

**MEETING OF THE ADMINISTRATIVE COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA. 90712
11:00 AM, WEDNESDAY, AUGUST 22, 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**
- 3. UPDATE ON CLASS AND COMPENSATION STUDY**
Staff Recommendation: The Committee will receive and file report.
- 4. REVIEW OF EMPLOYEE RELATIONS PROGRAM**
Staff Recommendation: For discussion only.
- 5. REVIEW OF EMPLOYEE HANDBOOK**
Staff Recommendation: For discussion only.
- 6. BOARD/COMMITTEE AGENDA PREPARATION AUTOMATION - ORAL PRESENTATION**
Staff Recommendation: For discussion only.
- 7. WRD EMPLOYEE WELLNESS BOOTCAMP**
Staff Recommendation: For discussion only.
- 8. DEPARTMENT REPORT**
Staff Recommendation: For discussion only.
- 9. ADJOURNMENT**

Agenda posted by Brandon Mims, on 08/19/2018. 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 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. 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: AUGUST 22, 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 Committee will receive and file report.

Administrative Committee Class and Compensation Study Update

August 22, 2018

Attachment A: Common List of Agencies

| | |
|---|---|
| <p><u>Union (List A)</u></p> <ol style="list-style-type: none"> 1. Central Basin 2. County of Los Angeles 3. East Bay Municipal Utility District 4. Los Angeles Metropolitan Transportation Authority 5. Los Angeles County Sanitation District 6. Los Angeles Department of Water & Power 7. Metropolitan Water District 8. Orange County Water District 9. Santa Clara Water District 10. San Diego County Water Authority 11. San Francisco Public Utilities Commission 12. State Department of Water Resources 13. West Basin MWD 14. Inland Empire Utilities Agency | <p><u>Segal (List C)</u></p> <ol style="list-style-type: none"> 1. Santa Ana Watershed Project Authority, Riverside 2. Orange County Sanitation District, Fountain Valley, Huntington Beach - wastewater treatment 3. Groundwater Replenishment System, Fountain Valley - joint project of the Orange County Water District (OCWD) and the Orange County Sanitation District (OCSD) 4. San Gabriel Basin Water Quality Authority, Covina 5. Main San Gabriel Basin Watermaster, Azusa 6. Chino Basin Watermaster, Rancho Cucamonga 7. Fox Canyon Groundwater Management Agency, Ventura 8. Victor Valley Wastewater Reclamation Authority, Victorville 9. Camarillo Sanitary District - wastewater treatment 10. Big Bear Area Regional Wastewater Agency 11. Water Replenishment District of Southern California |
| <p><u>Management (List B)</u></p> <ol style="list-style-type: none"> 1. Central Basin 2. County of Los Angeles (DPW) 3. Los Angeles Department of Water & Power 4. Metropolitan Water District 5. Orange County Water District 6. Santa Clara Valley Water District 7. West Basin MWD 8. United Water Conservation District 9. Chino Basin Watermaster 10. Mojave Water Agency 11. Coachella Valley Water District 12. Irvine Ranch Water District | |

**Administrative Committee Class and Compensation Study Update
August 22, 2018
Attachment B: List of Classifications**

| | |
|---------------------------------|--|
| <u>General Manager's Office</u> | |
| | Assistant General Manager |
| | |
| <u>Administration</u> | |
| | Manager of Internal Services |
| | Data and Technology Supervisor |
| | Network Administrator |
| | GIS Analyst |
| | Database Programmer |
| | Project Administrator (2) |
| | Senior Administrative Specialist (2) |
| | Technical Specialist |
| | Office Assistant |
| | |
| <u>Finance</u> | |
| | Chief Financial Officer |
| | Manager of Finance |
| | Senior Accountant (3) |
| | |
| <u>Public Affairs</u> | |
| | Manager of Public Affairs |
| | Senior Public Affairs Representative |
| | Public Affairs Representative (4) |
| | |
| <u>Engineering</u> | |
| | Manager of Engineering/District Engineer |
| | Superintendent of Operations |
| | Senior Engineer |
| | Engineer (2) |
| | Associate Engineer |
| | |
| <u>Hydrogeology</u> | |
| | Chief Hydrogeologist |
| | Senior Hydrogeologist (2) |
| | Hydrogeologist (1) |
| | Water Resources Planner |
| | Assistant Hydrogeologist (4) |
| | Office Assistant |

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

DATE: AUGUST 22, 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 (completed)

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 findng it useful to educate their employees how 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

For discussion only.



MEMORANDUM
ITEM NO. 5

DATE: AUGUST 22, 2018

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: REVIEW OF EMPLOYEE HANDBOOK

SUMMARY

Staff is currently working with District Counsel to revise the Employee Handbook. A draft of the Handbook will be made available for review by the Administrative Committee at its next regularly scheduled meeting.

FISCAL IMPACT

None at this time

STAFF RECOMMENDATION

For discussion only.



MEMORANDUM

ITEM NO. 7

DATE: **AUGUST 22, 2018**

TO: **ADMINISTRATIVE COMMITTEE**

FROM: **ROBB WHITAKER, GENERAL MANAGER**

SUBJECT: **WRD EMPLOYEE WELLNESS BOOT CAMP**

SUMMARY

The Administrative Committee authorized staff to respond to a request for grant proposals related to employee wellness. After careful consideration, the Human Resources Division developed the “WRD Employee Wellness Boot Camp” idea. Luckily, the program was selected for funding.

Boot Camp Program Structure

| | |
|-----------------|---|
| Name | “WRD Employee Wellness Boot Camp” |
| Goal | Implement a 10-week worksite wellness program for District employees with the intent of <u>increasing employee wellness</u> and <u>positively influencing employee health care outcomes</u> . Develop an on-going Wellness Team that will pursue other opportunities to bring wellness resources to the District. |
| Strategic Focus | Improve health outcomes for employees through a primary prevention program, to include stress management, exercise and healthy eating. |
| Description | Employees will participate in an optional ten week wellness camp taught by a certified/licensed wellness coach. The topics discussed each week will be (tentative): Week 1: Pre-camp assessment Week 2: Yoga and Pilates (novice level movement) |

| | |
|----------|---|
| | Week 3: Yoga and Pilates (novice level movement) Week 4: Meditation and deep breathing exercises Week 5: Meditation and deep breathing exercises Week 6: Stress Reducing Foods Week 7: Stretching, Diabetes Health Screening Week 8: Blood Pressure Screening Week 9: CPR Certification Week 10: Post-camp assessment |
| Outcomes | Wellness programs are becoming a best practice in Human Resources Management. Employers invest in wellness programs to manage rising health care costs and improve employee health. The specific outcomes for the Wellness Camp are: (1) Improved employee health and wellness, (2) Health care cost containment, (3) Improved work culture and employee satisfaction, (4) Decreased absenteeism, (5) Reduced injury rates, (6) Reduced disability costs, (7) Increased productivity, and (8) Improved retention and recruitment. |
| Location | District Board Room, 4040 Paramount Blvd., Lakewood, CA 90712. WRD Staff will remove all tables and chairs creating an open space for the camp participants. |
| Start | WRD HR is anticipating beginning the program in mid-January of 2019 |
| Time | Monday from 6:00 p.m. to 7:30 p.m. |
| Contact | For more information about the WRD Employee Wellness Camp, please call Brandon Mims at (562) 921-5521 or e-mail at bmims@wrd.org . |

Now that funding has been received (check for \$1,600), the newly formed Employee Safety Committee has taken up the task of planning the boot camp. Between now and January 2019, the Employee Safety Committee will bring back updates, proposals from instructors and requests for approval of other costs.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

For discussion only.



July 27, 2018

Ken Ortega - kortega@wrđ.org
Brandon Mims - bmims@wrđ.org
Water Replacement District of Southern California

RE: ACWA JPIA 2018 Wellness Grant

Dear Ken and Brandon,

Congratulations! The 2018 Wellness Grant Application for Water Replacement District of Southern California has been approved in the amount of \$1,600. Thank you for helping your employees and their families lead healthier, happier, and more productive lives. ACWA JPIA is excited to partner with your district in this endeavor.

We will send a check directly to Water Replacement District of Southern California for the amount of the grant within the next 30 days. Please save your receipts for your purchases and submit them to the JPIA at jrech@acwajpia.com once you have used all of the funds. All funds must be used by 6/1/2019. We are providing the funds in advance for your convenience, but it is important that we obtain this documentation for our records.

If your wellness program includes having a speaker arranged through Anthem Blue Cross, the amount for the speaker will be withheld from the check issued to your agency. Anthem must pay for these speakers directly.

Please use your grant money for wellness purposes only. Teambuilding events, while worthwhile, should not be paid for with wellness grant funds unless there is a fitness, nutrition or similar health component. If you use your wellness funds for food or restaurant-related gift cards to award program participants, please make sure they are from a healthy eating establishment.

If you have any questions regarding your grant please contact me at (916) 474-1773.

Thank you for your participation.

A handwritten signature in black ink, appearing to read 'Jackie Rech'.

Jackie Rech
Employee Benefits Account Manager

**MEMORANDUM****ITEM NO. 8**

DATE: AUGUST 22, 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 August 2018:

Board Support - The Administration Department will continue to provide all Board Clerk functions for all Committee and Board meetings. For August, we will also support the Special Board meetings scheduled for the Division 5 vacancy.

Human Resources - The Human Resources Division is continuing to work with the Union, Management and Segal to carry-out the Class and Compensation Study. In addition to the study, staff is also evaluation human resources information systems (HRIM) to assist with managing employee data in a confidential manner.

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) is continuing to be implemented at the 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.

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

For discussion only.