



**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
10:30 A.M., WEDNESDAY, MARCH 28, 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. APPROVE MINUTES OF THE MEETING OF FEBRUARY 28, 2018**
Staff Recommendation: Approve the minutes as submitted.
- 4. DEPARTMENT REPORT**
- 5. ADJOURNMENT**
The Administrative Committee will adjourn to the regular meeting currently scheduled for April 25, 2018 at 10:30 a.m.

Agenda posted by Senior Administrative Specialist Sherri Brown on March 22, 2018. In compliance with ADA requirements, this document can be made available in alternative formats upon request.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact the Board Deputy Secretary at (562) 921-5521. 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. 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 Chief Financial Officer 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: MARCH 28, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE MINUTES OF THE SPECIAL MEETING OF FEBRUARY 28, 2018

**SPECIAL MINUTES OF FEBRUARY 28, 2018
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 28, 2018 at 10:36 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter. Senior Administrative Specialist Sherri Brown recorded the minutes.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

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

Staff: Ken Ortega; Brandon Mims; Greg Osti; Lyndsey Bloxom; Tracey Burke; H. Francisco Leal

Public: None

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

3. WRD EMPLOYEE HANDBOOK UPDATE

Manager of Internal Services Brandon Mims provided an overview for this item. He stated that copies were being brought to the meeting for review, and asked for the meeting to be paused until the copies were delivered to the meeting.

The Committee Chair elected to move to Item 4 at this time, and return to Item 3 when the materials were delivered for discussion and review.

4. CLASS AND COMPENSATION STUDY UPDATE

Mr. Mims provided the update on the four respondents and the rating process of each proposal for the study. He reported that Segal Waters Consulting was selected as the most qualified. Discussion followed. ACSME Union President Greg Osti added a request that union representation be included in the scope of services with Segal Waters Consulting as observers. The Committee agreed this request would be granted.

The Administrative Committee unanimously recommended that the Board of Directors authorize the General Manager to negotiate a scope, fee and schedule with Segal Waters Consulting, and that the Item be brought back to the Administrative Committee.

3. WRD EMPLOYEE HANDBOOK UPDATE

This item was taken out of order.

Assistant General Manager Ken Ortega reported that staff had worked with District Counsel H. Francisco Leal and his firm to complete the first draft that was now being reviewed and discussed. He said that, per the request of the Committee, employee-related matters are being taken out of the Admin Code and them into the ACWA JPIA Employee Handbook template. Discussion followed.

The Administrative Committee received and file the proposed changes from Staff and District Counsel.

5. ADMINISTRATIVE CODE ORAL UPDATE

Mr. Leal provided an overview of the drafting of the WRD governance, personnel policy and purchasing manuals. Discussion followed.

6. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:50 A.M.

Chair

ATTEST:

Member

Approved in minutes of:



MEMORANDUM

ITEM NO. 4

DATE: MARCH 28, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff will report any significant department activities that are not agendaized and require no action on the part of the Committee.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

The Finance/Audit Committee receive and file the report.