consulting (Segal) was determined to be most qualified. The Administrative Committee authorized staff to negotiate a scope, fee and schedule with Segal as follows:

1. Consultant shall perform a classification and compensation study affecting approximately 40 employees covered by 13 classification types, and that 30 employees are represented by The American Federation of State, County and Municipal Employees (AFSCME).
2. Consultant shall conduct a comprehensive salary and benefits survey to compare current compensation and benefits practice to the labor market.

3. Consultant shall define the District’s current compensation market position, overall, and by position, by comparing the District’s current pay ranges to the applicable labor market.

4. Consultant shall provide an analysis of internal salary relationships and make recommendations for necessary adjustments.

5. Consultant shall meet with the Board, Union and Management at various project delivery milestones.

6. Consultant shall be prepared to discuss and defend all challenges to the survey.

7. Consultant shall assist in the development of an implementation strategy that includes providing assistance with preparing the necessary Board correspondence.

8. Consultant shall present the final compensation and benefit report to the Board of Directors.

Both the Union and Management acknowledge the potential for additional analysis after the initial scope (as defined above) is completed. Segal has proposed optional task items that can be considered by the Board through December 2019. The total fee for this project is $44,000 and was included in the adopted FY 2017/2018 budget.

Since contract adoption by the Board and the initial Kick-Off meeting with Segal on June 8, 2018 staff has completed the following milestones:

- Job Description Questionnaire (JDQ) Development with Segal - Completed
- JDQ Union and Management Review - Completed
- JDQ Information Sessions I and II – Completed
- DQ Manager Submission – Deadline: Thursday, August 10, 2018 at 5:30 p.m.

In preparation for submission of the final JDQs to Segal, staff requested the Board receive and file the list of comparable agencies developed in collaboration with the Union, Management and Segal at its August 2018 meeting. The lists were as follows:

1. Central Basin
2. Coachella Valley Water District
3. County of Los Angeles
4. Groundwater Replenishment System, Fountain Valley - joint project of the Orange County Water District (OCWD) and the Orange County Sanitation District (OCSD)
5. Inland Empire Utilities Agency
6. Irvine Ranch Water District Orange County Sanitation District, Fountain Valley, Huntington Beach - wastewater treatment
7. Los Angeles County Sanitation District
8. Los Angeles Department of Water & Power
9. Metropolitan Water District
10. Mojave Water Agency
11. Orange County Water District
12. San Diego County Water Authority
13. San Francisco Public Utilities Commission
14. Santa Clara Water District
15. West Basin MWD

In addition, staff requested the Administrative Committee Receive and File the list of classifications that were transmitted to Segal for analysis and comparison to the comparable agencies:

1. Assistant General Manager
2. Assistant Hydrogeologist (4)
3. Associate Engineer
4. Chief Financial Officer
5. Chief Hydrogeologist
6. Data and Technology Supervisor
7. Database Programmer
8. Engineer (2)
9. GIS Analyst
10. Hydrogeologist (1)
11. Manager of Engineering/District Engineer
12. Manager of Finance
13. Manager of Internal Services
14. Manager of Public Affairs
15. Network Administrator
16. Office Assistant (2)
17. Project Administrator (2)
18. Public Affairs Representative (4)
19. Senior Accountant (3)
20. Senior Administrative Specialist (2)
21. Senior Engineer
22. Senior Hydrogeologist (2)
23. Senior Public Affairs Representative
24. Superintendent of Operations
25. Technical Specialist
26. Water Resources Planner

Status Update

The study is at step 3.2 in the project schedule, "Identify Benchmark Job Titles." At this step, Segal, Management and Union will work together to finalize the final list of
classifications, including any new titles being recommended as a result of the study. The finalized list of classifications will be used as part of the compensation comparison phase of the study.

FISCAL IMPACT

None at this time

STAFF RECOMMENDATION

The Administrative Committee receive and file the report.
MEMORANDUM
ITEM NO. 9

DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: EMPLOYEE RELATIONS PROGRAM - OCTOBER 2018 UPDATE

SUMMARY

The mission of the Water Replenishment District's (District) Employee Relations Program is to strengthen the employer-employee relationship through identifying and resolving workplace issues, measuring employee satisfaction and morale, and providing support and input to the District's operations.

Employee Relations Program

Employee Relations Programs and services help manage and maintain an effective and productive workforce. As the most important part of any organization, it is important that employees are actively engaged in the workplace through innovative programs and collaborative projects that:

1. Strengthen our connectivity and engagement at all levels, and work hard to develop our current and future workforce for success and longevity;
2. Illustrate the District's desire to proactively prevent or resolve all employee relations issues;
3. Inform the creation of inclusive workplace policy in furtherance of District goals, projects, and programs.

Toward these goals, the Human Resources Department has developed 12 areas of employee outreach and development to focus on throughout the year.

2018 Second Quarter Outlook

October – Great ShakeOut / Evacuation & Fire Drill
The District has registered to participate in The Great California Shake Out. For the first time, WRD will join millions of people worldwide to practice how to Drop, Cover and Hold On at 10:18 a.m. on October 18, 2018 during Great ShakeOut Earthquake Drills, which began in California in 2008. Participation will help us prepare to survive and recover quickly from major earthquakes. In addition to the ShakeOut, HR will facilitate a site-specific evacuation and fire drill at the Lakewood headquarters. October will also feature the District's 2nd Annual Costume Contest & Staff Potluck.

November – Employee Food Drive

As has been done in the past, HR is proposing to partner with a local charity in collection of canned goods and other non-perishable items leading up to the Thanksgiving Holiday. While the drive would definitely be optional for employees, the goal is to encourage a shared goal among employees and to be a good community partner.

December – Holiday / Employee Appreciation Dinner

Employee Appreciation events go a long way in communicating to employees how much they are appreciated by the District. Appreciation / Holiday dinners give the employees an opportunity to interact with co-workers and their partners outside of the work environment. With appropriate approvals, HR is hoping to plan and facilitate a standard “Employee Holiday Party”, with invitations to include a plus-one.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

The Administrative Committee receive and file the report.
MEMORANDUM
ITEM NO. 10

DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: REQUEST TO ISSUE A PURCHASE ORDER TO CDWG FOR FY 18-19 BUDGETED IT INFORMATION TECHNOLOGY PURCHASES

SUMMARY
The approved FY 18-19 budget includes several IT categories that will be purchased from CDWG. This includes the following categories:

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<th>Category</th>
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</thead>
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<td>SAN (Storage Area Network) Maintenance Subscriptions</td>
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</tr>
<tr>
<td>Network Server Hardware</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>IT Hardware for ARC (switches, servers, computers, etc.)</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>MISAC network improvements</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Networking Hardware Maintenance Subscriptions</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Antivirus/Anti-spam/Email Archival Software Maintenance Subscriptions</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Backup software renewal/maintenance Subscriptions</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Misc. Computer Supplies (Toner, etc.)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$158,000.00</strong></td>
</tr>
</tbody>
</table>

This request is for a PO to be issued to CDWG for these budgeted categories. The proposed purchases will be procured pursuant to the NASPO Value Point Cooperative Purchasing Organization. The state of California has a Participating Addenda with NASPO that explicitly allows other non-state entities within California to enter into piggyback contracts with participating companies to take advantage of negotiated governmental pricing rates.

FISCAL IMPACT
The total amount of the purchase order is $158,000. Funds are available in the Administrative Department Budget in project number 000 GL Code 5681 (Materials & Equipment). The balance after the proposed expenditure will be $87,176.

STAFF RECOMMENDATION
The Administrative Committee recommends that the Board of Directors issue a purchase order to CDWG in the amount $158,000.
MEMORANDUM
ITEM NO. 11

DATE: OCTOBER 24, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

The Administration Department has several projects moving forward. Here are some highlights for the month of October 2018:

Human Resources and Risk Management

The mission of the Human Resources and Risk Management Division (HR) is to develop, implement and support processes that add value to the District and the wellness of its employees, while remaining committed to the District’s core business driver, replenishment of the basin; and minimizing liability exposures through innovative risk control designed to provide a safe workplace.

In addition to our standard HR functions, in October HR will be managing the Benefits’ Open Enrollment, four (4) active recruitments, Employee Handbook development, the Great Shake-Out Event and the District’s 2nd Annual Employee Halloween Costume Contest.

Active Recruitments:

1. Manager of Engineering – Engineering Department
2. Administrative Specialist – Administration Department
3. Intern - Administration
4. Intern – Engineering/Operations
**Procurement**

The mission of the Procurement Division is to procure the goods and services needed by the District in an efficient and cost-effective manner within the rules of the Public Contracting Code. This includes the development and supervision of procurement processes and also directing the functions of Expediting, Central Receiving, and Surplus Property in the tracking and documenting of receipts of merchandise and disposal of surplus equipment.

In addition to our standard procurement functions, in October we’ll be continuing the process of implementing an online bidding and contracts management system (E-procurement).

On July 3, 2018, the Board of Directors (Board) approved WRD staff to release a Request for Proposal (RFP) for an Electronic Procurement (E-Procurement) Software System. The RFP was subsequently posted on July 5, 2018 on the District’s website and issued to a list of thirty (30) firms that provided E-Procurement software capabilities. On August 3, 2018, the District received five proposals which were evaluated by a selection committee consisting of two WRD staff members and one staff member from West Basin Municipal Water District.

Based on the results of the evaluations, Bonfire Interactive Ltd. (Bonfire) is considered to be the best match for WRD. Bonfire provides an “off the shelf” web-based software platform with an intuitive product interface and functionality that will allow the District the ability to easily manage vendors, bids, the evaluation process, contracts, and insurances in a centralized manner. In addition the product interface will also give vendors the ability to easily register within the platform as well as easily monitor their bids and proposals. The Department anticipate bringing an item to the Administrative Committee on October 24, 2018 to recommend entering into an agreement with Bonfire.

**Board Support/Board Deputy Secretary**

The mission of the Board Support/Board Deputy Secretary function is to maintain accurate and up-to-date records of the proceedings and actions of the Board of Directors, administer Board elections, and keep informed on matters placed before the Board of Directors for consideration.

In addition to managing the preparation for Committee and Board meetings, for October staff is continuing to implement and expand the District’s Agenda Management Software, OnBase Agenda Management, revising Board calendars and committee assignments, standardizing meeting set-up, and workflow creation for the General Manager’s Report.

**Building Operations**

The mission of the Building Operations function is to provide leadership and best practices in managing facilities, supplies, security and resource conservation,
maintenance, and other support services. This includes maintenance of the grounds around the District's Main Administrative building and off-site facilities. The Building Operations function is supported by the District's Safety Committee. For October, we're continuing to conduct weekly safety investigations for common hazards and opportunities to prevent accidents.

**October Safety Statistics (Projected)**

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<tr>
<td>Reported hazards</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
</tr>
<tr>
<td>Days since last injury</td>
<td>107*</td>
</tr>
</tbody>
</table>

Injuries, hazards, or concerns, may be reported to the Manager of Administration and Human Resources or to a member of the Safety Committee.

*We began tracking this statistic on July 1, 2018.

**FISCAL IMPACT**

None at this time.

**STAFF RECOMMENDATION**

The Administrative Committee receive and file the report.