

**MEETING OF THE ADMINISTRATIVE COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA. 90712
10:30 AM, WEDNESDAY, FEBRUARY 27, 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. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion only.
- 4. UPDATE ON CLASS AND COMPENSATION STUDY**
Staff Recommendation: The Administrative Committee recommends that the Board of Directors receive and file the report.
- 5. EMPLOYEE RELATIONS PROGRAM UPDATE**
Staff Recommendation: The Administrative Committee recommends that the Board of Directors receive and file the report.
- 6. DEPARTMENT REPORT**
Staff Recommendation: For discussion only.
- 7. DIRECTORS' REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 8. ADJOURNMENT**
The Administrative Committee will adjourn to its next regularly scheduled meeting on March 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 the 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. 4**

DATE: FEBRUARY 27, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CLASS AND COMPENSATION STUDY UPDATE

SUMMARY

In response to ongoing discussion between the Board of Directors, Management and Union about District employee compensation, the Board of Directors directed staff to complete a classification and compensation study of its employees. The goal of the study is to ensure staff are appropriately classified and compensated. Staff circulated a Request for Qualifications (RFQ) for a Classification and Compensation Study and received authorization to hire Segal Waters Consulting group to perform the study and has completed the Classification Phase of the study.

Segal has completed their first draft of the report. Staff will review the report, discuss any issues with the consultant and present the report to the Committee for their review.

FISCAL IMPACT

None

STAFF RECOMMENDATION

The Administrative Committee recommends that the Board of Directors receive and file the report.

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

DATE: FEBRUARY 27, 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

The Administrative Committee recommends that the Board of Directors receive and file the report.

**Employee Relations Committee Agenda
January 30, 2019
3:00 p.m. - 3:30 p.m.**

1. Welcome and Introductions
2. Purpose of the Employee Relations Committee
 - a. Background and Past activities/events
 - i. Fall 2018:
 - i. Halloween Costumes Contest
 - ii. Thanksgiving Potluck
 - ii. Winter 2019:
 - i. Christmas Potluck
 - ii. Thanksgiving Food Drive
 - iii. Adopt A Family
 - iv. Spirit Day: Flannel Shirt Day
 - v. Employee Appreciation Luncheon - **TBA**
3. 2019 Volunteer Opportunities and Activities
 - a. Future activities/events
 - i. Spring 2019:
 - i. Easter Eggs Hunt – **March**
 - ii. Spirit Day – Retro - **April**
 - iii. Groundwater Festival Day/Mother’s Day – **May**
 - ii. Summer 2019
 - i. Family Picnic – **June**
 - ii. Food Drive – **July**
 - iii. Spirit Day – **August**
 - iv. Ice cream social - **August**
 - iii. Fall 2019:
 - i. Back to School Supply Drive – **September**
 - ii. WRD 60th Anniversary – **October**
 - iii. Halloween Costume Contest – **October**
 - iv. Spirit Day - **November**
 - v. Thanksgiving Potluck – **November**
4. Employee Relation /Volunteer Committee meetings
5. Adjournment