MEETING OF THE ADMINISTRATIVE COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA. 90712
10:30 AM, WEDNESDAY, SEPTEMBER 26, 2018

AGENDA

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt 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 JULY 25, 2018 MEETING OF THE ADMINISTRATIVE COMMITTEE
Staff Recommendation: The Administrative Committee will approve minutes as submitted.

4. APPROVE MINUTES OF AUGUST 22, 2018 MEETING OF THE ADMINISTRATIVE COMMITTEE
Staff Recommendation: The Administrative Committee will approve minutes as submitted.

5. AUTHORIZATION TO PAY ADVANCED DOCUMENT SOLUTIONS (ADOCs) FOR FY 18-19 BUDGETED ITEMS
Staff Recommendation: The Administrative Committee recommends the Board of Directors authorize staff to pay the invoice in the amount of $16,735.57.

6. AUTHORIZATION TO PAY CDWG FOR FY 18-19 BUDGETED IT PURCHASES
Staff Recommendation: The Administrative Committee recommends the Board of Directors authorize staff to pay the invoice in the amount of $8,847.20.

7. UPDATE ON CLASS AND COMPENSATION STUDY
Staff Recommendation: The Administrative Committee will receive and file the report.

8. REVIEW OF EMPLOYEE RELATIONS PROGRAM
Staff Recommendation: For discussion only.
9. **DEPARTMENT REPORT**  
*Staff Recommendation:* The Administrative Committee will receive and file the report.

10. **ADJOURNMENT**  
The Administrative Committee will adjourn to its next meeting currently scheduled for October 24, 2018 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 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.
DATE: SEPTEMBER 26, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE MINUTES OF JULY 25, 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 July 25, 2018 at 12:43 p.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.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

The Administrative Committee will approve minutes as submitted.
MINUTES OF JULY 25, 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 July 25, 2018 at 12:43 p.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 Brown recorded the minutes.

1. DETERMINATION OF A QUORUM

   A quorum was present, which included:
   Committee: Committee Chair Sergio Calderon; Alternate - President John D. S. Allen
   Staff: Ken Ortega; Brandon Mims; Jenna Shaunessy; Melody Wu; David Alvarez; Evan Lue; H. Francisco Leal
   Public: Bill Minasian

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3
None.

3. APPROVE MINUTES OF JUNE 27, 2018 SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE

The Administrative Committee unanimously approved the minutes as submitted.

4. DISCUSS DRAFT WRD STANDARD OPERATING MANUAL TABLE OF CONTENTS

Manager of Internal Services Brandon Mims provided the report. He stated that the manual will include the WRD Administrative Code, internal procedural processes and operating standards.

5. APPROVAL OF WRD EMPLOYEE HANDBOOK

The Administrative Committee approved staff’s request to continue this item to the next meeting.

No further action was taken on this item

6. APPROVAL OF WRD PROCUREMENT MANUAL

WRD Project Administrator Melody Wu reported that the procurement manual will be an additional component to and will be cross referenced in chapter 10 of the WRD Administrative Code regarding internal processes. Discussion followed.

Ms. Wu stated that the draft manual will be brought back to the Committee after legal review.

No action was taken on this item.
7. **UPDATE ON CLASS AND COMPENSATION STUDY**
Mr. Mims provided the update, and reported that the job description questionnaires (JDQs) were submitted to management; and the deadline for review and comment by managers is August 10th. The Administrative Committee received and filed report.

No action was taken on this item.

8. **WRD PORTAL DEVELOPMENT UPDATE**
Data and Technology Services Supervisor Evan Lue provided the update with a slide presentation of the revamped WRD intranet/portal. Discussion followed.

No action was taken on this item.

9. **DISCUSSION ON DESIGNATION OF A BOARD DEPUTY SECRETARY AND DEFINITION OF DUTIES**
Assistant General Manager Ken Ortega stated that this discussion was requested by WRD Board President John D. S. Allen regarding parties authorized to sign and execute official WRD documents. Discussion followed.

The Administrative Committee requested that this item be continued to the next meeting.

10. **DISCUSS ASSOCIATION OF CALIFORNIA WATER ASSOCIATIONS-JOINT POWERS INSURANCE AUTHORITY (JPIA) WELLNESS GRANT SUBMISSION**
Mr. Mims provided the report. He stated that efforts have been put forth for the District’s staff to participate in a 10-week wellness camp with a goal to improve employee health and well-being. He reported that a request for the grant has already been submitted and if awarded, would allow the wellness camp to kick off in January 2019. Discussion followed.

No action was taken on this item.

11. **DEPARTMENT REPORT**
Mr. Mims provided the report and stated that a breakout of all divisions within the department will be the format of the report beginning with the August meeting.

12. **ADJOURNMENT**
There being no further business to come before the Committee, the meeting was adjourned at 1:08 P.M.

____________________________
Chair

ATTEST:

___________________________
Member

Approved in minutes of:

___________________________
DATE: SEPTEMBER 26, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE MINUTES OF AUGUST 22, 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 August 22, 2018 at 11:01 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.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

The Administrative Committee will approve minutes as submitted.
A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on August 22, 2018 at 11:01 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; Esther Rojas; Everett Ferguson; Monica Sijder; Josie Jenneskens; Tracey Burke
   - Public: None

2. **PUBLIC COMMENT**
   Pursuant to Government Code Section 54954.3
   None.

3. **UPDATE ON CLASS AND COMPENSATION STUDY**
   Manager of Internal Services Brandon Mims reported that the next milestone for the study would be to submit Job Description Questionnaires (JDQs) to Segal Waters. He provided a list of 15 comparable agencies for comparison that had been selected by Segal, management and the bargaining unit, and of all filled currently positions for the Committee to review. Discussion followed.

   Mr. Mims stated that staff will report back with the list of criteria being considered for the comparisons and standards or best practices in determining the classifications.

   The Administrative Committee unanimously received and filed the report.

4. **REVIEW OF EMPLOYEE RELATIONS PROGRAM**
   Senior Administrative Specialist Tracey Burke provided an overview of the first 12-month’s outlook of planned programs and events geared toward the betterment of employer-employee relationships. Discussion followed.

   The Administrative Committee unanimously received and filed the report.

5. **REVIEW OF EMPLOYEE HANDBOOK**
   Ms. Burke reported that the employee handbook is a draft in progress, and will be brought back to the Committee next month.

   The Administrative Committee unanimously received and filed the report.
6. BOARD/COMMITTEE AGENDA PREPARATION AUTOMATION – ORAL PRESENTATION
Mr. Mims provided the report. Discussion followed.

The Committee requested that staff research what, if any, agenda workflow management software programs are being used by other local agencies.

The Administrative Committee unanimously received and filed the report.

7. WRD EMPLOYEE WELLNESS BOOTCAMP
Mr. Mims stated that the District submitted a request for and has received a $1,600 wellness grant from the Joint Powers Insurance Authority (JPIA). Discussion followed.

The Administrative Committee unanimously received and filed the report.

8. 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.

9. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned at 11:50 A.M.

____________________________
Chair

ATTEST:

____________________________
Member

Approved in minutes of:
**MEMORANDUM**

**ITEM NO. 5**

DATE:           SEPTEMBER 26, 2018

TO:             ADMINISTRATIVE COMMITTEE

FROM:           ROBB WHITAKER, GENERAL MANAGER

SUBJECT:        AUTHORIZATION TO PAY ADVANCED DOCUMENT SOLUTIONS (ADOCS) FOR FY 18-19 BUDGETED ITEMS

**SUMMARY**

Annual maintenance for the OnBase content management system is included as part of the FY 18-19 approved budget. OnBase is the District's software solution for storing and cataloging important digital documents, enabling staff to save or scan in files for later retrieval. The software, maintenance, and support for the OnBase system is provided by Advanced Document Solutions, Inc. (ADOCS), an implementation partner of Hyland, the software vendor. The District has received the annual invoice for this budget item and payment is now due.

**FISCAL IMPACT**

Funds for this purpose have been budgeted in the FY 18-19 IT budget.

**STAFF RECOMMENDATION**

The Administrative Committee will authorize staff to pay the invoice in the amount of $16,735.57.
## Invoice

**Date**: 8/7/2018  
**Invoice #**: 13509

**Bill To**

Water Replenishment District of So. CA  
Accounts Payable  
4040 Paramount Blvd.  
Lakewood, CA 90712  
Attn: Brett Glasscock

---

<table>
<thead>
<tr>
<th>Project / P.O. #</th>
<th>Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OnBase</td>
<td>Renewal</td>
<td>8/7/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1        | OnBase Annual Software Subscription  
Term Date: Nov. 1, 2018 to Oct. 31, 2019                                   | 13,833.57 | 13,833.57 |
| 1        | ADocs Annual Phone Support 2 Hours/Month  
Phone Support Term Date: Nov. 1, 2018 - Oct. 31, 2019                     | 1,500.00 | 1,500.00 |
| 7        | Panasonic scanner maintenance renewal, 1065, 1 Year  
Term Date: Nov. 1, 2018 - Oct. 31, 2019  
Serial Numbers:  
%g1918eh1840  
%g1938ra1075  
%g1938ra1125  
%g1938ra1137  
%g1938ra1144  
%g1938ra1151  
%g1938ra1184 | 101.00 | 707.00 |
| 1        | Panasonic scanner maintenance renewal, 5055, 1 Year  
Term Date: Nov. 1, 2018 - Oct. 31, 2019  
S/N: %d3636rd1338 | 695.00 | 695.00 |

Sales Tax: 9.25%  
0.00

**Total**: $16,735.57

---

*Thank you for using Advanced Document Solutions, Inc.*
DATE:         SEPTEMBER 26, 2018

TO:           ADMINISTRATIVE COMMITTEE

FROM:         ROBB WHITAKER, GENERAL MANAGER

SUBJECT:      AUTHORIZATION TO PAY CDWG FOR FY 18-19 BUDGETED IT PURCHASES

SUMMARY

Several budgeted IT items were purchased from CDWG, including desktop computers, printer supplies, and annual maintenance fees. Payment is now due for these items. Because these purchases will cause the total amount paid to CDWG in FY 18-19 to exceed $10,000, Board authorization is required. Staff is seeking this authorization.

FISCAL IMPACT

Funds for this purpose have been budgeted in the FY 18-19 IT budget 5681.

STAFF RECOMMENDATION

The Administrative Committee authorizes staff to pay CDWG in the amount of $8,847.20.
CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

INVOICE

INVOICE NUMBER: INVOICE DATE: CUSTOMER NUMBER:  
NMMN8865 07/24/18 4540653

SUBTOTAL  
$1,428.96

SHIPPING  
$0.00

SALES TAX  
$133.47

DUE DATE: AMOUNT DUE:  
08/23/18 $1,562.43

INVOICE DATE: INVOICE NUMBER: PAYMENT TERMS: DUE DATE:  
07/24/18 NMMN8865 Net 30 Days 08/23/18

ORDER DATE:  
07/24/18

SHIP VIA:  
UPPS Ground (1 - 2 Day)

PURCHASE ORDER NUMBER: CUSTOMER NUMBER:  
BRETT 4540653

ITEM NUMBER DESCRIPTION | QTY | QTY | QTY | UNIT PRICE | TOTAL |
--- | --- | --- | --- | --- | --- |
3850098 | DELL U2415 24 16:10 IPS 60HZ 1200  
Manufacturer Part Number: U2415  
Serial No: C33VV2K  
Serial No: D33VV2K  
Serial No: H33VV2K  
Serial No: 4B3VV2K | 4 | 4 | 0 | 329.20 | 1,316.80 |
4636200 | TRIPP 10FT MDP TO DP 1.2 ADAPTER 4K  
Manufacturer Part Number: P583-010-BK | 4 | 4 | 0 | 10.17 | 40.68 |
2922053 | BELKIN USB3.0 USB A/MICRO-B 3FT PRO  
Manufacturer Part Number: F3U166B03 | 4 | 4 | 0 | 11.87 | 47.48 |
654810 | RECYCLING FEE 15 TO LESS THAN 35  
Manufacturer Part Number: CAL RECYCLE FEE 2  
Fee Applied to Item: 3850098 | 4 | 4 | 0 | 6.00 | 24.00 |

GO GREEN!
CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!
Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

ACCOUNT MANAGER: JEFF BUTCHKO  
847-371-5500  
jeffbu@cdw.com

SHIPPING ADDRESS: WRD  
4040 PARAMOUNT BLVD.  
LAKEWOOD CA 90712

SALES ORDER NUMBER: 1BVWG71

Cage Code Number 1KH72  
DUNS Number 02-615-7235

ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
PLEASE EMAIL US AT credit@cdw.com

VISIT US ON THE INTERNET AT www.cdw.com  
Packet Page 12 of 27
### INVOICE

**Meeting Date:** 9/26/2018   **Item No. 6**  
**Packet Page 13 of 27**

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>INVOICE DATE</th>
<th>CUSTOMER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NQI2653</td>
<td>08/03/18</td>
<td>4540653</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$243.80</strong></td>
<td><strong>$23.16</strong></td>
</tr>
<tr>
<td><strong>DUE DATE</strong></td>
<td><strong>09/02/18</strong></td>
<td><strong>AMOUNT DUE</strong></td>
</tr>
</tbody>
</table>

**INVOICE DATE**  
09/03/18  
**ORDER DATE**  
07/30/18  
**SHIP VIA**  
UPS Ground (1 - 2 Day)  
**PURCHASE ORDER NUMBER**  
BRETT  
4540653  
**PAYMENT TERMS**  
Net 30 Days  
**DUE DATE**  
09/02/18  
**INVOICE NUMBER**  
NQI2653  
**PAYMENT TERMS**  
Net 30 Days  
**DUE DATE**  
09/02/18  
**PAYMENT TERMS**  
Net 30 Days  
**DUE DATE**  
09/02/18  
**PAYMENT TERMS**  
Net 30 Days  
**DUE DATE**  
09/02/18

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>QTY ORD</th>
<th>QTY SHIP</th>
<th>QTY B/O</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4872983</td>
<td>CANON CLI-251 5-INK TANKS VALUE PACK</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>60.95</td>
<td>243.80</td>
</tr>
</tbody>
</table>

**GO GREEN!**

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

**ACCOUNT MANAGER**  
JEFF BUTCHKO  
847-371-5500  
jeffbut@cdwg.com  
**SALES ORDER NUMBER**  
1BUXRGK  

**SHIPING ADDRESS:**  
WRD  
ATTN:BRETT GLASSCOCK  
4040 PARAMOUNT BLVD.  
LAKEWOOD CA 90712  

**SUBTOTAL**  
$243.80  
**SHIPPING**  
$0.00  
**SALES TAX**  
$23.16  
**AMOUNT DUE**  
$266.96

**Cage Code Number 1KH72**  
DUNS Number 02-615-7235  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110  

**HAVE QUESTIONS ABOUT YOUR ACCOUNT?**  
PLEASE EMAIL US AT credit@cdw.com  
VISIT US ON THE INTERNET AT www.cdw.com
# Invoice Details

**Meeting Date:** 9/26/2018   **Item No. 6**

**CDW Government**  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

## Invoice Information

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Customer Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NQP4993</td>
<td>08/03/18</td>
<td>4540953</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Shipping</th>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,667.76</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/18</td>
<td>$2,667.76</td>
</tr>
</tbody>
</table>

## Order Details

**Order Date:** 07/30/18  
**Ship Via:** Electronic Distribution  
**Purchase Order Number:** BRETT  
**Customer Number:** 4540853

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Qty</th>
<th>Qty Ship</th>
<th>Qty BIC</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
</table>
| 3281077     | CISCO MERAKI MS42 LIC+SUP 1Y  
Manufacturer Part Number: LIC-MS42-1YR  
Electronic distribution - NO MEDIA | 3   | 3        | 0       | 130.22     | 390.66|
| 4425647     | CISCO MERAKI MS250 48FP 1YR LIC  
Manufacturer Part Number: LIC-MS250-48FP-1YR  
Electronic distribution - NO MEDIA | 1   | 1        | 0       | 406.01     | 406.01|
| 3974997     | CISCO MERAKI MS350 ENT LIC 1YR  
Manufacturer Part Number: LIC-MS350-24P-1YR  
Electronic distribution - NO MEDIA | 1   | 1        | 0       | 247.06     | 247.06|
| 3183505     | CISCO MERAKI MS320-24P LIC 1Y  
Manufacturer Part Number: LIC-MS320-24P-1YR  
Electronic distribution - NO MEDIA | 1   | 1        | 0       | 179.00     | 179.00|
| 3613985     | CISCO MERAKI MX64 SEC LIC 1YR  
Manufacturer Part Number: LIC-MX64-SEC-1YR  
Electronic distribution - NO MEDIA | 1   | 1        | 0       | 411.76     | 411.76|
| 3617037     | CISCO MERAKI MX64 ADV SEC LIC 1YR  
Manufacturer Part Number: LIC-MX64ADV-SEC-1YR  
Electronic distribution - NO MEDIA | 1   | 1        | 0       | 447.19     | 447.19|
| 2016942     | CISCO MERAKI CLOUD CONTR 1Y  
Manufacturer Part Number: LIC-ENT-1YR  
Electronic distribution - NO MEDIA | 6   | 6        | 0       | 97.67      | 586.02|

---

**Account Manager:** JEFF BUTCHKO  
847-371-5500  
jeffbut@cdwg.com

**Shipping Address:**  
WATER REPLACEMENT DISTRICT  
BRETT GLASSCOCK  
4040 PARAMOUNT BLVD  
LAKEWOOD CA 90712-4127

---

**Please include this quote # on your PO and either fax it to 847-371-2100 or email it to jeffbut@cdwg.com Thank you!**

---

**Have Questions About Your Account?**  
**Please Email Us at credit@cdw.com**

---

**CDW Government FEIN:** 36-4230110  
**ISO 9001 and ISO 14001 Certified**  
**Cage Code Number:** 1KH72  
**DUNS Number:** 02-615-7235  
**Visit Us On The Internet at:** www.cdw.com
# Invoice

**CDW Government**  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

---

**RETURN SERVICE REQUESTED**

---

1404 1 MB 0.424  
E0299X  
(0484 03866674950 32 F5568594 0031:0001)

---

**WATER REPLENISHMENT DISTRICT**  
ACCTS PAYABLE  
4040 PARAMOUNT BLVD  
LAKEWOOD CA 90712-4127

---

**INVOICE**  

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>INVOICE DATE</th>
<th>DUE DATE</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NNN7688</td>
<td>07/27/18</td>
<td>08/26/18</td>
<td>$124.16</td>
</tr>
</tbody>
</table>

---

**PACKET PAGE 15 OF 27**

---

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

---

<table>
<thead>
<tr>
<th>INVOICE DATE</th>
<th>INVOICE NUMBER</th>
<th>NET 30 Days</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/27/18</td>
<td>NNN7688</td>
<td></td>
<td>08/26/18</td>
</tr>
</tbody>
</table>

---

**ORDER DATE**: 07/27/18  
**SHIP VIA**: DHL-Post Office, QND 3-5 days

---

**PURCHASE ORDER NUMBER**: JUAN  
**CUSTOMER NUMBER**: 4540653

---

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>QTY</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>43469892</td>
<td>WD 4TB MY PASSPORT PORTABLE BLACK</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>113.39</td>
<td>113.39</td>
</tr>
</tbody>
</table>

---

**GO GREEN!**

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

---

**ACCOUNT MANAGER**: JEFF BUTCHKO  
847-371-6500  
jeffbut@cdw.com

---

**SHIPPING ADDRESS**:  
WRD  
ATTN: BRETT GLASSCOCK  
4040 PARAMOUNT BLVD.  
LAKEWOOD CA 90712

---

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>SHIPPING</th>
<th>SALES TAX</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$113.39</td>
<td>$0.00</td>
<td>$10.77</td>
<td>$124.16</td>
</tr>
</tbody>
</table>

---

Cage Code Number 1KH72  
DUNS Number 02-615-7235  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110

---

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
PLEASE EMAIL US AT credit@cdw.com  
VISIT US ON THE INTERNET AT www.cdw.com

---

Packet Page 16 of 27
<table>
<thead>
<tr>
<th>INVOICE DATE</th>
<th>INVOICE NUMBER</th>
<th>PAYMENT TERMS</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/18</td>
<td>NMX8463</td>
<td>Net 30 Days</td>
<td>08/24/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORDER DATE</th>
<th>SHIP VIA</th>
<th>PURCHASE ORDER NUMBER</th>
<th>CUSTOMER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/18</td>
<td>UPS Ground (1 - 2 Day)</td>
<td></td>
<td>4540653</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>QTY</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3850098</td>
<td>DELL U2415 24 16:10 IPS 60HZ 1200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manufacturer Part Number: U2415</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial No: 1H1VVK2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial No: 6M2VVK2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>329.20</td>
<td>658.40</td>
</tr>
<tr>
<td>4499783</td>
<td>DELL 7050 15-750T 256GB B8G W10P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manufacturer Part Number: DRR4T</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial No: B3Y1MP2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial No: DB23MF2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial No: 25KTGP2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serial No: 259XGP2</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>761.70</td>
<td>3,046.80</td>
</tr>
<tr>
<td>3870788</td>
<td>DELL USB SOUNDBAR AC511</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manufacturer Part Number: AC511</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4636200</td>
<td>TRIPP 10FT MDP TO DP 1.2 ADAPTER 4K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manufacturer Part Number: P583-010-BK</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>10.17</td>
<td>20.34</td>
</tr>
<tr>
<td>654810</td>
<td>RECYCLING FEE 15 TO LESS THAN 35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manufacturer Part Number: CAL RECYCLE FEE 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee Applied to Item: 3860098</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>6.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**GO GREEN!**
CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**
Begin transmitting your payments electronically via ACH using CDW’s bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

<table>
<thead>
<tr>
<th>ACCOUNT MANAGER</th>
<th>SHIPPING ADDRESS</th>
<th>SUBTOTAL</th>
<th>SHIPPING</th>
<th>SALES TAX</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JEFF BUTCHEKO</td>
<td>WRD ATTN: BRETT GLASSCOCK 4040 PARAMOUNT BLVD. LAKEWOOD CA 90712</td>
<td>$3,860.30</td>
<td>$0.00</td>
<td>$365.59</td>
<td>$4,225.89</td>
</tr>
</tbody>
</table>

**HAVE QUESTIONS ABOUT YOUR ACCOUNT?**
**PLEASE EMAIL US AT credit@cdw.com**
**VISIT US ON THE INTERNET AT www.cdw.com**

**Packet Page 16 of 27**
DATE:       SEPTEMBER 26, 2018

TO:         ADMINISTRATIVE COMMITTEE

FROM:       ROBB WHITAKER, GENERAL MANAGER

SUBJECT:    UPDATE ON CLASS AND COMPENSATION STUDY

SUMMARY

In response to ongoing discussion between the Board of Directors, Management and Union about District employee compensation, the Administrative Committee directed staff to develop and circulate a Request for Qualifications (RFQ) for a consultant to conduct a Class and Compensation Study at its October 2017 Committee Meeting. The RFQ was released on November 20, 2017 and circulated from November 21, 2017 to December 21, 2017. A total of four response were received:

1) Koff and Associates
2) NFP, Madison Dearborn Partners
3) Reward Strategy Group
4) Segal Waters Consulting

An evaluation committee, comprised of Union and Management employees was developed to evaluate the proposals. The committee met over several weeks to ensure the selected consultant would be responsive to both Union and Management objectives. The top proposals were also circulated to Bargaining Union Members by the Union Executive Board. Proposals were ranked using the District’s standard evaluation process and Segal Waters Consulting (Segal) was determined to be most qualified. The Administrative Committee authorized staff to negotiate a scope, fee and schedule with Segal as follows:

1. Consultant shall perform a classification and compensation study affecting approximately 40 employees covered by 13 classification types, and that 30 employees are represented by The American Federation of State, County and Municipal Employees (AFSCME).
2. Consultant shall conduct a comprehensive salary and benefits survey to compare current compensation and benefits practice to the labor market.

3. Consultant shall define the District’s current compensation market position, overall, and by position, by comparing the District’s current pay ranges to the applicable labor market.

4. Consultant shall provide an analysis of internal salary relationships and make recommendations for necessary adjustments.

5. Consultant shall meet with the Board, Union and Management at various project delivery milestones.

6. Consultant shall be prepared to discuss and defend all challenges to the survey.

7. Consultant shall assist in the development of an implementation strategy that includes providing assistance with preparing the necessary Board correspondence.

8. Consultant shall present the final compensation and benefit report to the Board of Directors.

Both the Union and Management acknowledge the potential for additional analysis after the initial scope (as defined above) is completed. Segal has proposed optional task items that can be considered by the Board through December 2019. The total fee for this project is $44,000 and was included in the adopted FY 2017/2018 budget.

Status Update

Since contract adoption by the Board and the initial Kick-Off meeting with Segal on June 8, 2018 staff has completed the following milestones:

- Job Description Questionnaire (JDQ) Development with Segal - Completed
- JDQ Union and Management Review - Completed
- JDQ Information Sessions I and II - Completed
- DQ Manager Submission – Deadline: Thursday, August 10, 2018 at 5:30 p.m.

The next big milestone for the study is submission of all final JDQs to Segal on August 23, 2018. In preparation for submission of the final JDQs to Segal, staff is requesting the Board receive and file the list of comparable agencies (Attachment A) developed in collaboration with the Union, Management and Segal:

1. Central Basin
2. Coachella Valley Water District
3. County of Los Angeles
4. Groundwater Replenishment System, Fountain Valley - joint project of the Orange County Water District (OCWD) and the Orange County Sanitation District (OCSD)
5. Inland Empire Utilities Agency
6. Irvine Ranch Water District Orange County Sanitation District, Fountain Valley, Huntington Beach - wastewater treatment
7. Los Angeles County Sanitation District
8. Los Angeles Department of Water & Power
9. Metropolitan Water District
10. Mojave Water Agency
11. Orange County Water District
12. San Diego County Water Authority
13. San Francisco Public Utilities Commission
14. Santa Clara Water District
15. West Basin MWD

In addition, staff is requesting the Administrative Committee Receive and File the list of classifications (Attachment B) that will be transmitted to Segal for analysis and comparison to the comparable agencies:

1. Assistant General Manager
2. Assistant Hydrogeologist (4)
3. Associate Engineer
4. Chief Financial Officer
5. Chief Hydrogeologist
6. Data and Technology Supervisor
7. Database Programmer
8. Engineer (2)
9. GIS Analyst
10. Hydrogeologist (1)
11. Manager of Engineering/District Engineer
12. Manager of Finance
13. Manager of Internal Services
14. Manager of Public Affairs
15. Network Administrator
16. Office Assistant (2)
17. Project Administrator (2)
18. Public Affairs Representative (4)
19. Senior Accountant (3)
20. Senior Administrative Specialist (2)
21. Senior Engineer
22. Senior Hydrogeologist (2)
23. Senior Public Affairs Representative
24. Superintendent of Operations
25. Technical Specialist
26. Water Resources Planner
FISCAL IMPACT

None at this time

STAFF RECOMMENDATION

The Administrative Committee will receive and file the report.
DATE: SEPTEMBER 26, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: REVIEW OF EMPLOYEE RELATIONS PROGRAM – FIRST QUARTER ACTIVITIES

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 (ERP)

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:

1. Strengthen our connectivity and engagement at all levels, and work hard to develop our current and future workforce for success and longevity;
2. Illustrate the District’s desire to proactively prevent or resolve all employee relations issues;
3. Inform the creation of inclusive workplace policy in furtherance of District goals, projects, and programs.

Toward these goals, the Human Resources Division has developed 12 areas of employee outreach and development to focus on throughout the year.
2018 First Quarter Outlook

July – Retirement Planning

Retirement planning is the process of determining retirement income goals and actions and decisions necessary to achieve those goals. Retirement planning includes identifying sources of income, estimating expenses, implementing a savings program and managing assets. HR will bring in professionals from CalPERS to discuss retirement planning.

August – Workplace Safety

Office workers are 2 to 2.5 times more likely to suffer a disabling injury from a fall than non-office workers. The most common causes of office falls, according to the CDC, include: Tripping over an open desk or file drawer, electrical cords or wires, loose carpeting, or objects in hallways/walkways. To help prevent falls and all other workplace injuries, HR will emphasize the importance of workplace safety with two (2) Workplace Inspection Safety Workshops.

September – Open Enrollment Preparation

Preparation for the District’s annual period during which one may freely enroll in or change one’s selection of a health insurance plan or other benefit program that is ordinarily subject to restrictions. During this period HR will work with employees to ensure they are selecting the health insurance plan or other benefit program that best suits their needs.

2018 Second Quarter Outlook

October – Great ShakeOut / Evacuation & Fire Drill

The District has registered to participate in The Great California Shake Out. For the first time, WRD will join millions of people worldwide to practice how to Drop, Cover and Hold On at 10:18 a.m. on October 18, 2018 during Great ShakeOut Earthquake Drills, which began in California in 2008. Participation will help us prepare to survive and recover quickly from major earthquakes. In addition to the ShakeOut, HR will facilitate a site-specific evacuation and fire drill at the Lakewood headquarters. October will also feature the District’s 2nd Annual Costume Contest & Staff Potluck.

November – Employee Food Drive

As has been done in the past, HR is proposing to partner with a local charity in collection of canned goods and other non-perishable items leading up to the Thanksgiving Holiday. While the drive would definitely be optional for employees, the goal is to encourage a shared goal among employees and to be a good community partner.
December – Holiday / Employee Appreciation Dinner

Employee Appreciation events go a long way in communicating to employees how much they are appreciated by the District. Appreciation / Holiday dinners give the employees an opportunity to interact with co-workers and their partners outside of the work environment. With appropriate approvals, HR will plan and facilitate a standard “Employee Holiday Party”, with invitations to include a plus-one.

2019 Third Quarter Outlook

January – Wellness

HR applied for and received a Wellness Grant from ACWA JPIA. The grant funds will be used to facilitate a 10-week Wellness Course for employees. The Wellness Course, currently being developed, will be offered to employees after work hours and taught by a professional wellness coach or coaches. Students will learn a variety of methods for stress relief, breathing techniques, yoga, and stretching exercises. Through the Wellness Course, HR aims to engage staff in the active process of becoming aware of and making choices toward a healthy and fulfilling life.

February – CPR, First Aid, and Defibrillator Training

If an accident happens in the workplace, you cannot be a helpless witness, since simply standing by can potentially worsen the situation. This is why it’s important to have at least a basic knowledge of first aid.

March – Employee Assistance Program

Eligible employees will learn more about the Employee Assistance Program, the unsung hero of the District’s employment benefits package. The EAP offers confidential counseling and referral services provided by licensed professionals who deal with a variety of personal, familial, legal, financial, and substance dependence matters.

2019 Fourth Quarter Outlook

April – Financial Health / Budgeting & Personal Finance

Studies show a quarter of U.S. workers adults aged 21 to 75 said financial worries caused them health problems. Forty percent said finances distracted them at work and 15 percent said these problems made them miss work. Given the rising connection between financial health and work productivity, employers are finding it useful to educate their employees how best to maximize their income and financial benefits offered by the employer.
May – Evaluations and Performance Measurement

Evaluation is a critical part of the manager - employee relationship. During May, HR will hold at least one targeted session for managers on how to effectively evaluate staff. In addition, at least one targeted session will be offered to employees on how to effectively set workplace goals and strategies for communicating potential performance issues.

June – Work / Life Balance

Work / Life balance is the term used to describe the balance that an individual needs between time allocated for work and other aspects of life. Work-life balance is important because it affects the well-being of individuals, families, and communities. After all, people need time and energy to participate in family life, democracy, and community activities. During the month of June, HR will coordinate sessions and distribute information to help each employee live his or her best life, here in the workplace and at home.

Each month, staff from the Human Resources Division will update the Administrative Committee on the status of the Employee Relations Program.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

The Administrative Committee will receive and file the report.
DATE: SEPTEMBER 26, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

The Administration Department has several projects moving forward. Here are some quick highlights for the month of September 2018:

**Board Support** - The Administration Department will continue to provide all Board Clerk functions for all Committee and Board meetings. In September, Sherri Brown, who previously led the Board Support effort, was promoted to Purchasing Officer. As a result, the Department reorganized some responsibilities and now Brandon Mims, Manager of Internal Services will lead the Board Support effort. Evan Lue, Data and Technology Services Supervisor and Todd Anderson, Office Assistant, will provide back-up support. In addition, the department will begin a recruitment to fill the vacant Administrative Specialist position.

**Human Resources** - The Human Resources Division has a number of projects to plan and carryout over the next few months:

- Class and Compensation Study
- 2018-2019 Open Enrollment for Employee Benefits
- Kick-off of 2nd Quarter Employee Relations Program
- Employee Handbook
- New Recruitments
- Human Resources Information Management System

**WRD Office Support** - Mail routing, reception/office set up and central supplies are the Department's main function areas as it relates to office support. We've added a ticketing process to most of these services which assists us in planning for events and
office coverage. In addition to the ticketing system, we're anticipating the on-boarding of the new Purchasing Officer, which should help with further centralizing the purchasing function.

**Information Technology** - The network (here at the main site and off-site) are up close to 95% of the time. The off-line times are largely during non-peak usage hours. Generally speaking, all of the District's main hardware systems are functional and there are no major issues at the moment, this includes data lines to all facilities.

**Information Architecture** - The data systems (active and archived) are intact. Most recently, the Data and Technology Division completed transitioning all the Microsoft Access databases to SQL. While users may not notice a difference, this transfer will help significantly in the seamless flow of data through all District information systems.

**Automated Maintenance** - Computerized Maintenance Management System (CMMS) implementation continues at District facilities. This month's milestones included Assetic training for District staff. Assetic will assist the District in managing and planning for the maintenance of District facilities.

**Workflow Automation** - Agenda workflow automation began in November 2017. The goal of the project was to automate the process it takes to prepare the Board and Committee Agenda and Agenda Packet using the OnBase Agenda Management software. Currently, staff uses the software to prepare the agenda. The next phase of the project is to continue fixing bugs and implementing other users requests. In addition to agenda workflow automation, we're also working with the Finance Department to evaluate potential solutions for the A/P process.

In September, the Data and Technology Services group got access to MIP, which is the District's accounting software. The goal of obtaining access was to evaluate the system functionality to determine how best to create workflows through to other applications. Over the coming weeks we’ll be looking at gaining access to other modules of MIP to evaluate their capacity and determine our ability to bridge information to other application and the District's intranet (WRD Portal).

**Document Archival** - Scanning and archiving the various District documents according to the Retention Schedule is an on-going part of the Administration Department’s work plan. The current initiative is reducing the number of times documents are scanned in the organization and removing digital clutter from the U: drive. There is a significant back log of Watermaster files that need to be scanned, indexed and archived.

**Procurement** - The Administrative Committee authorized staff to solicit proposals for an Electronic Procurement System (ERP). The proposals for that solicitation have been returned, however, staff was not able to review and prepare a recommendation for the August Committee meeting. Staff is planning to return at the Committee's September meeting with a report and recommendation.
**Contract Management** - The Administration Department keeps track of expired or soon to be expired contracts. The goal is to notify project managers prior to contract expiration to ensure projects are completed in a timely manner. Staff can provide an oral update on contracts set to expire within 90, 60 and 30 days.

**Building Operations** - As the District grows, so does its need for general services like security of the building and surrounding grounds, plumbing and janitorial services, lighting, pest control, landscaping, ordering of office supplies, event support, etc. The Administration Department continues to support all of those functions and is actively looking for efficiencies in delivery of service.

**FISCAL IMPACT**

None at this time

**STAFF RECOMMENDATION**

The Administrative Committee will receive and file the report.