

**SPECIAL ADMINISTRATIVE COMMITTEE MEETING
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA. 90712
12:30 PM, WEDNESDAY, JANUARY 23, 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 MINUTES OF SEPTEMBER 26, 2018 MEETING OF THE ADMINISTRATIVE COMMITTEE**
Staff Recommendation: The Administrative Committee will approve minutes as submitted.
- 4. UPDATE ON CLASS AND COMPENSATION STUDY**
Staff Recommendation: For discussion only.
- 5. EMPLOYEE RELATIONS PROGRAM UPDATE**
Staff Recommendation: For discussion only.
- 6. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 7. ADJOURNMENT**
The Committee will adjourn to its next meeting currently scheduled for February 27, 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 Brandon Mims, 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.



MEMORANDUM

ITEM NO. 3

DATE: JANUARY 23, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE MINUTES OF SEPTEMBER 26, 2018 MEETING OF THE ADMINISTRATIVE COMMITTEE

SUMMARY

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on September 26, 2018 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. The minutes were taken by the Board Deputy Secretary, Brandon Mims.

FISCAL IMPACT

None

STAFF RECOMMENDATION

The Administrative Committee will approve minutes as submitted.

**MINUTES OF SEPTEMBER 26, 2018
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 September 26, 2018 at 10:45 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 DeWitt

Staff: Ken Ortega; Brandon Mims; Evan Lue; Brett Glasscock; Tracey Burke

Public: None

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

No public comments.

3. APPROVE MINUTES OF JULY 25, 2018 MEETING OF THE ADMINISTRATIVE COMMITTEE

Board Chair Calderon requested a motion for approval of the minutes. Director DeWitt motioned that the minutes be approved. Director Calderon seconded the motion and the minutes were approved by a vote of 2 to 0.

4. APPROVE MINUTES OF AUGUST 22, 2018 MEETING OF THE ADMINISTRATIVE COMMITTEE

Board Chair Calderon requested a motion for approval of the minutes. Director DeWitt motioned that the minutes be approved. Director Calderon seconded the motion and the minutes were approved by a vote of 2 to 0.

5. AUTHORIZATION TO PAY ADVANCED DOCUMENT SOLUTIONS (ADOCS) FOR GY 18-19 BUDGETED ITEMS

Board Chair Calderon requested an explanation of the purpose of the item. Mr. Lue and Mr. Glasscock explained that the purchases need to be approved by the Board because the costs exceeded that which can be approved by the General Manager. Board Chair Calderon requested a motion for approval of the item. Director DeWitt motioned that the item be forwarded to the full Board for approval. Director Calderon seconded the motion and the minutes were approved by a vote of 2 to 0.

6. AUTHORIZATION TO PAY CDWG FOR FY 18-19 BUDGETD IT PURCHASES

Ms. Mr. Lue and Mr. Glasscock provided an overview of the planned IT purchases. Board Chair Calderon asked for clarification on the method of procurement being CMAS (California Multiple Award Schedule). Staff provided clarity on the method of purchases. Director DeWitt motioned that the item be forwarded to the full Board for approval. Director Calderon seconded the motion and the item was approved by a vote of 2 to 0.

7. UPDATE ON CLASS AND COMPENSATION STUDY

Mr. Mims stated that the study was in one of the most critical stages where staff responds to the recommendations of the consultant. He provided a general overview of the steps remaining in the study. No action was taken on this item.

8. REVIEW OF EMPLOYEE RELATIONS PROGRAM

Mrs. Burke gave an overview of the Employee Relations Program and planned activities for the upcoming months. No action was taken on this item.

9. DEPARTMENT REPORT

Mr. Mims provided highlights of the Internal Services department current and ongoing activities and projects. Discussion followed. No action was taken on this item.

10. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:25 A.M.

Chair

ATTEST:

Member

Approved in minutes of:

**MEMORANDUM****ITEM NO. 4**

DATE: JANUARY 23, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: UPDATE ON CLASS AND COMPENSATION STUDY

SUMMARY

The Class and Compensation Study is at the stage of finalizing the recommended classifications and salary ranges. Segal has transmitted its initial recommendation to WRD Management. Both the Union and WRD Management have had an opportunity to review those classification recommendations.

The Union Class and Compensation Study Committee requested to wait until after January 1, 2018 to continue talks about the study. At our most recent Meet and Confer on January 14, 2019, the Union was advised that their comments were transmitted to Segal for consideration (in their entirety). The next step in the process is to receive the full study recommendations from Segal for consideration by the Union, Management and Board of Directors.

FISCAL IMPACT

None

STAFF RECOMMENDATION

For discussion only.

**MEMORANDUM****ITEM NO. 5**

DATE: JANUARY 23, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: EMPLOYEE RELATIONS PROGRAM 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:

- Strengthen our connectivity and engagement at all levels, and work hard to develop our current and future workforce for success and longevity;
- Illustrate the District's desire to proactively prevent or resolve all employee relations issues;
- 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. Staff will provide an overview of the planned activities for the upcoming months.

FISCAL IMPACT

None

STAFF RECOMMENDATION

For discussion only.