

**MEETING OF THE ADMINISTRATIVE COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA., 90712
10:30 A.M., WEDNESDAY, SEPTEMBER 25, 2019**

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. APPROVE THE MINUTES OF FEBRUARY 27, 2019**
Staff Recommendation: The Administrative Committee approve the minutes as submitted.
- 4. APPROVE THE MINUTES OF APRIL 24, 2019**
Staff Recommendation: The Administrative Committee approve the minutes as submitted.
- 5. APPROVE THE MINUTES OF JULY 24, 2019**
Staff Recommendation: The Administrative Committee approve the minutes as submitted.
- 6. CLASS AND COMPENSATION STUDY FOR DISTRICT MANAGEMENT**
Staff Recommendation: The Administrative Committee recommends that the Board of Directors enter into a Professional Services Agreement, subject to approval as to form by District Counsel, with Koff Associates for a Classification and Compensation Study for District Managers for an amount not to exceed \$38,000.
- 7. DEPARTMENT REPORT**
Staff Recommendation: For discussion and possible action.
- 8. DIRECTORS' REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 9. ADJOURNMENT**
The Committee will adjourn to the next meeting currently scheduled on October 24, 2019, at 10:30 a.m.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact Ted Johnson, Assistant General Manager/CAO 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 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.



MEMORANDUM
ITEM NO. 3

DATE: SEPTEMBER 25, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE THE MINUTES OF FEBRUARY 27, 2019

SUMMARY

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on February 27, 2019 at 10:55 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

FISCAL IMPACT

None

STAFF RECOMMENDATION

The Administrative Committee approve the minutes as submitted.

**MINUTES OF FEBRUARY 27, 2019
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712**

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on February 27, 2019 at 10:55 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

Committee: Committee Chair Sergio Calderon; President John Allen; Vice Chair Willard H. Murray was excused
Staff: Brandon Mims, Scott Ota
Public: Director DeWitt; Maribel Medina

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

3. ADMINISTRATIVE CODE

Brandon Mims, Manager of Administration and Human Resources presented this item. Mr. Mims reviewed the revised Administrative Code with the committee. Maribel Medina of Leal-Trejo, APC explained what the red lines in the document represent and let the committee know that the document was in the revision process to make the document flow better. Items to be included or being worked on for the Administrative Code are a Records and Retention Restriction policy along with an IT and Social Media policy. Director Calderon asked that a title be added (Sergeant in Arms) in an addition to current titles. Discussion followed.

First:	Allen
Second:	Calderon
Discussion:	Item 10.14 section A and the first paragraph in the section will be removed from the Administrative Code.
Vote:	Allen, Yes; Calderon, Yes
Result:	ITEM 2 PASSED

4. UPDATE ON CLASS AND COMPENSATION STUDY

Brandon Mims, Manager of Administration and Human Resources presented this item. Mr. Mims presented the committee with the draft amended Segal report and stated that staff will review the draft report with the General Manager and the Union before it is brought to the Administration Committee. Mr. Mims and Mr. Ota requested a special meeting after the meeting with the General Manager and the Union to go over the report. Discussion followed.

5. EMPLOYEE RELATIONS PROGRAM UPDATE

Mr. Mims provided listed the various activities that have been hosted for Staff since the last meeting (All Hands Safety Committee Meeting, Sexual Harassment Classes, and Employee Appreciation Lunch). Next were 8 yoga sessions for all employees through a grant from Aqua. Discussion followed. No action was taken on item.

6. DEPARTMENT REPORT

Mr. Mims listed all the job openings that were posted. A Special Administrative Committee meeting was scheduled for March 13, 2019. Discussion followed. No action was taken on item.

7. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTORTIONS TO STAFF

None

8. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:47 A.M.

Chair

ATTEST:

MEMBER

Approved in minutes of:



MEMORANDUM
ITEM NO. 4

DATE: SEPTEMBER 25, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE THE MINUTES OF APRIL 24, 2019

SUMMARY

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on April 24, 2019 at 10:30 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

FISCAL IMPACT

None

STAFF RECOMMENDATION

The Administrative Committee approve the minutes as submitted.

**MINUTES OF APRIL 24, 2019
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on April 24, 2019 at 10:30 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

Committee: Committee Chair Sergio Calderon; Director John D.S. Allen

Staff: Brandon Mims; Tenisha Simeon; H. Francisco Leal; Maribel Medina

Public: Esther Rojas

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None

3. CLASS AND COMPENSATION STUDY UPDATE

District Counsel H. Francisco Leal commended staff for finding inadequacies in the report from Segal Waters Consulting Group. Discussion regarding implementation of the data followed.

Committee Chair Sergio Calderon inquired about the Committee's experience in a class and compensation study. Manager of Internal Services Brandon Mims clarified the process of meeting with the Union for the Committee. Discussion followed.

This will be an item for review during the closed session at the Board meeting scheduled for May 2nd.

4. ADMINISTRATIVE CODE

Chair Calderon expressed interest in having the administrative code available online for the directors' convenience.

Mr. Mims stated that Staff is working on bring the procurement manual, personnel manual, and administrative code up to speed. Discussion followed.

5. DEPARTMENT REPORT

Mr. Mims provided an update on open recruitments. He stated that he is awaiting confirmation from General Manager Robb Whitaker on the offer that is out for the Assistant General Manager/Chief Operating Officer position. He also stated that there were ten applications in for the Assistant General Manager/Chief Administrative Officer position.

The offer of Chief Financial Officer had been sent out to various websites and the close date would be May 10th.

Interviews for the position of Manager of External Affairs were scheduled for the week of May 6th. Discussion followed.

This matter will return as a proposal for the Board in May.

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

Director Allen expressed interest in the formation of a committee consisting of Mr. Mims (representing management), Ms. Rojas (representing Staff), and Ms. Maribel Medina that would research a timekeeping device to bring to the Administrative Committee so the Board can select one. Discussion followed.

Director Allen also expressed interest in an evaluation system that would consist of Mr. Mims, Ms. Rojas, Ms. Maribel Medina and possibly Chief Hydrogeologist Ted Johnson that could measure potential salary increases. Discussion followed.

7. ADJOURNMENT

There being no further business to come before the Committee, and upon a motion made by Director Allen and seconded by Director Calderon, the meeting was adjourned at 11:28 a.m. to the next meeting scheduled for May 22nd at 10:30 a.m.

Chair

ATTEST:

MEMBER

Approved in minutes of:



MEMORANDUM
ITEM NO. 5

DATE: SEPTEMBER 25, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE THE MINUTES OF JULY 24, 2019

SUMMARY

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on July 24, 2019 at 3:30 p.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

FISCAL IMPACT

None

STAFF RECOMMENDATION

The Administrative Committee approve the minutes as submitted.

**MINUTES OF JULY 24, 2019
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712**

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on July 24, 2019 at 3:30 p.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

Committee: Committee Chair Sergio Calderon; Director Willard H. Murray

Staff: Ted Johnson; Brandon Mims; Evan Lue; Esther Rojas; Tenisha Simeon; H. Francisco Leal

Public: None

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

3. ADMINISTRATIVE CODE

WRD Attorney Francisco Leal reported that he had a discussion with his assistant David Alvarez and was wanting to provide an update to the Administrative Code. Mr. Leal stated that recruitment policies had been taken out and that he and his team were working on bringing the full Administrative Code in a month's time. Discussion followed.

4. CLASS AND COMPENSATION STUDY

Assistant General Manager and Chief Administrative Officer Ted Johnson stated that he and Manager of Internal Services Brandon Mims were working on a class and compensation study for WRD Management and that they would bring back a draft at the next Administrative Committee meeting.

Mr. Leal stated that Segal Waters Consulting Group had a pending invoice of \$12,000 and that WRD would move forward with payment.

Mr. Johnson stated that WRD would be recruiting a Manager of Hydrogeology and a Senior Government Affairs Representative to replace the newly vacant positions. Discussion followed.

Upon a motion made by Director Murray and seconded by Director Calderon, subsequent need item 4A was added to the agenda.

4A. SUBSEQUENT NEED ITEM: ADDITION OF MANAGER OF HYDROGEOLOGY POSITION TO ORGANIZATIONAL CHART AT PAYGRADE 25

Upon a motion made by Director Calderon and seconded by Director Murray, the committee unanimously agreed to add the position of Manager of Hydrogeology to the District’s organizational chart.

This will be a regular item for review and approval on the Board of Directors agenda.

5. AUTHORIZE PURCHASE OF MICROSOFT OFFICE 365 SOFTWARE LICENSES

Data and Technology Services Supervisor Evan Lue provided a brief overview on the item, stating that the Microsoft Office software licenses were needing annual renewal and new features would be added.

Upon a motion duly made by Director Murray and seconded by Director Calderon, the Administrative Committee recommended that the Board of Directors authorize staff to purchase the proposed licenses for \$25,772.40.

6. DEPARTMENT REPORT

Mr. Mims stated that the positions of Assistant General Manager and Manager of External Affairs had been filled and that his department was in the process of hiring a Chief Financial Officer.

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

None.

8. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:50 p.m.

Chair

ATTEST:

MEMBER

Approved in minutes of:



MEMORANDUM
ITEM NO. 6

DATE: SEPTEMBER 25, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CLASSIFICATION AND COMPENSATION STUDY FOR DISTRICT MANAGERS

SUMMARY

A Classification and Compensation study was recently completed by Segal Waters Consulting. That study focused on District staff represented by AFSCME Local 1902, Water Replenishment District Chapter. As a result of the study, the Board of Directors adjusted the salary ranges for Union positions (not the individual staff) to better reflect competitive market conditions by increasing the bottom of each Pay Grade by 5% and the top of each Pay Grade by 15%. At the same time, the Board authorized staff to pursue a similar Classification and Compensation Study for District Managers, a class that was not adequately addressed in the Segal Waters Consulting study.

Previously, the District solicited Requests for Qualifications for Classification and Compensation studies. Based on that, staff solicited and received a cost proposal to perform that Management study from Segal Waters Consulting, who was the #1 ranked firm and from Koff Associates who was the #2 ranked firm. The Segal proposal came in at \$45,000, with hourly billing rates ranging from \$220 per hour to \$375 per hour. Their office is in Washington DC. The Koff Associates proposal came in at \$28,420, or up to \$34,510 with options. They have a combined professional/clerical composite billing rate of \$145 per hour. Koff Associates is located in Berkeley, CA. After consulting with each company and reviewing their independent proposals, Staff finds that Koff Associates has a lower price and billing rates, has more California water district experience in similar studies, and is headquartered in California. Therefore, Staff is recommending entering into an Agreement with Koff Associates for the Manager's Classification and Compensation Study.

FISCAL IMPACT

The total cost for the contract, including options and contingency, is \$38,000. The amount will be drawn from budgeted funds in Administration.

STAFF RECOMMENDATION

The Administrative Committee recommends that the Board of Directors enter into a Professional Services Agreement, subject to approval as to form by District Counsel, with Koff Associates for a Classification and Compensation Study for District Managers for an amount not to exceed \$38,000.