

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
4040 PARAMOUNT BLVD., LAKEWOOD, CA. 90712  
10:30 AM, WEDNESDAY, NOVEMBER 21, 2018**

**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 REVISED ENGAGEMENT LETTER FOR LEAL AND TREJO**

*Staff Recommendation:* The Administrative Committee recommends that the Board of Directors approve the terms of the new letter of engagement between Leal and Trejo and the District.

**4. SELECTION OF AN ELECTRONIC PROCUREMENT SOFTWARE SYSTEM**

*Staff Recommendation:* The Administrative Committee recommends that the Board of Directors:

1. Authorize a budget transfer of \$20,000 from G/L Code: 5681 (Materials and Equipment - SCADA Software Annual Maintenance) to G/L Code: 5634 (Other Consultants – E-Procurement Software System) within the Administrative Budget.
2. Approve the award of contract to Bonfire Interactive Ltd., subject to approval as to form by District Counsel, to provide a web-based e-procurement software system in the amount not to exceed \$29,985.00, plus a 10% contingency for any unforeseen conditions, for a total cost not to exceed \$32,984.00 (rounded) and with a contract term that ends on December 31, 2021.

**5. CONTRACT AMENDMENT NO. 2 WITH ADVANCED DOCUMENTS SOLUTIONS, INC. (ADOCS) FOR ACCOUNTS PAYABLE (AP) AUTOMATION IMPROVEMENTS**

*Staff Recommendation:* The Administrative Committee recommends that the Board of Directors authorize a budget transfer of \$49,500 within the Department 1000 from GL Code 5681 (Materials & Equipment) to GL Code 5634 (Other Consultants). The Administrative Committee further recommends that the Board of Directors approve Amendment No. 2, subject to approval as to form by District Counsel, with Advanced

Document Solutions, Inc. (ADOCS) for professional services for an additional amount not to exceed \$49,500.

6. **AUTHORIZE COPIER LEASE FOR THE ALBERT ROBLES CENTER**  
*Staff Recommendation:* The Administrative Committee recommends that the Board of Directors authorize staff to lease the proposed copier for an amount of \$34,920 over five years.
7. **AUTHORIZATION TO ALLOW DISTRICT EMPLOYEES TO OPT OUT OF THE VOLUNTARY INSURANCE PROGRAM AND ENROLL IN THE CALIFORNIA STATE DISABILITY INSURANCE PROGRAM**  
*Staff Recommendation:* For discussion only.
8. **DEPARTMENT REPORT**
9. **DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
10. **ADJOURNMENT**

Agenda posted on 11/20/2018. 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](http://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.