MEETING OF THE ADMINISTRATIVE COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA., 90712
10:30 A.M., WEDNESDAY, JUNE 26, 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. **APPROVE THE MINUTES OF NOVEMBER 21, 2018**
   
   *Staff Recommendation:* The Administrative Committee approve the minutes as submitted.

4. **APPROVE THE MINUTES OF DECEMBER 20, 2018**
   
   *Staff Recommendation:* The Administrative Committee approve the minutes as submitted.

5. **APPROVE THE MINUTES OF JANUARY 14, 2019**
   
   *Staff Recommendation:* The Administrative Committee approve the minutes as submitted.

6. **APPROVE THE MINUTES OF FEBRUARY 6, 2019**
   
   *Staff Recommendation:* The Administrative Committee approve the minutes as submitted.

7. **ADMINISTRATIVE CODE**
   
   *Staff Recommendation:* For discussion and possible action.

8. **CLASS AND COMPENSATION STUDY UPDATE**
   
   *Staff Recommendation:* For discussion and possible action.

9. **DEPARTMENT REPORT**
   
   *Staff Recommendation:* For discussion and possible action.

10. **DIRECTORS' REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
11. **ADJOURNMENT**

The Committee will adjourn to its next meeting currently scheduled for July 24, 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 Brandon Mims, 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 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: JUNE 26, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE THE MINUTES OF NOVEMBER 21, 2018

SUMMARY
A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on November 21, 2018 at 10:45 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

FISCAL IMPACT
None

STAFF RECOMMENDATION
The Administrative Committee approve the 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 November 21, 2018 at 10:45 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

1. **DETERMINATION OF A QUORUM**
   A quorum was present, which included:
   - Committee: Committee Chair Sergio Calderon; Director Vera Robles-Dewitt; Director Willard H. Murray
   - Staff: Ken Ortega; Brandon Mims; Melody Wu; Evan Lue; H. Francisco Leal
   - Public: None

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

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.

   District Counsel Francisco Leal presented this item. Mr. Leal stated that he wished to implement the terms of the letter by January 1st, 2019.

   Director Murray arrived at 10:49 a.m.

   | First:    | Murray |
   | Second:   | Calderon |
   | Discussion: | None |
   | Vote:     | Calderon, yes; Murray, yes |
   | Result:   | ITEM 2 PASSED |

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 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.

Project Administrator Melody Wu presented this item. Ms. Wu advocated for the Bonfire Interactive software system. Discussion followed before Director Murray moved a motion to approve Staff recommendation.

| First:          | Murray             |
| Second:        | Calderon           |
| Discussion:    | None               |
| Vote:          | Calderon, yes; Murray, yes |
| Result:        | ITEM 2 PASSED      |

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.

Manager of Internal Services Brandon Mims provided a brief introduction before Data & Technology Services Supervisor Evan Lue presented this item. Mr. Lue gave an overview of Advanced Documents Solutions, Inc. (ADOCS). Discussion followed.

| First:          | Murray             |
| Second:        | Calderon           |
| Discussion:    | None               |
| Vote:          | Calderon, yes; Murray, yes |
| Result:        | ITEM 2 PASSED      |

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.

Assistant General Manager Ken Ortega presented this item.

| First:          | Murray             |
| Second:        | Calderon           |
7. AUTHORIZATION TO ALLOW DISTRICT EMPLOYEES TO OPT OUT OF THE VOLUNTARY INSURANCE PROGRAM AND ENROLL IN THE CALIFORNIA STATE DISABILITY INSURANCE PROGRAM

Mr. Mims presented this item. Mr. Mims stated that the Administrative Committee is recommending the Board submit an application to the State to allow employees to enroll in coverage under the State Disability Insurance Program.

First: Murray  
Second: Calderon  
Discussion: None  
Vote: Calderon, yes; Murray, yes  
Result: ITEM 2 PASSED

8. DEPARTMENT REPORT
There was no department report.

9. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF
None.

10. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned at 11:13 P.M.

___________________________  
Chair

ATTEST:

___________________________  
MEMBER  
Approved in minutes of:

___________________________
DATE: JUNE 26, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE THE MINUTES OF DECEMBER 20, 2018

SUMMARY
A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on December 20, 2018 at 11:30 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

FISCAL IMPACT
None

STAFF RECOMMENDATION
The Administrative Committee approve the minutes as submitted.
A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on December 20, 2018 at 11:30 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

1. **DETERMINATION OF A QUORUM**
   A quorum was present, which included:
   
   Committee: Committee Chair Sergio Calderon; Director Willard H. Murray
   
   Staff: Ken Ortega; Brandon Mims; Evan Lue; H. Francisco Leal; Brett Glasscock
   
   Public: Director Vera Robles-Dewitt

2. **PUBLIC COMMENT PURSUANT TO GOVERNMENT CODE C 54954.3**
   Pursuant to Government Code Section 54954.3

   None.

3. **UPDATE ON CLASS AND COMPENSATION STUDY**
   Manager of Internal Services Brandon Mims provided the update on the class and compensation study. Mr. Mims reviewed the recommended classifications by Segal Consulting Group. He also stated that Staff and Management were in the process of reviewing those classifications. Discussion followed.

<table>
<thead>
<tr>
<th>First: Murray</th>
<th>Second: Calderon</th>
<th>Discussion: None</th>
</tr>
</thead>
</table>
   | Vote: Calderon, yes; Murray, yes | Result: The Administrative Committee received and filed the report.

4. **AWARD OF CONTRACT TO DIGITAL NETWORKS GROUP FOR AUDIO / VIDEO SYSTEM PROCUREMENT AND INSTALLATION SERVICES FOR THE ALBERT ROBLES CENTER**
   Data & Technology Services Supervisor Evan Lue and Network Administrator Brett Glasscock presented this item. Mr. Glasscock stated that this item is fairly time-sensitive. Discussion followed.

<table>
<thead>
<tr>
<th>First: Calderon</th>
<th>Second: Murray</th>
<th>Discussion: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote: Calderon, yes; Murray, yes</td>
<td>Result: ITEM 2 PASSED</td>
<td></td>
</tr>
</tbody>
</table>
5. DEPARTMENT REPORT
Mr. Mims stated that General Manager Robb Whitaker had met the new candidate for the Administrative Specialist position and the goal would be to have her start by the 7th of January.

Mr. Mims proposed that Segal Consulting Group be present for the Administrative Committee meeting schedule for January.

No action was taken.

6. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF
None.

7. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned at 12:13 P.M.

___________________________
Chair

ATTEST:

___________________________  MEMBER

Approved in minutes of:

___________________________
MEMORANDUM
ITEM NO. 5

DATE: JUNE 26, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE THE MINUTES OF JANUARY 14, 2019

SUMMARY
A special meeting of the Administrative Committee of the Water Replenishment District of Southern California was held on Monday, January 14, 2019 at 10:55 A.M., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter. Tenisha Simeon, Administrative Specialist, recorded the minutes.

FISCAL IMPACT
None

STAFF RECOMMENDATION
The Administrative Committee approve the minutes as submitted.
A special meeting of the Administrative Committee of the Water Replenishment District of Southern California was held on Monday, January 14, 2019 at 10:55 A.M., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter. Tenisha Simeon, Administrative Specialist, recorded the minutes.

1. DETERMINATION OF A QUORUM
A quorum was present, which included:
Committee: Committee Chair Sergio Calderon; Director John D.S. Allen; Director Willard H. Murray, was excused.
Staff: Robb Whitaker; Brandon Mims; Tracey Burke; Monica Sijder; Scott Ota; H. Francisco Leal
Public: None

2. PUBLIC COMMENT
Tenisha Simeon, the District’s new Administrative Specialist, was introduced to the committee by Brandon Mims, Manager of Internal Services.

3. WRD ORGANIZATION CHART
Staff Recommendation: The Administrative Committee recommends that the Board of Directors adopt the new organizational structure depicted in the attached draft organization chart.
Robb Whitaker, General Manager, presented the new organizational chart and its two changes. The two changes replaced the Planning Group on Water Resources position with a Manager of Water Resources position and replaced a subordinate staff position with a Sr. Analyst position.

Alternate or Amended Recommendation:
Moved by Director: Allen
Seconded by Director: Calderon
Result: ITEM 2 PASSED
4. STATUTORY AND REGULATORY REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES
Robb Whitaker, General Manager, explained and discussed with the committee the purpose of the statutory and regulatory requirements for a publicly available pay schedule. The item will be brought back to the committee for further discussion.

Alternate or Amended Recommendation:
Moved by Director: Allen
Seconded by Director: Calderon

5. DEPARTMENT REPORT
Mr. Mims scheduled a phone conference with the Segal Water Consultant team to provide an update on the class and compensation study to the committee at the next meeting.

6. DIRECTORS REPORT, INQUIRIES AND FOLLOW-UP OF DIRECTORS TO STAFF
None

7. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned at 11:12 a.m.

__________________
Chair

ATTEST:
__________________
Member

Approved in minutes of: ___________________
DATE: JUNE 26, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVE THE MINUTES OF FEBRUARY 6, 2019

SUMMARY
A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on February 6, 2019 at 10:55 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

FISCAL IMPACT
None

STAFF RECOMMENDATION
The Administrative Committee approve the minutes as submitted.
A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on February 6, 2019 at 10:55 a.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Sergio Calderon called the meeting to order and presided thereafter.

1. DETERMINATION OF A QUORUM
   A quorum was present, which included:
   Committee: Committee Chair Sergio Calderon; Vice Chair Willard H. Murray
   Staff: Tracey Burke, Evan Lue, Scott Ota, Esther Valle Rojas, Tenisha Simeon
   Public: None

2. PUBLIC COMMENT
   Pursuant to Government Code Section 54954.3
   None

3. UPDATE ON CLASS AND COMPENSATION STUDY
   Chief Financial Officer Scott Ota presented this item as Brandon Mims was not present. He stated that at the last Administrative Committee meeting, President Allen was the Alternate who asked Segal to have a draft finished by the 8th of February. Segal is still on track to complete the draft by Friday the 8th.
   
   Mr. Ota then stated that as part of the study, Segal was asked to look at things outside of the scope of the contract and that they went over their budget. Thus, Staff is asking for a $12,000 increase to their contract.

   First: Calderon
   Second: Murray
   Discussion: None
   Vote: Calderon, Yes; Murray, Yes
   Result: ITEM 2 PASSED
4. **EMPLOYEE RELATIONS PROGRAM UPDATE**
Senior Administrative Specialist Tracey Burke presented this item. She expressed that WRD engages in various activities for Staff throughout the year. For the first quarter of 2019, January was Wellness Month, February will contain CPR, First Aid, and Defibrillator training as well as the Employee Appreciation Luncheon. March will feature Cancer Awareness.
As part of the Employee Relations program, there will be a staff-driven committee to get everyone involved.
Director Calderon inquired about Adopt A Family. Ms. Burke then elaborated on Adopt-A-Family’s purpose. There were no more questions.

| First:    | Calderon           |
| Second:  | Murray             |
| Discussion: | None               |
| Vote:    | Calderon, Yes; Murray, Yes |
| Result:  | Administrative Committee accepted the report. |

5. **DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
There were no director’s reports. Vice Chair Murray welcomed Tenisha Simeon.

No action was taken on this item.

6. **ADJOURNMENT**
There being no further business to come before the Committee, the meeting was adjourned at 11:08 A.M.

___________________________
Chair

ATTEST:

___________________________
MEMBER Approved in minutes of:
DATE: JUNE 26, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE

SUMMARY
Staff will provide an update on the status of the Administrative Code.

FISCAL IMPACT
None

STAFF RECOMMENDATION
For discussion and possible action.
MEMORANDUM

ITEM NO. 8

DATE: JUNE 26, 2019

TO: BOARD OF DIRECTORS

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CLASS AND COMPENSATION STUDY UPDATE

SUMMARY

Staff will provide an update on the status of the Class and Compensation Study.

FISCAL IMPACT

None

STAFF RECOMMENDATION

For discussion and possible action.